

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 8:00 a.m. – 11:00 a.m. 12:00 p.m. - 3:00 p.m.	TK & Kinder 8:00 a.m.– 1:05 p.m.	Grades 1-6 8:00 a.m. – 2:05 p.m.
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Early dismissal days this year:

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

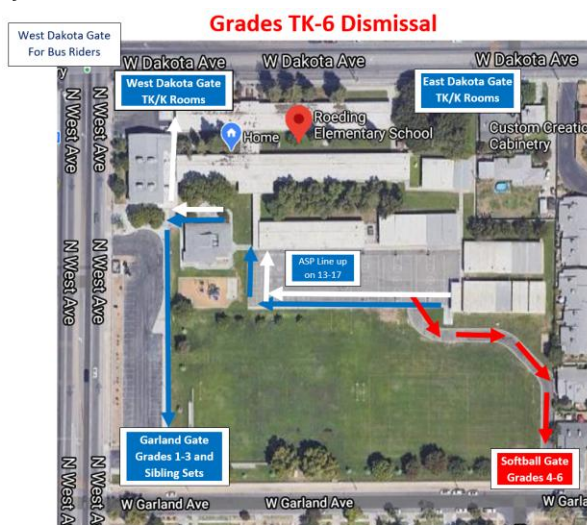
Arrival and Dismissal

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 (1st- 6th): 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.

Academic Awards: Grades 3-6 are eligible Grade 2 eligibility begins in quarters 3 A = 4 points, B = 3 points, C = 2 points, D = 1 point	<u>Semester Certificates:</u> - Honor Roll: Semester G.P.A. average of 3.6-4.0 - Merit List: Semester G.P.A. average of 3.0-3.5 <u>End-of-Year Trophies:</u> - Principal's Honor Roll: 4.0 G.P.A. in all 4 quarters - Honor Roll: average G.P.A. of 3.6-4.0 all year - Merit List: average G.P.A. of 3.0-3.5 all year
i-Ready Grade K-6 are eligible	<u>End of Year Medals:</u> - i-Ready Math Medal: Met stretch growth - i-Ready Reading Medal: Met stretch growth
Citizenship: Grades 1 – 6 are eligible	- Report cards must not reflect any S's, U's or P's - All O's (Outstanding) marked in the social skills column - If a student has lost a SOAR privilege during that semester, he/she is not eligible for a citizenship award
Perfect Attendance: Grades 1 – 6 are eligible	- No absences/tardies (entering class after 8am) - No reverse tardies (30 minutes late or leave 30 minutes early)
Awesome Attendance: Grades 1 – 6 are eligible	5 or less tardies or absences. Including reverse Tardies.
Rocket of the Semester Grades 1 - 6 are eligible	- All-around excellent student - Role model (academic effort & good character) <u>Demonstrates the six Pillars of Character:</u> Responsibility, Trustworthiness, Respect, Fairness, Citizenship, and Caring

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.

Online Emergency Card

Emergency cards are utilized when contact needs to be made from school to home. Please make sure to keep the list updated and current via ATLAS parent portal. 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 online 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 – Attendance Matters

Regular school attendance is essential to your child's success. Being in school every day supports **academic growth, social-emotional development, and stronger connections with teachers and peers.**

California law requires that students ages 6–18 attend school full-time. Fresno Unified is committed to partnering with families to ensure attendance supports student success. A student may be considered **truant** after:

- 3 unexcused absences
- 3 “L” coded days without a valid excuse

Being On Time Matters

To maximize learning, students should be at school on time, every day.

- Late drop offs or early pickups of 30 minutes or more without a valid reason will be marked as an “L”
- 3 or more “L” marks in a year will result in a truancy letter

Reporting Absences

- Parents/guardians must **call the school each day** or reply/message via Parent Square when a student is absent: **(559) 248-7253**
- A doctor's note is required for medical absences/lates
- Without a note, absences will be coded as a **Parent Request**, which is considered **unexcused/truant**

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). If a cell phone/electronic device rings, vibrates, is visible during the school day, or is used for any reason, a staff member will confiscate the device and contact parents.

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. Should your child violate the dress code, a staff member will contact the parent/guardian to remedy the violation. For a complete outline of the FUSD Dress Code, please visit the FUSD website. To maintain a safe and focused learning environment, students are expected to follow these guidelines:

Appropriate Clothing

- Clothing must not display sexually suggestive content, inappropriate language, or drug/alcohol references
- Pants must fit properly at the waist—no sagging or excessively baggy clothing
- Clothing must not be see-through or revealing
- Tops must fully cover the waist—no midriffs, crop tops, tube tops, halter tops

Safety First

- Clothing or accessories that could be used as a weapon are not allowed (e.g., steel-toe boots, chains, spikes, or studs)

No Gang-Related Items

- Gang-related symbols, clothing, or insignias are prohibited, including bandanas worn in pockets or on belt loops
- Bandanas or headscarves may be worn as hair accessories only

Length of Clothing

- Shorts, skirts, dresses, and ripped pants must be at least fingertip length when standing with arms at sides
- Holes in pants must also meet this length requirement

Shoes

- Shoes must be worn at all times
- Sandals or Crocs must have a strap around the heel
- No slippers or high heels/wedges for elementary students

Headwear

- School-approved hats/caps may be worn correctly and must be removed indoors

Jewelry

- No dangling earrings, large hoops, gauges, spikes, bars, or body piercings

Appearance

- No extreme makeup, overly long/pointed nails, or items that distract from learning
- Writing or drawing on skin is not allowed

Blankets

- Blankets may not be brought to school to use as clothing

Other Safety Concerns

Students are not allowed to possess permanent markers. If a student has been found to write on school or personal property (graffiti) anywhere on campus, disciplinary action will take place.

Successful Students

Outstanding
Behavior

Accepting
of Others

Respectful to All

