



**STUDENT/PARENT HANDBOOK  
2023-2024**

**ROEDING ELEMENTARY SCHOOL**

**1225 W. DAKOTA AVE.**

**FRESNO, CA 93705**

**559.248.7250 (OFFICE)**

**559.248.7252 (FAX)**

**PRINCIPAL: Debbie Duran**

**VP: Elisa 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 the 2023-24 school year a successful experience for ALL of our students.

Sincerely, Mrs. Duran

## 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.- 1:35 p.m.	Grades 1-6 8:00 a.m. - 2:35 p.m.
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**There will be six early dismissal days this year:**

<u>Parent/Teacher Conferences:</u> October 16-20, 2023	TK & Kinder 12:35 dismissal	Gr. 1 - 6 1:35 dismissal
<u>Last Day:</u> Friday, June 6, 2024	12:30 dismissal	

## Arrival and Dismissal

**Arrival:** All students must enter and exit through the Garland (south side of school) or Dakota (north side of school) gates. **Parking lot gates will not be open during arrival and dismissal times.** 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, prior to 7:55. After 7:55, students must report to classroom lines.

**Dismissal:** Students are to exit the campus immediately after school unless enrolled in the After-School Program. Students must be picked up on time at their designated gate. Please ensure your child knows the daily pick-up/walk-home plan. Siblings can meet in the courtyard (by the cafeteria) and walk to the designated gate together. Should there be any changes, please communicate with your child and your child's teacher. TK and K classes will exit through one of the gates on Dakota Ave. 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> grades will exit through the Garland Gate. 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grades will exit through the softball gate.



### **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.

**Morning Recess Snacks:** If students bring snacks from home, they must fall within the following guidelines:

- They must be healthy in nature (i.e. water, fruit, yogurt, granola bars, raisins, chips, etc.)
- Containers, wrappers, paper, and plastic bottles must be disposed of in the proper manner.
- Snacks are for morning recess only and must be eaten in the designated area. (Blue picnic tables)
- No sodas, candy, gum, and spicy chips such as Hot Cheetos and Takis.

**Lunch:** Lunch times are as follows:

Preschool: 10:55	TK,K: 10:55-11:35	Grades 1,2: 11:30-12:10	Grades 3,4: 12:00-12:40	Grades 5,6: 12:30-1:10
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### **After School Program**

Roeding offers an After-School Program. Students must be enrolled to participate in this program. Please call Mrs. Hicks at 559-286-3827 after 12:00 p.m. for more information. Students who are not signed up for this program will have to exit campus immediately following 1:35/2:35 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 training and instruction on issues such as 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*.

Behavior that is disruptive and/or defiant is not acceptable. All students will be expected to follow rules that are explained as per the Fresno Unified Policy.

Disciplinary Steps will be as follows:

1. Verbal Warning - unless a student or others are in danger.
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).
4. Office Referral - with previous documentation and parent communication
5. Pre-Suspension Notice - to be sent home, signed, and returned to Office
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> Grades 3-6 are eligible  Grade 2 eligibility begins in quarters 3 and 4	<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> End-of-Year trophies: <ul style="list-style-type: none"><li>• Principal's Award: 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> A = 4 points, B = 3 points, C = 2 points, D = 1 point
<b>Citizenship:</b> Grades 1 - 6 are eligible	<ul style="list-style-type: none"><li>• All O's (Outstanding) marked in the social skills column. If a student has not participated, due to behavior, in one of the Roeding SOARs during that semester, they are not eligible for a citizenship award. Report cards must not reflect any U's or P's.</li></ul>
<b>Perfect Attendance:</b> Grades 1 - 6 are eligible	<ul style="list-style-type: none"><li>• No tardies (entering class after 8:00). Saturday Academy will not be used to make up for tardies.</li><li>• No reverse tardies (picking up students earlier than 2:35 p.m.)</li><li>• No absences (one absence can be made up with 1 Saturday Academy day)</li></ul>
<b>Rocket of the Semester</b> 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></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.
- One Office Conduct Referral or 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**

The development of a class is a very 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 will be considered but not guaranteed.

### **Animals on Campus**

For the safety of our students and staff, please keep all pets off campus. 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.

### **Internet Policy**

The Governing Board mandates that all students have signed consent from parents prior to 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 the event of an actual emergency.

### **Medications**

Students are not allowed to possess medication or self-medicate at any time on campus. 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. Tylenol, Benadryl, cough syrups, or other over-the-counter medications are not permitted unless under a written order as well. The order for over-the-counter medications must match the bottle or packaging. All medications are stored in the nurse's office in a locked cupboard.

### **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. Ill 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 take 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.

## 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. The two parties may include:

- Winter Party
- End of year Party

Treats vary and are based on the discretion of the teacher.

## 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 make arrangements with the teacher prior to 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.

### **Parking**

When tending to school business, parking is available on Dakota Avenue. 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.

### **Homework Policy / Absences**

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. The parent/guardian must call the school office to report an absence. A call is required for each day a student is absent (559-248-7250).

### **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.

## **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 and 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
- ❖ Sports Activities
- ❖ Parent/Teacher Conferences
- ❖ School Site Council (SSC)
- ❖ Donuts with Dad
- ❖ English Language Advisory Committee (ELAC)
- ❖ Open House
- ❖ Family Engagement Hours
- ❖ Field Trips
- ❖ Awards Assemblies
- ❖ Performances
- ❖ Muffins with Mom

## **Family Engagement Hours**

Family Engagement Hours are provided monthly in order 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 that are held four times during the school year.

## **Cell Phones and Electronic Devices**

The Fresno Unified School District Board of Trustees, in conjunction with the State of California, has determined that cell phones or electronic devices are only allowed to be used after school. Cell phones should be kept in a backpack and turned off during the school day. Should a cell phone or electronic device be found on a person, or audibly go off while in personal belongings, the device will be confiscated, logged, and given to the Principal or Principal Designee. Parents will be called regarding the issue and will be

invited to pick up the device. If the device is confiscated for a second time, it will be placed in a secure location in the office and held until a parent conference can be scheduled.

### **Lost and Found**

Be sure to label (with 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 Bin is in the cafeteria. Articles of clothing not claimed at the end of each semester 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 big play structure.

**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**

Toys and balls are not to be brought to school unless they are part of an assignment given by the teacher. If unassigned toys 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 in order to provide a safe school environment and maintain stability. The following list includes, but is not limited to, the most common offenses. For a complete outline of the FUSD Dress Code, please see the FUSD guidelines provided in your First Day Packet.

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. Bandanas and headscarves are acceptable.
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 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 on body parts is prohibited.
10. Sunglasses and prescribed sunglasses by a physician are allowed outside.

***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.

# Roeding is a Designated School

## What is a Designated School?

Fresno Unified School District recognizes that many students come to school unprepared, have different needs, and require support beyond what a typical district budget can provide. These schools were selected due to the larger number of students enrolled who were identified as English Learners, students in poverty, and Foster Youth.

In 2013-14, Fresno Unified School Board alongside Fresno Unified Teacher's Association spent time together studying what would have the most impact on moving student achievement in our schools that have been under-performing for generations of students. This led to allowing 40 schools to create more time for students and more collaboration and learning for staff.

1. Add an additional 30 minutes per day for students with their teacher.
2. Add up to an additional 80 hours – 10 days for teachers to collaborate to assess where students are in their learning for grade level readiness.
3. An additional 1.0 FTE certificated position will be added to the basic staffing formula at each of the schools.
4. Compensate teachers for the additional efforts due to teaching in schools with complex and complicated challenges.

With the added 30 minutes for students, a student at a Designated School would have up to 18 more days of instruction yearly compared to other students. This allows schools to start closing that gap that exists. Knowing that other extra learning times do exist, Designated School extra time is different as it is not dependent on parents and/or students to voluntarily participate in the extra time. This time is part of their school day for every child.

**S**uccessful Students

**O**utstanding  
Behavior

**A**ccepting  
of **O**thers

**R**espectful to All

