

# **STUDENT/PARENT HANDBOOK**



## **ROEDING ELEMENTARY SCHOOL**

**1225 W. DAKOTA AVE.**

**FRESNO, CA 93705**

**559.248.7250 (OFFICE)**

**559.248.7252 (FAX)**

**559.248.7253 (ATTENDANCE LINE)**

**PRINCIPAL: Mrs. Duran**

**VICE-PRINCIPAL: Mrs. Pichardo**

## **Message from the Principal**

Welcome to Roeding Elementary. The following pages in this handbook are provided for you as a quick and easy reference guide to help explain some of the procedures and expectations at Roeding Elementary. Please take an opportunity to go over these pages with your students. It is our goal to provide a safe, loving, and supportive environment for learning. We are committed to providing a variety of supports, which are designed to meet the needs of ALL the diverse learners we serve. I am excited about the plans for this school year and look forward to working with each of you as we strive to make this school year a successful experience for ALL of our students.

*Sincerely, Mrs. Duran  
Proud Principal*

### **School Hours**

|   |                                     |                                     |
|---|-------------------------------------|-------------------------------------|
| Preschool<br>8:00 a.m. – 11:00 a.m.<br>12:00 p.m. - 3:00 p.m. | TK & Kinder<br>8:00 a.m.– 1:05 p.m. | Grades 1-6<br>8:00 a.m. – 2:05 p.m. |
|---|-------------------------------------|-------------------------------------|

### **Early dismissal days this year:**

|   |                                   |                                |
|---|-----------------------------------|--------------------------------|
| <u>Parent/Teacher Conferences:</u><br>October                     | TK & Kinder<br>12:00<br>dismissal | Gr. 1 – 6<br>1:00<br>dismissal |
| <u>Early Release:</u> Every Tuesday<br>of a five-day school week. | TK & Kinder<br>12:00<br>dismissal | Gr. 1 – 6<br>1:00<br>dismissal |
| <u>Last Day of School:</u>  | 12:00 dismissal                   |                                |

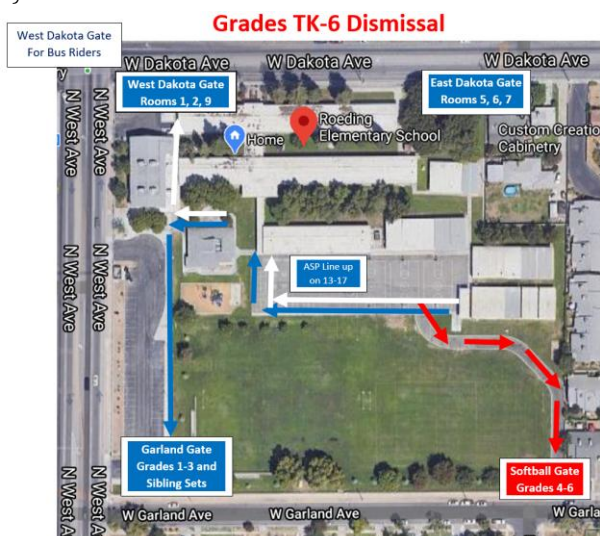
## Arrival and Dismissal

For the safety of our learning community, **staff parking lot gates will remain locked throughout the school day**. Follow all posted parking signs. Please **do not park** in red zones nor make a U-turn in school zones. For the safety of our students and staff, please stop when our crossing guards are on the crosswalk with stop signs. **Do not** double-park or block traffic.

**Arrival:** All students must enter and exit through the Garland (south side of school) or Dakota (north side of school) gates. Students are not to arrive prior to breakfast (starting at 7:30), as there is no supervision. All students are required to go directly to the cafeteria upon arrival.

**Dismissal (TK-K):** Students **must** be picked up on time at their designated gate. TK and K classes will exit through the Dakota Gate based on classroom location. See the image below.

**Dismissal (1<sup>st</sup>- 6<sup>th</sup>):** Students **must** be picked up on time at their designated gate. Students are to exit the campus immediately after school unless enrolled in an After-School Program. Please ensure your child knows the daily pick-up/walk-home plan. Grades 1, 2, and 3 will exit through the Garland Gate. Grades 4, 5, and 6 will exit through the Softball Gate. Siblings can meet in the courtyard (by the cafeteria) and walk to the Garland gate together. Dakota Gate will be used for bus riders only.



## **Breakfast/Lunch and Snacks**

**Breakfast:** All students are provided with a free breakfast from 7:30-7:55 a.m. Due to the safety and health of our Roeding family, the cafeteria is for students and supervising staff members only.

One of our jobs is to encourage your child's independence. Please use the first week of school to familiarize your child with the routine. Beginning the second week, we encourage parents to say goodbye to their child/children at their entrance gate. The intent is to build trust between students and support staff, to consider the safety of all students, and to adhere to Maximum Capacity in the cafeteria.

**Morning Recess Snacks:** All snacks will be eaten at the picnic tables. Should students bring snacks from home, they must fall within the following guidelines:

- Snacks must be healthy in nature (i.e. water, fruit, yogurt, granola bars, raisins, crackers, etc.) **Sodas, candy, gum, and spicy chips such as Hot Cheetos and Takis are not allowed**
- Snacks must be eaten on the picnic tables
- All trash such as containers, wrappers, paper, and plastic bottles must be disposed of in the trash cans next to the picnic tables
- For health purposes, students **should not** share their snacks with others

## **Recess:**

Throughout this year, students will receive instruction and practice on playground expectations to ensure a safe recess experience. Students must follow all recess expectations, which include:

- Using playground equipment appropriately and safely
- Walking on the blacktop and the wood chips play area safely
- Tag or any tag-like game where students chase each other are prohibited for the safety of our students

## **After School Program**

Roeding offers an After-School Program. Students must be enrolled to participate in this program. Please call 559-803-3537 for more information. For safety, students not signed up for this program must exit campus immediately at dismissal. Supervision is not available for students who are not enrolled in the After-School Program.

## **Personal Information**

We cannot give out personal information regarding students over the phone. This request must be made in person by the parent or legal guardian.

## Student Behavioral Expectations

We are committed to the philosophy, “**teach what we expect.**” Throughout this year, students will receive instruction and practice on playground behavior, entering and exiting the buildings, lining up and walking in lines, arrival and dismissal procedures, cafeteria procedures, and much more. All expectations are based on our SOAR Guidelines for Success to ensure a safe and loving environment.

Behavior that is disruptive and/or defiant does not contribute to a safe and loving environment. All students will follow the rules explained as per the Fresno Unified School District Policy.

Disciplinary Steps will be as follows:

1. Verbal Warning – with reteaching of expectations
2. Teacher/Student Conference – with written documentation
3. Parent Notification – phone call, email, or in person (method of contact to be arranged with the teacher) & written intervention/response documented in ATLAS
4. Office Referral – with previous intervention documentation and parent communication
5. Pre-Suspension Notice – parent conference with admin. And notice signed
6. Suspension

**S** uccessful Students  
**O** utstanding Behavior  
**A** ccepting of Others  
**R** espectful to All



### **Student Awards/Recognition**

At the end of each semester, an assembly will be held in which students are acknowledged for their successes in Academics, Effort, Citizenship, and Attendance.

|   |   |
|---|---|
| <b>Academic Awards:</b><br>Grades 3-6 are eligible<br>Grade 2 eligibility begins in quarters 3<br>A = 4 points, B = 3 points, C = 2 points, D = 1 point | <b><u>Semester Certificates:</u></b> <ul style="list-style-type: none"><li>• Honor Roll: Semester G.P.A. average of 3.6-4.0</li><li>• Merit List: Semester G.P.A. average of 3.0-3.5</li></ul> <b><u>End-of-Year Trophies:</u></b> <ul style="list-style-type: none"><li>• Principal's Honor Roll: 4.0 G.P.A. in all 4 quarters</li><li>• Honor Roll: average G.P.A. of 3.6-4.0 all year</li><li>• Merit List: average G.P.A. of 3.0-3.5 all year</li></ul> |
| <b>i-Ready</b><br>Grade K-6 are eligible  | <b><u>End of Year Medals:</u></b> <ul style="list-style-type: none"><li>• i-Ready Math Medal: Met stretch growth</li><li>• i-Ready Reading Medal: Met stretch growth</li></ul>  |
| <b>Citizenship:</b><br>Grades 1 – 6 are eligible  | <ul style="list-style-type: none"><li>• Report cards must not reflect any S's, U's or P's</li><li>• All O's (Outstanding) marked in the social skills column</li><li>• If a student has lost a SOAR privilege during that semester, he/she is not eligible for a citizenship award</li></ul>  |
| <b>Perfect Attendance:</b><br>Grades 1 – 6 are eligible   | <ul style="list-style-type: none"><li>• No absences/tardies (entering class after 8am)</li><li>• No reverse tardies (30 minutes late or leave 30 minutes early)</li></ul>   |
| <b>Awesome Attendance:</b><br>Grades 1 – 6 are eligible   | <ul style="list-style-type: none"><li>• 5 or less tardies or absences. Including reverse Tardies.</li></ul>   |
| <b>Rocket of the Semester</b><br>Grades 1 - 6 are eligible  | <ul style="list-style-type: none"><li>• All-around excellent student</li><li>• Role model (academic effort &amp; good character)</li><li>• <u>Demonstrates the six Pillars of Character:</u> Responsibility, Trustworthiness, Respect, Fairness, Citizenship, and Caring</li></ul>  |

### **Grades**

Students who are 2+ years below in their reading or math i-Ready diagnostics will receive a grade no higher than C on their report cards.

### **SOAR**

Roeding's SOAR is a monthly positive behavior incentive that rewards students for following our SOAR Guidelines for Success. An office referral leads to the loss of SOAR privilege.

**Criteria for SOAR:** Students who meet the following criteria will not participate in SOAR:

- More than 3 entries on their monthly Classroom Conduct Referral card from one SOAR to the next
- School Suspension from one SOAR to the next

### **Coordination of Supports and Services Team (COSST) and Student Success Team (SST)**

We follow the Response to Intervention (RTI) model of support from the least restrictive approach. RTI provides all children's instruction at their grade level and/or instructional level. Based on student achievement data, a student may need a more intensive intervention program to assist with learning or behavior. After these strategies have been implemented, and the student continues to struggle, we will hold a Coordination of Supports and Services Team Meeting (COSST) to discuss the concerns and how we can intervene further on behalf of the student. A Student Success Team Meeting will be held when the least restrictive interventions have been unsuccessful.

### **Teacher Requests**

Developing a class is an important responsibility of the faculty and administration. Classes are created using several criteria, such as the child's academic level, citizenship, gender, primary language needs, peer relationships, class size, etc. Each child's placement is individually considered, and the final assignment for each student is based on a collaborative effort between teachers and the administration. Requests made by parents for specific teachers should be made through a student's current teacher and will be considered but not guaranteed.

### **No Pets on Campus**

For the safety of our students and staff, please keep all pets off campus **at all times**. Even the friendliest of pets can become fearful and bite. In addition, many of our students suffer from severe allergies and/or asthma, and their health could be negatively affected if exposed to animals. All service animals must check into the front office and provide documentation. Service animals must be wearing their service vest at all times while on campus.

### **Internet Policy**

The Governing Board mandates that all students have signed consent from parents before using the Internet at school. The Internet is a valuable instructional and learning resource. Please be sure you and your child read and sign the Acceptable Use Guidelines for the Internet, located in your first-day packet, and return it to your child's teacher as soon as possible.

## **Emergency Procedures**

Fire drills are conducted monthly. Lockdown and earthquake drills are conducted two times per year. All students will participate in these practice drills to learn how to respond in an emergency.

## **Medications**

Students are not allowed to possess medication or self-medicate at any time on campus. This includes both prescribed and over-the-counter medication. If students need to take medications while on campus, parents need to provide a written order from the doctor. The medication must be in its original container with the prescription sticker attached. The order for over-the-counter medications must match the bottle or packaging. All medications are stored in the nurse's office.

## **Illness**

If a child becomes sick during the school day, he/she will be sent to the office, and the nurse or designee will assess the child's condition. Should there be a medical concern, the parent will be notified. If the parents cannot be reached, the staff will call the numbers on the emergency card in the order in which they appear. Students may not be released to walk home. A person 18 years of age or older, listed on the emergency card, must pick up the child from the office.

## **Yellow Emergency Card**

Emergency cards are utilized when contact needs to be made from school to home. Please make sure to keep the list updated. List phone numbers of friends or relatives we can reach in case of an emergency. **No one will be able to sign your child out of class if he/she is not listed on the yellow emergency card. We cannot get permission over the phone.**

## **After School Detention**

For a variety of reasons, teachers may keep students up to 30 minutes after school, if needed. Generally, teachers will have students contact parents to inform them of the student's whereabouts.

## **Teacher Communication**

In order to protect instructional time, please make an appointment, email, or reach out to your child's teacher on Parent Square. Our goal is to provide all students with the best education possible and maximize instructional time. We value parent collaboration and look forward to communicating with you outside of instructional time. **All Roeding Staff members have a 24-hour turnaround policy related to communication.**



### **Campus Safety**

The Fresno Unified School District Board of Trustees strives for a safe and caring environment while on campus. It is the intent of the District to promote mutual respect, civility, and orderly conduct among all members of the Roeding community. Any person demonstrating conduct that interferes with the safety of others will be escorted off campus.

### **Parking**

When tending to school business, parking is available on Dakota Avenue. Please **do not park** in school red zones. Follow all posted parking signs. **Do not park** in the business parking lots across the street. Please lock your vehicle and do not leave any valuables visible in the car. Roeding is not responsible for any lost, stolen, or damaged items. Handicapped parking is available by calling our office to open the staff parking lot gate.

### **Visitors**

For the safety of students and staff, all visitors must report to the school office to sign in. Every adult on campus is required to possess either a FUSD badge or a Visitor's Pass. Please do not become offended if you are asked for your Visitor's Pass, as we are working diligently to keep your child/children safe.

### **Volunteers**

The Fresno Unified School District Board of Trustees encourages parents/guardians and other community members to share their time, knowledge, and abilities with our students. Each volunteer is required to complete the District Volunteer Application Form, two weeks prior to interaction with students, and the completed form must be on file in the office. This form includes a requirement to disclose any prior criminal convictions. Failure to provide accurate information will result in immediate dismissal. Once the volunteer has been cleared, he/she will be contacted by a staff member, and the volunteer may commence service. While volunteering, confidentiality policies are to be adhered to.

### **School Parties**

Classrooms are permitted two (2) parties per year. Treats vary and are based on the discretion of the teacher. The two parties may include: Winter and End of year Party.

### **Birthday Celebrations**

Birthday parties are not permitted at school; however, a small treat during the last 5-10 minutes of the school day is permissible. **No home-baked items are permitted. All items must be store-bought and in the original packaging.** Please arrange with the teacher before bringing treats. To avoid hurt feelings, please do not pass out party invitations during the school day.

### **Sending Gifts**

Please do not have balloons, flowers, or other gifts delivered to individual students. Although we appreciate the parent's intent, it causes a disruption to the educational environment. Any such items will be held in the office and given to the child at the end of the school day.

### **Homework Policy:**

Homework is an important part of the educational process and success of each child. Your child's teacher will explain his/her expectations regarding the amount and timelines of homework. Please check your child's backpack daily and help him/her develop consistent habits regarding the completion of all assignments. If a student is absent for two or more days, homework may be requested from the teacher. Homework requests will be processed and may be picked up the next school day. Please contact your child's teacher to initiate the homework request.

### **CA Ed. Code Violations**

The Fresno Unified School District Board of Trustees has established policies and standards of behavior to promote learning and protect the safety and well-being of all students. When these policies/standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction. CA Ed. The code states that students who violate the following will be subject to penalty:

- \*Found in possession of a loaded or unloaded firearm.
- \*Found in possession of laser and/or explosive devices.
- \*Found in possession of knife/knives
- \*Found in possession of other dangerous objects
- \*Found in possession and/or sale of controlled substances.
- \*Caused, attempted to cause, or threatened to cause serious physical injury to another person, willfully used force or violence upon the person of another, except in self-defense.
- \*Commits or attempts to commit arson.
- \*Commits or attempts to commit sexual assault or battery.
- \*Makes terrorist threats.
- \*Staff and/or students who post or comment on prohibited content shall be subject to discipline in accordance with district policies and administrative regulations.

## **Attendance:**

Every day counts. Regular attendance is an important component of your child's academic and social emotional development. It helps support social-emotional learning, increases knowledge, and promotes student and family engagement.

Daily attendance also upholds the law. California Education Code 48260-48273, requires that "students between the ages of 6-18 attend school full-time. According to our Fresno Unified Board Policy 5113.1, the District is committed to working with students and their families to ensure that poor attendance does not adversely impact their academic success." Education code 48260 (a) also says that "any student subject to compulsory full-time education who is absent from school without valid excuse three (3) full days in one (1) school year, or tardy or absent for more than any thirty (30)-minute period during the school day without a valid excuse on three (3) occasions in one (1) school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the Superintendent of the school district."

The parent/guardian must call the school office to report an absence. A call is required for each day a student is absent (559-248-7253).

We will ask you to provide a doctor's note to clear your child's absences when he/she has medical appointments. If your child does not have a doctor's note to clear his/her medically related absence, our office will be coding the absence as a Parent Request. The code of Parent Request is not a fully excused absence and is considered a truancy.

To maximize learning, students must be in school, on time every day. If you pick up your student early (30 minutes or more) without an excused reason and provide justification, attendance is marked as "L" for that day. Three (3) or more "L" codes in a school year will generate a truancy letter.

## **Short Term Independent Study Contract:**

Please request a referral at least one week before the start date of the Student Independent Study Contract. Your child's teachers will need time to prepare assignments for your student. All participant signatures are required to process and approve the Independent Study Contract. Students are allowed a total of 15 school days of independent study contracts per academic school year.

## **Parent/School Partnerships**

At Roeding, we are committed to a parent partnership. Research shows that students whose parents are involved in the day-to-day aspects of their child's education have a higher rate of achievement. This involvement can vary depending on parents' schedules and school/child's needs. We encourage you to participate as often as time allows you to, but most definitely make sure you are in constant communication with your child and his/her teacher. The easiest method of participation is daily conversations with your child/children regarding each day's events. This includes looking over the homework, checking ATLAS, connecting to Parent Square, visiting our Roeding website (<https://www.roeding.fresnounified.org>) and checking backpacks for notices and graded papers. Some activities you may wish to participate in include:

- |  |                              |
|--|------------------------------|
| ❖ Back to School Night                       | ❖ Barn & Hula Dance          |
| ❖ Open House                                 | ❖ Donuts with Dad            |
| ❖ Sports Activities                          | ❖ Muffins with Mom           |
| ❖ Field Trips                                | ❖ Pastries with Grandparents |
| ❖ Parent/Teacher Conferences                 | ❖ Awards Assemblies          |
| ❖ Family Engagement Hours                    | ❖ Performances               |
| ❖ Literacy Family Night                      | ❖ Fundraisers                |
| ❖ School Site Council (SSC)                  | ❖ Climate & Culture Survey   |
| ❖ English Language Advisory Committee (ELAC) |                              |

## **Family Engagement Hours**

Family Engagement Hours are provided monthly to inform family members about the events surrounding Roeding Elementary. This is also a time for parents and guardians to discuss volunteer opportunities and activities to build partnerships in our school community. Meetings are held in both English and Spanish.

## **School Site Council (SSC) and English Learners Advisory Committee (ELAC)**

Roeding's SSC and ELAC are designed to advise in program planning and budget allocations. They are the voting members for their respective constituencies; however, all parents are invited to attend the meetings held four times during the school year.

### **Cell Phones and Electronic Devices**

Roeding Elementary School will be a "cell phone free zone" this includes any cell phone accessories or communication devices for students. All cell phones will be securely stowed away in the classroom during the school day. Our intent is to support all our students in their academic success by removing a major temptation and distraction. We ask that parents/families use the main office when communicating messages from home or school. If students need to make an emergency call during the day, they can do that from the classroom (at the teacher's discretion), or from the office. If a cell phone/electronic device rings, vibrates, or is used for any reason without teacher permission, or is visible during the school day, a staff member will confiscate the device and contact parent.

### **Lost and Found**

Be sure to label (with the child's full name) every item of clothing your child might take off while at school. Please label items such as binders, lunch pails, sweaters, etc. Items can easily be returned if properly labeled. The Lost and Found Cart is located in front of the cafeteria. Articles of clothing not claimed at the end of each quarter will be given to local charities.

### **Bicycles/Skateboards/Scooters/Rollerblades**

**Bicycles:** If your child is riding his/her bicycle to school, please make sure he/she wears a helmet and has a durable lock. Once on campus, students will need to walk their bikes. The bike racks are in front of the cafeteria.

**Skateboards, scooters, and rollerblades:** These items are not to be ridden on campus, and there is no designated area to store them during the instructional day. Housing these items in the classroom is left to the discretion of the teacher.

### **Toys, Candy, and Gum**

To maintain a safe and engaging learning environment we ask that toys, stuffed animals, and balls remain at home unless they are part of an assignment given by the teacher. If unassigned items are found, they will be confiscated. Candy and gum are not to be brought to school as they pose safety and civility issues. Any candy or gum a child has at school will be given under the direct supervision of the adults in charge as a reward or for an instructional activity with classmates.

## **Dress Code**

A dress code is necessary to provide a safe and loving school environment. The following list includes, but is not limited to, the most common offenses. For a complete outline of the FUSD Dress Code, please visit the FUSD website.

1. Attire that depicts sexually suggestive expressions, actions or drug references, underwear-type sleeveless shirts, tube tops, halter tops, sagging or baggy pants, and pants that do not fit the waist may not be worn.
2. Attire that may be used as a weapon may not be worn, such as steel toe boots and chain items with spikes or studs.
3. Gang-related symbols or insignias are not to be worn at any time, including bandanas hanging out of the pocket or tied to a belt loop. Bandanas and headscarves are acceptable hair accessories.
4. Any see-through apparel or other form of clothing, which exposes the body in a sexually suggestive manner, is not acceptable. Blouses and tops must **completely** cover the waist. No midriffs or crop tops (unless a shirt is worn underneath or a sweater over top).
5. Dresses, skirts, and shorts must be the length or longer than fingertips when standing with arms at one's sides. This includes pants with holes. The holes must be longer than fingertips as well.
6. Shoes must always be worn. For safety considerations, sandals/crocs should have a strap around the heel. Closed-toe shoes are recommended. No slippers or high heel shoes/wedges are to be worn in elementary school.
7. Headwear, such as Roeding hats or caps, must be worn correctly and removed when entering all buildings.
8. No dangling earrings, large hoops, gauges, spikes, bars, or body piercings are allowed.
9. No extreme makeup, pointed nails, or anything that may detract from the learning process in school. Writing/drawing on body parts is prohibited.
10. Sunglasses and prescribed sunglasses by a physician are allowed outside.
11. Students should not bring blankets to school to use as a sweater or coat.

***Should your child violate the dress code, a staff member will contact the parent/guardian to remedy the violation.***

## **Other Safety Concerns**

Students are not allowed to have Sharpies or other permanent markers on campus. If a student has been found to write on walls, desks, tables, chairs, or other school or personal property (graffiti) anywhere on campus, disciplinary action will take place.

**S**uccessful Students

**O**utstanding  
Behavior

**A**ccepting  
**of Others**

**R**espectful to All

