



Saratoga Elementary

2019-20

Student Handbook

Dear Parents,

As we seek to provide a welcoming and safe environment for all students, your partnership with school staff is essential to your child's success at Saratoga Elementary. Please review the attached information with your child in whatever way is most appropriate to their understanding. If your child is in Kindergarten, your child's teacher will provide information about Kinder-specific expectations and procedures.

Once you and your child have reviewed this handbook, please sign, detach this page, and return it to your child's teacher by **Friday, August 23**. Please keep the rest of the handbook for your reference. If you prefer a digital copy, one can be found on our website under the section *For Parents*.

Through our cooperation, we can make 2019-20 a fantastic year of personal and academic growth for all our students!

Sincerely,

Brian White
Principal, Saratoga Elementary School

Agreement

I have discussed the student handbook with my parents and recognize my responsibility for doing my best to follow all school rules and expectations.

Student Name: _____ Date: _____

Teacher Name: _____

I have received the student handbook and have reviewed school expectations with my child.

Parent Name: _____ Date: _____

Expectations for Student Behavior

Our intention is to create a safe and welcoming environment where all children are able to give their personal best toward academic and personal growth. Similar to how children learn to read or solve math problems, positive behavior is a skill best learned when taught with clarity. And like academic learning, we recognize children learn behavioral skills in different ways. Below are Saratoga Elementary's general expectations for student behavior across the school day:

Eating in the Multipurpose Room

- When an adult says “one, two, three, eyes on me”, students reply “one, two, eyes on you”. Students should then stop talking, look at the adult addressing them, and listen for instructions.
 - Walk at all times
 - Eat only your food
 - Tidy up your mess
 - Use inside voices
 - Make room for others at your table
 - Stay seated unless going to the restroom or throwing away trash
 - Minimize and sort waste in the compost, recycling, and trash bins
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Recess

- For morning recess, students in grades 1 and 3 may use the play structure on odd-numbered dates. Students in grades 2 and 4 may use the play structure on even-numbered dates. Students in grade 5 may use the play structure any day.
 - Walk on the tanbark and on the play structure
 - Go up ladders and down slides
 - Eat food at tables only
 - Stay inside the blue line and where adults can see you
 - Use waste bins and sort waste into compost, recycling, and trash
 - Take turns and share spaces
 - Solve conflict peacefully and immediately
 - When the bell sounds, return to class immediately and hold all playground equipment
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Hallways and Stairs

- Walk at all times
 - Stay to your right
 - Be mindful of others' personal space
 - Hold all playground equipment
 - Use inside voices
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Assemblies

- Enter and exit the multipurpose room calmly, and in a single file line
- Be a good audience by sitting on your bottom, looking at and listening to the speaker, and by clapping appropriately
- Keep hands, feet, and objects to yourself
- Raise your hand and wait to be called on before speaking

Using the Restroom

- Wait for your teacher's permission before leaving the classroom
- Walk to and from the restroom
- Use the restroom quickly and return to class promptly
- Allow others privacy. If you are unsure whether a person is using a restroom stall, knock gently.
- Only put toilet paper in toilets
- Flush toilets after use
- Wash hands thoroughly with soap and water before returning to class
- Report any problems to your teacher immediately

Items to Bring to School

Being on-time and prepared for school is a big part of academic success. Please make sure your student arrives to school each day with their lunch, morning snack, backpack, homework, school materials, sweaters/jackets and any timely items like permission slips that need to be turned in. Students are welcome to bring sports equipment from home such as basketballs, soccer balls, and footballs as long as the items are clearly marked and if your student is willing to share the item with others. GPS and fitness tracking devices are allowed as long as the device is not able to send or receive electronic communication.

Items to Leave at Home

Please do not bring to school: toys, games, trading cards, hard baseballs/softballs, baseball or cricket bats, glass containers, stuffed animals, live animals, personal laptop computers, portable electronic games and music players, video and audio recording technology, and chewing gum. The exception to the above is for kindergarten and grade 1 students who are bringing a personal item for sharing time. If sharing items are brought, they may not be taken outside for recess. If you have any questions about whether a particular item may be brought to school, please contact your child's teacher or the school office.

Personal Communication Technology/Messages for Your Child

Some families choose to provide their children with smartwatches, smartphones, and other devices with personal communication technology. While useful for quickly sharing messages and keeping tabs on your child's location, these devices can disrupt instruction and impede safe and effective communication at school. During the school day students are asked to keep these devices powered off and put away. Students are allowed to take out and use these devices once the instructional day has concluded.

If you need to send an urgent message to your child during the school day, please contact the school office and office staff will make sure your child receives your message.

School Clothing

Students should come to school dressed for learning and play. Please have your child wear clothing that fits comfortably and is suitable for the weather. Clothing should also be well-fitting enough to cover undergarments during instruction and play. Students should wear shoes that are appropriate for running and physical education classes. Any clothing depicting violence, disrespectful/foul language, or adult messages will not be allowed.

Since it's not uncommon for children to misplace outerwear and other personal items, parents are encouraged to label personal items with their child's name. If your child reports personal items lost at school, please check the lost and found rack in the multipurpose room. Unclaimed items will be donated to a local charity at regular intervals throughout the school year.

Lunchtime

Students who are not purchasing lunch at school should arrive to school with a lunch and morning snack, which is kept in the classroom. If a child forgets their lunch, parents may drop off a lunch at the school office. Lunches *may not* be dropped off at the multipurpose room. To ensure children have sufficient time to eat, any lunches should be dropped off prior to 12:10 p.m. Please note school staff are not able to accept lunches dropped off by DoorDash, UberEats, or other food delivery services.

Parents who wish to eat with their lunch with child at school for a special occasion may do so provided they are cleared volunteers and schedule their lunchtime visit with the office at least 24 hours in advance.

Bicycles and Other Wheeled Contraptions

Students are encouraged to bike and walk to school as part of a healthy lifestyle and to reduce traffic around the school. Parents should accompany younger children who may not be ready to travel to school independently. Students are expected to adhere to the following rules when biking, skateboarding, or walking to school:

- Students must know and observe safety practices and laws, including wearing a helmet.
- Once on campus, students should walk their bicycles to the bicycle rack.
- All bicycles should be locked in the bicycle racks located between the multipurpose room and the after-school portable. Bike owners are solely responsible for any damage to their bicycle.
- Scooters brought to campus must be portable enough to be stored in the student's backpack.
- Skateboards, roller blades, roller skates, shoe skates, and shoes with built in wheels are not allowed to be used on school grounds.

Arrival and Dismissal

Arriving to School

- Students should arrive to school **no earlier than 8:10 a.m.** There is **no supervision before 8:10.** ***For Kindergarten students, supervision begins at 8:15 a.m.**
- Students should go to the playground when arriving before the 8:25 a.m. bell.
- In the event of inclement weather, students may enter the multipurpose room beginning at 8:10 a.m.
- Students may enter the school building beginning at 8:25 a.m.
- Students arriving after 8:30 a.m. must report to the office for a late slip.
- To teach independence, parents are asked to remain outside as their children enter the building at 8:25. Staff are visible and available to help younger students safely transition to their class.

Dismissal from School

- Please review our daily class schedule under the "For Parents" section on our website for information about dismissal times.
- Students waiting for parents are to remain in the supervised pick up area between the classroom building and the multipurpose room near the parking lot.
- Please pick up your student promptly following the end of the school day.

- Students on school grounds after dismissal must be supervised by either a parent or a parent-designated adult caregiver.
- Kindergarten students may not play on the main playground or field following early kinder dismissal during the first four weeks of school.

Indoor Dismissal

- On days when inclement weather prevents students from being outside, we will dismiss students in grades 3-5 by name over our intercom system.
- When you enter the queue, please have the first and last name, grade, and teacher name visibly displayed in your vehicle for any student you are picking up. School staff will call for your student(s). If your child is being picked up by someone else, please make sure they have this information.

Parents and Caregivers waiting for 3:00 Dismissal

Parents of children in grades 3 through 5 may wait between the MPR and playground for the 3:00 p.m. dismissal after picking up their younger students. Parents are asked to adhere to the following practices:

- Parents may wait in the area between the multipurpose room and playground as long as it does not interfere with other school activities.
- Parents and children may use the single stall restrooms in the multipurpose room as long as the MPR is not being used by a class.
- Children may play on the playground under the immediate supervision of their parents or designated adult caregiver only if it does not interfere with other school activities.
- Children using the playground between 2:25 and 3:00 p.m. are expected to follow all school rules under the supervision of a parent/adult caregiver.
- Parents waiting for dismissal on school grounds must park their vehicle in a parking spot.
- In the event of a school-wide evacuation (including fire drills) parents and out-of-school children should immediately assemble by the fourth grade tables under the trellis and report to office staff.

Traffic Queue Procedures

Our small parking lot and the narrow width of Oak St. presents challenges when dropping off and picking up students for school. For the safety of all our students, parents, staff, and neighbors, please adhere to the following queue procedures:

- Parents wishing to drop off or pick up their child from school without leaving their vehicle must do so through the traffic queue that leads into the school parking lot. **There are no drop-offs allowed on Oak St. or Komina Ave.**
- Parents intending to leave their vehicle should park their vehicle in a designated parking space in the school parking lot or on city streets.
- During pick up and drop off times, all vehicles entering the parking lot must do so through the traffic queue.
- No left turn is allowed into the school parking lot during pick up and drop off times.
- When in the queue, vehicles should stay to the school side of Oak St. with the right turn signal on to allow through traffic to pass.
- Vehicles should stop at the first white line on Oak St. and may enter the school parking lot only when it is safe to do so without blocking other vehicle or pedestrian traffic.
- Once in the school parking lot, vehicles should pull as far forward as possible before having their child exit or enter the vehicle. Do not have your student enter or leave your vehicle before you pass the marked sign.

- If a private driver or child-based car service will be picking up your student from school, please make sure they have your child's first and last name, grade level, and teacher. School staff is **not able to release children to an Uber or Lyft driver**.
- If your child requires access to the trunk of your car before entering or leaving your vehicle, please park your car instead of using the queue.
- Parents and other drivers using the queue are expected to follow all applicable traffic laws. Drivers are also expected to follow the direction of crossing guards and school staff on traffic duty.
- Please avoid using cell phones while in the queue.

Other Important Traffic Reminders

- Please be considerate of our neighbors by parking in the school parking lot or in designated street parking only.
- The Sheriff's Department patrols Oak St. and Komina Ave. and may ticket vehicles parked in red zones, blocking residential driveways, and failing to stop at stop signs.

Timely Pick Up

Saratoga Elementary staff are unable to provide after school supervision for students. When students are not picked up after school from the pick up area, students are brought to the office. **Please note, Treehouse does not offer drop-in services.** Office staff will attempt to contact parents, who may pick up their child from the office when they arrive to school. If office staff is unsuccessful in reaching parents, staff will call individuals listed on the student's emergency contact list to pick up the child from school.

Before and After School Access to Classrooms

Unless they are participating in a before school activity, students are not allowed to enter the classroom building before 8:25 a.m.

Students are not permitted access to classrooms after the teacher has left for the day. Please encourage your student to make sure they have their homework, backpack, and other personal items with them before they leave their classroom.

Connecting with Your Child's Teacher

Teachers have established office hours in order to set aside time to meet with their students' parents. If you would like to meet with your child's teacher please contact him or her to set up an appointment. Parents who wish to drop off forms or other items to their child's classroom before school or during the school day should bring those items to the school office. Office staff will make sure those items get to the teacher.

Classroom Observations

Parents are entitled to observe instruction and other school activities that involve their child. If you would like to observe your child's classroom, please contact your child's teacher. Classroom visits are typically about 15-20 minutes per visit in order to minimize any disruptions to instruction.

Visitors to Campus

All visitors to campus, including children, must register at the main office by signing in on the visitor sign-in sheet.

School Discipline

As every parent can attest, all children make mistakes from time to time. At Saratoga Elementary, we endeavor to use student mistakes as opportunities for learning and growth. Part of this growth often involves students learning to take responsibility for their mistakes, to seek a restoration of hurt relationships, and adhering to clear boundaries and expectations moving forward. Occasionally, disciplinary consequences are necessary to ensure student safety and to support students learning behavioral and social skills that are consistent with school-wide expectations.

Suspension and Expulsion

The SUSD Board of Trustees desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board has developed rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion. For more information regarding SUSD discipline please refer to board policy 5144 and 5144.1

Bully Behavior

The staff of Saratoga Elementary recognizes the harmful effects of bullying on student learning and school attendance. We desire to provide safe school environments that protect students from physical and emotional harm. Saratoga Elementary staff, students, and parents establish student safety as our top priority and shall not tolerate the bullying of any student.

Bullying, for the purposes of discipline, is defined in California Education Code 48900 (r) as severe or pervasive physical or verbal conduct, including electronic communications, that:

- reasonably places a student in fear of harm to their person or property,
- has a substantially detrimental effect on their physical or mental health,
- substantially interferes with their academic performance,
- or, causes substantial interference with a student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

At Saratoga Elementary we are committed to a safe and welcoming environment. No student or group of students shall be subject to physical, written, or verbal harassment and intimidation of any kind, including harassment through electronic communication. We are also committed to supporting the underlying needs of any child found to be engaging in bullying as well as working toward resolution and care for any child who is the victim of bullying behavior. Students engaging in bully behaviors are subject to disciplinary action, up to and including suspension and expulsion from school.

We also are mindful that behavior is sometimes labeled as "bullying", when other descriptions such as social conflict or teasing are more helpful for understanding and resolving the problem. If you have concerns your child may be experiencing bullying or is bullying others, please contact your child's teacher.

Attendance

California Education Code 48200 requires all children between the ages of 6 and 18 to attend school full time. While there may be times when your child must be absent from school due to unavoidable circumstances, absences and excessive tardies for any reason affect a student's education and may reduce opportunities for success in school. Late arrivals also interrupt classroom instruction and interfere with the learning environment for all students.

If your child will be absent from school, please call the school and leave a message on the school attendance line at your earliest opportunity.

We find that, for children in elementary school, bedtime and morning routines at home most helpfully support a child's on-time school attendance. Parents are encouraged to establish evening and morning routines that allow their well-rested child sufficient time to eat, dress, and address hygiene needs so they may arrive to school by 8:25.

Late Arrivals

Late notices are given to students arriving after the start of school at 8:30 a.m. Tardies are defined as arriving 30 minutes or more after the start of school. California Education Code allows excused tardies for illness, dental or doctor's appointments and emergencies. If a student arrives to school after 8:30 a.m., they must report to the office for a late notice.

Students and Parents who accumulate excessive absences and tardies are subject to California Education Code and SUSD's attendance policy. For more information, please visit the attendance section of SUSD's website: <https://www.saratogausd.org/Page/745>

Parents Make a Difference!

Can you believe your child spends about 1,300 hours at school each year? Parent involvement contributes significantly to children's success in school. All parents are encouraged to be active participants in their children's education.

All parents are also encouraged to become cleared volunteers. Cleared volunteers may help in their child's classroom, chaperone and drive on field trips, and supervise students for school-sponsored after school activities, in addition to many other opportunities.

To become a cleared volunteer, parents must complete the SUSD volunteering packet, submit to a fingerprint scan, and return a tuberculosis clearance form completed by a physician. For more information about volunteering at Saratoga Elementary, please visit the volunteering page on SUSD's website: <https://www.saratogausd.org/Domain/771>