



PARENT HANDBOOK

ROOSEVELT ELEMENTARY SCHOOL

**951 Dowling Blvd.
San Leandro, CA 94577
618-4350
639-0832 (fax)**



Dear Students and Parents/Guardians,

This Student/Parent Handbook was written to describe policies and procedures and to provide important information for our school community. Please read and discuss this information with the entire family.

At Roosevelt Elementary School, the staff, parents, and students consistently promote the development of collaborative relationships in an effort to enhance the learning process. We look forward to open communication as we work towards our goal of providing an exciting and challenging academic program within an equitable and safe environment for all of our students.

Please feel free to contact me or any staff member to discuss an idea, problem, concern or challenge. I look forward to working with all of you to support the needs of all children.

Sincerely,

Principal of Roosevelt Elementary

ROOSEVELT SCHOOL VISION

The Roosevelt Elementary School staff will provide an environment where all students experience:

- high academic achievement
- stimulating curriculum linked to high standards
- equitable learning opportunities
- positive social experiences and enjoyable memories
- opportunities to develop and share unique gifts and talents

STUDENT GOALS

To meet or exceed our state mandated Assessment Performance Index (API) goals:

Student work will reflect and demonstrate:

- high quality of thinking and understanding
- integration of supportive technology
- connection to the real world
- ability to use a variety of tools and skills related to all curricular areas
- ability to self-assess
- respect and value for the diverse population of our school and community

Teachers will plan instruction for students that reflects:

- principles of a thoughtful, meaning centered curriculum
- understanding of performance-based assessment
- integration of technological tools
- awareness of a variety of learning styles and needs
- differentiated instruction

All support staff, parents and community participating in school programs will:

- understand thoughtful, meaning-centered curriculum
- understand performance-based assessment
- understand integrated instruction
- contribute in a significant way to the learning environment of the school community as active supporters and advocates

DISTRICT ADMINISTRATION

Cindy Cathey	Superintendent
Debbie Wong	Asst. Superintendent (Ed. Services)
Song Chin-Bendib	Asst. Superintendent (Business Services)
Michael Potmesil	Asst. Superintendent (Human Resources)
Sheila Lawrence	Director of Student Support Services
Greg Dyer	Director of Grounds And Maintenance
Michael Walbridge	Director of Curriculum and Instruction
Aulani Cler	Director of Food Services
Katherine Piccus	Director of Special Services
Ling King	Information Technology Administrator
District Office	San Leandro Unified School District 14735 Juniper Street San Leandro, Ca 94579

BOARD OF EDUCATION

Pauline Russo Cutter	Hermey Almonte
Mike Katz-Lacabe	Morgan Mack-Rose
Diana Prolo	Lisa Hague
Carmen Sullivan	

Board Meetings are held on the first and third Tuesdays of each month, beginning at 7:00 p.m. at the district office. For more information call (510) 667-3536.

Teachers	Grade	Room	Voice Mail
Lyn Goldflam	K	12	618-4350 X3212
Susan Powers	K	FO3	618-4350 X3243
Linda Wittig	K	FO4	618-4350 X3245
Pam Lowe	1	7	618-4350 X3207
Renee Purdy	1	6	618-4350 X3206
Karen Koizumi	1	9	618-4350 X3209
Patty Fishbaugh		10	618-4350 x3210
Nancy Endicott	2	A3	618-4350 X3223
Julie Pence-Wallan	2	8	618-4350 X3238
Jeni Engler	2	11	618-4350 X3252
Keri Breedlove	2	11	618-4350 X3211
Wendy Papciak	3	4	618-4350 X3204
Robin McCluen	3	A1	618-4350 X3221
Lois Smith	3	2	618-4350 X3202
Kirsten Julin	4	14	618-4350 X3214
Lauren Lipka	4	15	618-4350 X3215
Julie Thomas		W1	618-4350 x3271
Cynthia Epps	5	W2	618-4350 X3272
Rich Fishbaugh	5	A4	618-4350 X3224
Kenny Moy	5	W4	618-4350 X3274
Dinah Withers	3-5	16	618-4350 X3216

Specialists:

Maureen Shapiro	Roosevelt/Dist. Nurse	618-4350 X3235
Sara Mireles	Resource Teacher	618-4350 X3201
Jackie Chang	Speech Therapist	618-4350 X3222
MaryAnn Mendoza	Preschool Speech/Lang	618-4350 X3241
Mamatha Moorthy	Psychologist	618-4350 X3251
Kathy Tronvig	Physical Education	618-4350 X3245
Marie Bivens	Art	618-4350 X3231
Susan Dent	Vocal Music	618-4350 X3232
Andrew Storar	Inst. Music	618-4350 X3242

Roosevelt Support Staff:

		Voice Mail
Victoria Forrester	Principal	618-4350 X3275
Chris Lucero	Office Manager	618-4350 X0
Lynne Kruger	Office Clerk	618-4350 X3261
Josefina Gutierrez	Head Custodian	618-4350 X3291
Ruth Pea	Custodian	
Dawn Coburn	Resource Specialist Aide	
Elena Nunez	Cafeteria Staff	618-4350 X4352

Noon Supervisors:

Joann Smith	Janet	Parent Volunteer
Maria Melero	Martin Francis	Parent Volunteer

COMMUNICATIONS

TELEPHONE:

School office hours are from 7:45 a.m. to 3:45 p.m., Monday through Friday (except for holidays). Often our telephones are busy with unnecessary calls, i.e. lunch menu, time for dismissal or parent messages for students. Parents are asked to follow these suggestions in order to minimize the need to call the school.

1. Make sure your child has their homework, textbooks, library books, lunch/lunch money ready for school each day.
2. Keep your school informed of your home, work and emergency contact numbers. Make sure that emergency contacts are able to pick up your children and not have problems due to employment or transportation.
3. If you wish to contact your child's teacher and it is not an emergency, write a note to the teacher or leave a message on the teacher's voice mail giving a telephone number where you can be reached and the best times to contact you.
4. Help your child develop responsibility for bringing messages / bulletins to and from home and school to keep you informed of changes of schedules and upcoming events.
5. Save the lunch menu (post it on the refrigerator or bulletin board).
6. Check parent bulletins for information and save them for reference.
7. Talk to your child before school about appointments or changes in the school schedules. Also discuss with them any changes in their schedule for after school. The office phone cannot be used for planning extracurricular activities after school.

INDEPENDENT STUDY

Students who will be absent from school for an extended period of time, 5 or more days, should participate in the Independent Study Program offered by the school district. Students receive school assignments to be completed during their absence from school. The school also receives attendance credits. Contact your child's teacher or call the school office if you need this program. You must give the teachers at least 2 days prior notice, since it takes time to prepare the contracts that have to be signed prior to leaving. Special consideration can be made in the event of a family emergency.

SCHOOL BULLETINS

School bulletins and newsletters are our main method of keeping you informed about school affairs. Some bulletins will carry messages important to you such as early dismissal of school, dates for picture taking, PTA meetings and special schedules. The Hornet Newsletter is available via email. Please stress to your child the importance of bringing home all bulletins and be sure to check your email for our newsletter. Additional bulletins will be sent home every Wednesday of each month. We also have a voice mail system that many teachers use daily. Many of the events can also be heard in Spanish by calling the following hotline numbers:

Para Informacion en Espanol de los asuntos importantes de los boletins, favor de llamar al: 869-3825 X. 98

VISITS TO CLASSROOMS:

Parents are most welcome to visit classrooms although we ask that you call first for an appointment. Please stop by the office when you first arrive. To ensure everyone's safety, we need to know of any visitors on the school grounds.

Please understand that all visitors/volunteers must check in at the office to receive a visitor's pass. Teachers are not free to talk with parents during class time. They do welcome conferences during their regularly scheduled conference periods when they can give you their full attention. Please send a note with your child to the teacher for conference times and dates. All visitors / volunteers must check in at the office to receive a visitor's pass. Volunteer packs are also available in the office and need to be completed if you will be assisting in the classroom or driving on field trips.

DAILY SCHEDULE

Kindergartners begin their staggered schedule immediately. All students in Grades 1-5 will attend school on the early schedule for the first two weeks in September. After that parents of students in grades 1-3 will be notified of their child's scheduled time. Teachers will try to accommodate parents requests for early/late bird schedules, but decisions will ultimately be based on the educational needs of the child.

KINDERGARTEN

Early Birds 8:10 - 11:40 a.m.

Late Birds 9:30 – 1:45 p.m. with a lunch period

GRADES 1 - 3

All Students 8:10 – 2:05 P.m.

Intervention 2:15 - 3:00 p.m.

GRADES 4 - 5

All Students 8:10 - 3:00 p.m.

EVERY WEDNESDAY

All Kindergartners 8:10 - 11:40 a.m.

Grades 1 - 5 8:10 - 1:50 p.m.

ARRIVAL TIMES

No Supervision is available before 7:55 a.m.

Students assigned to begin classes at 8:10 a.m. should arrive prior to that time, but NOT before 7:55 a.m. unless asked to do so by their teacher. Students who begin class at 9:30 a.m. may not arrive on the school grounds prior to 9:15 a.m. since there is no supervision available at that time.

ABSENCE FROM SCHOOL

We appreciate your cooperation in seeing that your child attends school each day on time. Absences and tardies are a hardship on both pupil and teacher. If your child is to be excused from school for a medical or dental appointment, please send a note to the teacher stating the time to be excused. When your child returns to school after an absence, a note must be brought in stating the reason for the absence. In the case of illness, please be specific. If your child has contacted a communicable disease, please phone in to the school so that we may be alerted for signs of illness in other children.

TARDINESS

We ask for your fullest cooperation in seeing that your child attends school on time. When a child enters his/her classroom five to ten minutes late he/she not only misses out on valuable instruction, but also interrupts the other students and the teacher. Children who are habitually tardy will be referred to the Child Welfare and Attendance Office of the San Leandro School District. The school must have written notes on any tardy explaining the reason. Students who are tardy should go directly to their classroom first and will be directed to the school office only if the attendance has already been turned in.

LEAVING THE SCHOOL GROUNDS EARLY

We ask that when possible schedule all your children's appointments after school. If this is not possible then please send a note with your child in the morning specifying the time he/she needs to be released. Students must be signed out in the office by the adult at the time he/she is picked-up.

SCHOOL PROGRAMS

MUSIC PROGRAMS

Classroom vocal music is taught to all 1st -5th grade students at Roosevelt. A variety of songs are taught along with the basic elements of music. A music specialist is available to teach this program. We will continue to offer instrumental music as an elective for fifth graders only. Students are pulled out of class twice a week for this class and meet with an instrumental music teacher.

PHYSICAL EDUCATION

The physical education program includes grades 1-5. It is under the direction of a physical education specialist who also helps teachers plan and implement a full physical education program. All physical education programs emphasize participation and skill development for all children. In addition to the two 45 minute periods each week in this program, additional activities are directed by the classroom teachers. Kindergarten motor skills program is taught by the classroom teacher with continuous assessment of each child's skill levels. Specific activities are provided in areas where the individual child needs further help.

ART

We provide 45 minutes of art instruction for all students in grades 1 through 5. Art is being taught to students by a teacher specialist once a week.

OUTDOOR EDUCATION PROGRAM

We offer an Outdoor Education Program for all students in grade 5. Students may participate in a variety of fundraising activities approved by the committee to help finance this program. In the past our Roosevelt Dad's Club and PTA have also helped through funding and providing needed services.

A.C.E.

After-school clubs of enrichment is a fee-based program that provides students with a variety of opportunities to explore, sing, dance, create, and cook or other activities as applicable. Students must have attended school the day of the activity in order to participate in the A.C.E. program.

MORE SCHOOL PROGRAMS

SPECIAL EDUCATION

All children develop at different rates. Because of this, we watch students carefully, but do not necessarily screen them for Special Education as a first step. When there is a serious concern, we first meet through our Student Study Team to plan for appropriate interventions.

Resource

The Resource Specialist works with students who have an identified learning disability. Parents of these children meet at least annually with the teacher, resource specialist, and principal to determine areas of emphasis and specific goals and to assess progress. If you have a concern about this area, please contact the Resource Specialist.

Speech Therapy

A speech therapist is assigned to Roosevelt School. She works part-time with students from all grades on an individual or small group basis. These students, who have diagnosed speech problems, are serviced both in the classroom and on a pullout basis as indicated by their diagnostic needs. Teachers and parents may refer students to the speech therapist for diagnostic purposes.

English Language Development (ELD)

Students who speak a language other than English as their primary language are placed in classrooms with an English Language Development certified teacher.

Gifted and Talented Education Program (GATE)

Although students are not screened for the Gifted and Talented Education program until 3rd grade, we recognize that somewhere around 5-10% of our students are in that category. Speak with your child's classroom teacher to find out more details about the GATE program.

SNACK TIME

Each child is encouraged to bring a nutritious snack and drink to school each day. This is optional for grades 1-5. All teachers do allow students to eat their snack during their first morning break. Please do not send in soda cans or candy.

SCHOOL LUNCH PROGRAM

Lunch tickets may be purchased at a price of 11 lunches for \$20.00 by cash or check (preferred) or daily for \$2.00. When sending in money for lunch, please make sure that your child's name, grade and room number are enclosed. Checks are made payable to San Leandro Unified School District (SLUSD). You may refer to your monthly menu which always displays the menus that are offered in the cafeteria. Please look for these menus that are sent home along with your bulletins.

If your child does not have any lunch money on a given day, he/she will be allowed to charge a maximum of 2 days. After that time, students are eligible to receive emergency rations of milk and fruit only. Please support us by ensuring that your child has money on his or her account.

Milk is available for 30 cents for those students bringing bag lunches.

Free or Reduced lunch applications are available in the office. Eligibility is based on applications being cleared through the Director of Food Services. Parents will be notified as to whether their child or children have been accepted for Free or Reduced lunches. Allow 3 weeks for processing. You must provide a lunch/lunch money until the application is approved.

Please note that an application needs to be completed every year. Your reduced status will discontinue if you do not complete an application at the **beginning of each new year**.

We have a computerized system. Students are handed a photo I.D. card, similar to a credit card, by their teacher when they are to eat a hot lunch. They run it through the computer which automatically reduces their lunch count by one. This system does not allow a child to get more than one lunch per day. Free lunch students are assigned a random number to give them the privacy of receiving free lunches.

We ask that you explain to your children the importance of these cards. Although students will hold them in their hands while only being in line, we ask for them not to bend or mutilate them in any way. New students will receive their picture I.D. as soon as school pictures are taken.

LUNCH SCHEDULES

We currently have three scheduled lunch periods. If you wish to bring a lunch to your child, please bring it to the office marked with your child's name and classroom. Please do not bring it into the classroom. It is best to bring it before 11:30 a.m. The following are the hours for each lunch period.

First Lunch	Grade 1, 2 & 3	11:30 - 12:15
Second Lunch	Grades K, 4 & 5	12:00 - 12:45

Check with your child's teacher to find out which lunch period has been assigned to their class. If you have any questions about the food, service or costs you may call our Food Service department at 667-3508.

SAFETY TO AND FROM SCHOOL

The safety of our children is a primary responsibility shared by parents and the school. Children are instructed not to accept things from a stranger or get into a stranger's car.

Children riding bicycles or scooters should be especially cautioned regarding hazards. Students must wear bike helmets. The following rules should be reviewed with all bicycle riders.

1. Bicycles / scooters must be in a safe operating condition (brakes, steering, etc.).
2. Bicycles / scooters must be locked and properly placed in the racks.
3. Bicycles / scooters may not be ridden on the school grounds or on the sidewalks in front of the school during school hours.
4. Bicycles / scooters are not to be loaned or borrowed during the school day.

Please remind your child to cross streets only at corners or in crosswalks, especially in front of the school on Dowling Blvd. Running between parked or idling cars is extremely dangerous.

When picking up your child and parking across the street from school, please walk with your child to ensure his/her safety. Please do not call for them to run across the street to a waiting vehicle without being escorted.

Please be courteous and use safety precautions when picking up your child. When you are in a hurry, please be especially cautious.

Also, double parking is NOT permitted and creates a dangerous situation for drivers and students traveling to and from school. There is no parking, dropping off or picking up students in either parking lot. These lots are for employees only. The San Leandro Police Dept. has communicated to us that parking regulations will be strictly enforced. Please obey no parking signs.

STUDENT ACCIDENT INSURANCE PLAN

In accordance with Education Code Section 11710, San Leandro offers an opportunity for parents to purchase insurance protection for their children enrolled in our schools. This plan provides for most accidents and medical costs incurred while the student is traveling to school, during school or while students are participating in school sponsored activities either at or away from school.

EMERGENCY PROCEDURES

Safety is one of our greatest concerns. At Roosevelt, we use the disaster drill format each month in order to practice disaster readiness. Each child and adult at Roosevelt should know what to do in such emergencies as fire, flood or earthquake regardless of the time of day or location. All staff members at Roosevelt are also trained in their specific responsibilities during disasters. Families are requested to discuss such emergencies which could occur in their homes as well as at school.

Included in the folder you should have the **Disaster Preparedness Information Form**. Please complete this form in case of an emergency. Also, please read and sign the Emergency Card enclosed. Make any changes to the cards and return these items back to the school immediately. All new parents should have completed the Emergency Card along with their registration forms. Please update the cards regularly to reflect any changes in phone numbers or emergency contacts.

INJURY PROCEDURES

Without nurses on site, the staff at Roosevelt administers ice packs and Band-Aids for minor injuries. Every classroom has a first aid kit and every yard duty staff member is also prepared to take care of some minor cuts and scrapes. When more serious injuries or head injuries occur we contact parents by phone. If an emergency arises and we are unable to reach you, we will contact all numbers you have listed on your emergency cards. Therefore it is very important to keep us updated.

HEALTH INFORMATION FROM THE DISTRICT SCHOOL NURSE

- Please do not send your child to school if your child has symptoms of illness. Roosevelt School does not have the facilities to take care of children who are ill.
- Please contact the school office to report if your child has a communicable disease. This will help us to be alert for signs of illness, etc. in other children and to notify parents of a communicable health outbreak.

MEDICATION ADMINISTRATION AT SCHOOL

It is strongly encouraged that children take necessary medication outside of school hours. If, however, a physician requires prescription or nonprescription medication during school hours, medication forms can be picked up in the school office. This form must be completed by both the doctor and the parent before the school can assist the child with his / her medication. Medication must be brought to the school office in the original prescription container. School law allows designated school personnel to assist students who must take medication, prescription or over the counter during the school hours. In accordance with the California Education Code 49423 the school must have the following:

1. A written statement from the child's physician that includes:

- the name of the medication
- the dosage to be given
- the time of day
- duration of the medication order
- possible side effects

(Authorization forms are available in the school office.)

2. A written request from the parent or guardian.

3. The supply of medication should be brought to the school by the parent or guardian in a container labeled by the pharmacist. Label must include student's name, doctor's name, name and dosage of medication and expiration date.

4. Any changes in dosage or time of administration must be verified, in writing, by the physician.

VISION / HEARING TESTING

You will be notified of these dates. Students in kindergarten, second and fifth grade will be tested for hearing. Students in kindergarten and fifth grade will be tested for vision. All new students will be tested for both hearing and vision. Any students who are referred for any reason will also be tested.

HEALTH EXAMINATIONS

Each child must have a health examination within the 18 months prior to the first grade.

HEALTH GUIDELINES FOR PARENTS

Your child will enjoy school and be better able to learn if he/she is well. It is important that children avoid unnecessary exposure to the many viruses (flu and colds) that abound during the year. If your child becomes seriously ill, runs a very high fever or you are concerned, please contact your doctor. Please keep your child home from school if he/she has one of the following:

- a runny nose when the mucus is thick and green
- severe congestion that interferes with breathing or if wheezing
- a rash
- fever
- severe stomach aches or cramps

If home ill, please keep your child home for 24 hours after he / she has recovered from any of the following conditions:

- vomiting and diarrhea
- elevated temperature - wait 24 hours after the last aspirin or Tylenol is given
- other obvious illnesses

If you have any questions or concerns, please contact your school nurse at 618-4350 X3235: **Maureen Shapiro, P.H.N.**

PARENT INVOLVEMENT

Volunteers are especially essential to us to provide the needed opportunities for every student at Roosevelt. Studies have shown that children of parents who are involved in their school do better academically than children of nonparticipating parents. Quality involvement can be asking about school, reading with your child, attending school events, supervising homework at home or volunteering directly at the school.

Volunteers are required to complete a "Volunteer Packet", to be cleared via an automated records check, and to have a TB test taken within 60 days before, or 7 days after, the volunteer service begins. Once fully cleared, the procedure does not need to be redone each year unless an updated TB test is required.

We do welcome you as a volunteer even if your time is very limited. Our Dads' Club and PTA also need "willing workers", even if only an hour or two a year. We expect you to become involved and make this our school.

Volunteers are used to help in the classroom to tutor, work in the computer lab, correct papers, duplicate materials, make instructional games, serve as field trip chaperones, assist with hearing and vision testing, work in the office or on the playground, print the parent bulletin, help in our media library, give class presentations on trips or hobbies, become a member of our School Site Council and numerous other ways. We greatly appreciate your time and efforts. Please send a note to your teacher or call the office at 667-3584 if you have any questions or would be willing to help in some way.

HOMEWORK GUIDELINES

Parent involvement in children's education is the single most important factor in school success. Supervision of homework is one way to be involved. Classroom policies will be distributed to all parents in the Fall and thoroughly discussed at "Back To School Night". All students will be held responsible for homework. If your child or you do not understand the assignments, do not hesitate to call your child's teacher for assistance. Many classrooms also have homework hotlines where homework assignments are recorded daily.

SCHOOL SITE COUNCIL

This group of parents and staff members, commonly referred to as the "SSC", meets once a month. The SSC has the responsibility of monitoring the School Based Coordinated Program, its activities, budget and evaluation. All parents are invited to attend. Watch the Parent Bulletin for the meeting dates.

PARENT TEACHER ASSOCIATION

The PTA is organized for the purpose of getting parents together to share in the school activities. Its yearly calendar includes guest speakers, information meetings, fundraising activities and organizing parent volunteers. Although its main drive for membership is in the Fall, interested parents who are new to the school should contact the PTA President.

DADS' CLUB

The Roosevelt Dads' Club is a group of men and women who establish and support programs and activities to help all children at our school. You are encouraged to join the club and assist whenever you can. The major recruiting for Dads' Club occurs in September, but parents are welcome to join any time during the year. Dads' Club is a major supporter of several school wide events.

DONATIONS

Your donations are always appreciated. Contacting your child's teacher about classroom needs is a good way to find out specifics. The school generally needs donations and supplies for the emergency shed. Scrap paper, copy paper, mat board and art supplies are greatly appreciated. Your time is also greatly appreciated. You will be further notified as to our specific needs.

FIELD TRIPS

Teachers are encouraged to plan field trips as a part of our instructional program. We are fortunate to live in an area with so many places to visit. Our PTA holds field trips as a priority and helps fund trips for every classroom. Local trips are made using private cars. Because of funding, parent transportation is usually necessary. All drivers must have either an umbrella policy of \$500,000 or the following insurance:

Bodily injury liability, individual	\$100,000
Total bodily injury, each accident	\$300,000
Property damage liability	\$25,000
Medical payment, each individual	\$5,000
Uninsured motorist, each individual	\$100,000
Uninsured motorist, each accident	\$300,000

PLEASE NOTE: Seat belts have to be available for all passengers and car seats are required for children under six years of age or 60 pounds.

FIELD TRIP GUIDELINES

It is understood that regular school rules are in effect during a field trip.

1. It is advised that an adult should supervise a minimum number of children in accordance with district policy to ensure optimum safety.
2. Parents are asked to make other arrangements for younger siblings and not to bring them along on field trips. It is difficult to provide adequate supervision when tending to the needs of younger children and children must be enrolled as a student to be covered for liability purposes. Only the children enrolled at Roosevelt are eligible to attend classroom field trips.

3. All children will be seat belted with only one child per seat belt when being transported by car.

4. If anything should happen to a child, please inform that child's teacher immediately.

5. Adults are not to take children anywhere other than the field trip destination, especially stops at fast food restaurants.

6. Adults should stay with the group of assigned students at all times. Count heads often and don't hesitate to mildly discipline.

7. Upon arrival at the destination, parents should check in and remain with the teacher.

8. If there is a shortage of adult supervision, the field trip will be canceled. The principal should be contacted before this is done so that she can look for alternate help.

9. Upon returning, walk the children into the classroom and check in with the teacher.

10. Students will not be allowed to bring spending money on field trips. Parents can support this by not shopping for their own child as it is not fair to other students.

11. The field trip rules will go to the "chaperone adult" a few days before the trip. A tear-off signed by a parent indicating that he / she has read the rules will be included.

12. A list of drivers (chaperones) will be posted in the school office on the day of the field trip.

Field trips are a privilege. Students who've proven that they cannot behave in the classroom or on prior field trips may be excluded.

FUNDRAISER

We usually have a school wide sale in September selling paper products or such. This money is used to provide money for field trips, computer lab and library or other needs identified by the school community. Other fundraising activities may be scheduled throughout the year.

During some years, we have a Spell-a-thon (kindergarten is excluded) in order to fund our computer lab and technology needs or other existing needs.

Our final fundraiser is the Fall Festival.

We encourage you to participate in these activities throughout the year, although we know that not everyone can support all of them. For more information, attend your monthly PTA meetings.

YEARLY ACTIVITIES

Our active parent groups keep things lively here at Roosevelt! Just see what they have in store for you this year. Check your calendar and updated bulletins for the exact dates of these events. Here is a sample list of some of the events that may occur during the year.

Swim Night - Dads' Club sponsors this end of the year event at the Farrelly Pool located on the school's campus.

Science Fair - This year, we may bring back our science fair. Individual students, classes and families are invited to participate.

Community on The Green - Parents and students celebrate back to school with family picnics, music, and a PTA sponsored dessert social.

Food / Toy Drive - We adopt families to give gifts to and collect food. We often do this during the holidays.

Special Person Day - "Drop Everything and Read" or the sharing of experiences. This is a day to share our students' grandparents or other special people in your child's life.

Multicultural Night - Once again we will have our students display their heritage in a great evening of fun. Parents bring their favorite dishes and everyone gets a chance to learn about the rich cultures that we all have in this richly diversified community.

Read At Home Program - 12 weeks of reading at home. PTA monitors this program and awards prizes as students read along.

Teacher Appreciation Luncheon - Parents make salads and goodies during Teacher Appreciation Week to thank teachers for the great job they do.

Pasta Feed - This event is sponsored by the Dads' Club. It is held before Open House in the Spring and all families are welcome.

Variety Show - Kids sign up to perform in an evening performance. Teachers join in for a great evening of entertainment.

Skate Nights - Sponsored by the Dads' Club, (at a designated location) is the place where Roosevelt students skate and enjoy the evening.

ESPECIALLY FOR OUR KINDERGARTEN PARENTS

KINDERGARTEN BEHAVIOR EXPECTATIONS AND CONSEQUENCES

The kindergarten has a special set of rules necessary for the age and developmental needs of the children. Please discuss these rules with your child emphasizing the need for your child to be safe and to show respect for others.

Don't forget that Wednesdays **ALL KINDERGARTENERS** will be on the early bird schedule **8:10 – 11:40a.m.**

SNACK TIME

Each child needs to bring a nutritious snack and drink to school each day. **No candy, gum or soda cans please.**

PLAYGROUND

Children must go down the slide only on their bottoms - no running down or up.

Children may go across the monkey bars only in the direction from the climbing structure to the opposite end.

Chasing, hitting, playing on the stairs, playing in the bathrooms or using inappropriate language is unacceptable behaviors.

Children must take turns on the swings by waiting across from the desired swing and counting to 100.

When the whistle blows, primary children are to freeze and listen for instructions. When they are told to line up, they must do so immediately.

CONSEQUENCES FOR VIOLATIONS

When children choose to do any of the inappropriate behaviors, they will be given a 10 minute "time out" on the playground bench. If the behaviors continue, an office referral may be sent home, or parents may be contacted for a conference.

CLASSROOM

Children are expected to keep their hands to themselves, respecting the property of others and the classroom materials. Hitting, inappropriate language, talking out (without raising their hands first) and not being on task will require a "time out". After one time out, the child may decide when she / he is ready to come back to the group; If a second time out is necessary, the teacher will decide if the child is ready to come back to the group. If a third time out is necessary, the parent will be called for a conference. We are attempting to teach the children that they are responsible for their own actions.

DRESS AND GROOMING CODE

In order to help maintain a safe school that has as its main priority the expectation that students are here to learn and become successful members of our world community, with the cooperation of the School Site Council, and in accordance with Administrative Regulations 5132(a), Roosevelt School is adopting a school dress code. The following guidelines shall apply to all regular school activities:

- Shoes must be worn at all times. Appropriate clothing and shoes must be worn on days when students have P.E. class. Thongs and backless sandals are not permitted on any day.
- Clothing, jewelry, personal items (backpacks, fanny packs, gym bags, water bottles, etc.) and tattoos that are visible shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, of or which advocate racial, ethnic or religious prejudice.
- Hats, caps and other head coverings shall not be worn indoors except for health or religious reasons. Clothing shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, spaghetti straps, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
- Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
- Wheeled shoes are not permitted at school.

LABELING OF PERSONAL ITEMS

Every year hundreds of unclaimed articles appear in the "Lost and Found" at school without names. Any lettering or identification of personal items would be most helpful in returning the lost items to the children. After each semester unclaimed items are given to charitable organizations.

TOYS AND ELECTRONIC EQUIPMENT

Students will not be allowed to bring toys and electronic equipment to school because these items are easily damaged or stolen. (Example: headphones, radios, games, cell phones, pagers, walkie talkies, etc.)

Exceptions are made by the teacher only.

SMOKING AND USE OF TOBACCO PRODUCTS

Smoking and the use of all tobacco products are prohibited in all District buildings. In addition, smoking and the use of all tobacco products are prohibited on all school grounds and in District-owned vehicles. This policy will apply equally to all students, staff, and visitors, and will include those who rent or use District buildings, property, or vehicles. This policy will also apply to all District-sponsored events, including outdoor activities and sporting events.

SEXUAL HARASSMENT

Sexual harassment violates Title VII of the Civil Rights Act of 1964, regulatory guidelines of the Equal Employment Opportunity Commission, California law and District Board policy. Therefore, sexual harassment will not be tolerated.

Examples of Sexual Harassment:

- Unwelcome leering, sexual flirtation or propositions
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- Graphic verbal comments about an individual's body or overly personal conversation
- Sexual jokes, stories, drawings, pictures or gestures
- Spreading sexual rumors
- Teasing or sexual remarks
- Touching an individual's body or clothing in a sexual way
- Concerning or blocking of normal movements
- Displaying sexually suggestive objects in the educational environment
- Purposefully limiting an individual's access to educational equipment
- Any act of retaliation against an individual who reports a violation of the District's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

School officials shall reinforce the District's policy by taking action that includes:

- Removing vulgar or offending graffiti
- Providing staff training and student instruction or counseling
- Take appropriate disciplinary action

What to do when you believe you have been sexually harassed:

- Immediately report the incident to the principal or other administrator.
- If the situation is not promptly remedied, file a complaint with the site administrator.

Rule:	If Rule is Broken:	If Rule Continues To Be Broken:
Disruption of school activities Discourtesy and disrespect Climbing fences, trees, etc., (unsafe behavior) Playing in unapproved areas Continuing to play after bell Chewing gum	1. Teacher will counsel student. 2. Teacher will prescribe one of the following penalties (whichever is appropriate) <ul style="list-style-type: none"> a. restriction to bench for one period b. apology will be given orally or in writing c. essay of appropriate length d. reprimand by teacher and commitment by student not to repeat offense e. note sent home 	1. Student will be sent to office with "misconduct notice" 2. Principal will notify parent of offender by one of the following: <ul style="list-style-type: none"> a. sending "Office Discipline Notice" home b. contacting parent by telephone c. holding parent-principal conference d. sending student-written letter home to be returned with parent signature 3. Principal may suspend student for one or more days
Damaging, destroying property or stealing	1. Teacher will counsel student and assure restitution of loss OR 2. Principal will notify parent and restitution will be restored 3. Office will complete "Damage and Loss Report" when appropriate	1. "Misconduct Notice" will be completed 2. Student may be suspended by Principal OR Principal Designee; restitution will be secured
Fighting or use of physical force Threat to use physical force Throwing rocks, sticks, etc. Tackling, wrestling, pushing/shoving Play fighting	1. Student will be sent to the office and "Misconduct Notice" will be completed 2. Principal will notify parent by appropriate means 3. Student may be suspended for a day	1. "Misconduct Notice" will be completed 2. Students may be suspended for a period of one or more days 3. If injury has occurred, suspension period will be increased 4. Parent-Principal conference will be held (may be done by phone)
Derogatory or degrading remarks, including obscene gestures and racial comments	1. Parent contact, possible suspension	1. Parent contact, possible suspension

Rule:	If Rule is Broken:	If Rule Continues To Be Broken:
Having toys or play equipment	1. Item will be taken from student and returned after school if item is not dangerous 2. Dangerous items will be sent to the office with "Misconduct Notice". Principal will contact parents and arrange return of item	1. Item will be confiscated and retained in the office until the last day of school when it will be returned to the student. Item will be taken from student and returned after school if item is not dangerous 2. Dangerous items will be sent to the office with "Misconduct Notice". Principal will contact parents and arrange return of item
Riding bikes on yard Not locking bikes upon arrival at school	1. Student will be reminded to walk bike both ways from the entrance 2. Teacher will counsel student 3. Student will report to the office and the bike will be locked away for the day	1. Student loses privilege of riding bicycle for 3 days 2. Parents will be notified of offense and penalty by Principal
<p><u>HATE-MOTIVATED BEHAVIOR</u></p> <p>Definition - An incident of hate-motivated behavior is any act; or attempted act that causes emotional suffering, physical injury, or property damage through intimidation, harassment, bigoted slurs or epithets, force or threat of force, or vandalism motivated in part or in whole by hostility towards the victim's real or perceived ethnicity, national origin, immigrant status, religious belief, gender, sexual orientation, age, disability, political affiliation, race, or any other physical or cultural characteristic.</p>	<p>Hate-motivated behavior may include criminal or non-criminal behaviors. When criminal acts are determined to be motivated by hate, they become hate crimes. The crimes may include the following:</p> <ul style="list-style-type: none"> • Destruction or defacing of property • Threats of violence • Unusual violent assaults by groups of individuals which appear to be random • Certain kinds of vandalism • Unlawful use of telephones or mail for harassment • Bomb threats, explosions, or cross burning 	<p>Non-criminal hate motivated behaviors include, but are not limited to, the following:</p> <p>Posting or circulating demeaning jokes, and or graphic images</p> <ul style="list-style-type: none"> • Defacing, removing or destroying posted materials or announcements • Distributing or posting hate-group literature or poster • Using bigoted insults, taunts, slurs, or threats <p>Consequences may include: parent conference, possible suspension as defined by Ed. Code.</p>

*When parents and teachers collaborate
on behalf of children, they create
windows of light for the generations
that follow.*