

# Roosevelt School

## "Home of the Tigers!"

**Parent Handbook  
2016-2017**



550 W. 5<sup>th</sup> Street  
Yuma, Arizona 85364  
(928) 502-8150  
[www.roosevelt.yuma.org](http://www.roosevelt.yuma.org)

### Our Mission Statement

**The Roosevelt community is dedicated to challenge and empower students to take ownership of their learning, to work effectively with teachers, parents, and each other proficiently using technology to become successful life-long learners.**

## Principal's Message:

Dear Roosevelt Parents and Guardians,

I want to officially welcome all of you to the 2016-2017 School Year! Summer has come and gone and now it is time to continue with the excellent traditions of our school, as well as to introduce exciting new programs and personnel. Over the summer break the school has been cleaned, some rooms repainted by our wonderful custodians, and brand new English language arts and math programs brought into the classrooms. Our dedicated staff has been working hard to ensure a successful, productive, and exciting **start of school Monday, August 8, 2016.**

My teachers, staff and I, are thrilled at the opportunity to get to meet with all of you and engage in the educational process together. The elementary school years are critical times of development for students and families alike, and I look forward to working with all of you to make this year successful. I am a lifelong educator who brings a firm commitment to students and families as well as a love of learning and problem solving. I look forward to continuing the process of building lasting relationships with each and every member of the Roosevelt community. Please feel free to come visit our school in the days and weeks ahead.

Your Partner in Education,  
**Sofia Ramirez**  
Mrs. Sofia Ramirez  
Principal

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**ARRIVAL TIMES:**

Our school day begins at 8:40 a.m. every day. **Please be sure to send your child/children at 8:15 a.m. and not before since we have no supervision before then.** Students who are consistently tardy are at a clear disadvantage and usually arrive feeling frantic and unprepared. All students who arrive after 8:40 a.m. must sign in at the office with a parent. If your child is sick please report the absence by 9:00 a.m. by **calling our office: 502-8150.**

***If you drop your child off by car please remember not to U-Turn in the street as it presents a danger to children, parents and other drivers.***

**BREAKFAST:**

The breakfast program will begin on **Monday, August 8, 2016** until the end of the school year **May 26, 2017.** **Breakfast time for Roosevelt students is from 8:15-8:40 a.m.** PLEASE DO NOT SEND STUDENTS BEFORE 8:15 AS WE DO NOT HAVE CAFETERIA OR PLAYGROUND SUPERVISION UNTIL 8:15. **“THE SAFETY OF YOUR CHILDREN IS OUR PRIORITY.”**

**SCHOOL HOURS/OFFICE HOURS:**

School effective date: August 8, 2016

School Hours: 8:40 a.m.-3:40 p.m.

For all kinder through 5<sup>th</sup> grade students.

**Office hours Monday-Friday will be from 8:00-4:15 p.m.**

**DATES TO REMEMBER:**

School Open House	Friday, August 5, 2016	3:00-4:00 PM
Class Lists Posted	Friday, August 5, 2016	3: 00 PM
1 <sup>st</sup> Day of School	Monday, August 8, 2016	8:40 AM – 2:10 PM
Early Release Mondays/1 <sup>st</sup> Release Day	Will be sending notes home and phone message	8:40 AM- 12:15 PM
Regular School Schedule/1 <sup>st</sup> General School Day	Tuesday, August 9, 2016	8:40 AM- 3:40 PM
Parent Orientation	Tuesday, August 23, 2016	K-2 Grades 5:00-5:30 PM
Parent Orientation	Tuesday, August 23, 2016	3 <sup>rd</sup> -5 <sup>th</sup> Grades 5:30-6:00 PM



## Roosevelt Daily Schedule 2016-2017

8:00	Office Opens
8:15	Teachers Report
8:40	First Bell
8:45	Tardy Bell
11:15-11:45	Lunch
11:45-12:00	Lunch Recess
2:30-2:45	Recess
3:40	School Dismisses
4:00	End of Teacher's Day
4:15	Office Closes
2:10	Early Release Mondays

## **SCHOOL-HOME COMMUNICATION**

### **SCHOOL INFORMATIONAL FOLDER:**

Please ask your child for this folder every Monday. It is one primary way for us to maintain the lines of communication between school and home. Information regarding programs, events, PTO, instructional changes, etc. will be found in these folders.

### **SCHOOL INVOLVEMENT:**

Because it is so important that teachers and parents work together in making a child's school year a happy and successful one, it is hoped that you will be able to spend some time during the school year helping in the classroom or at home. Please discuss with your child's teacher, ways that will work within your schedule. Home/School partnership is the reason Roosevelt School continues to excel academically.

### **PARENT/TEACHER ORGANIZATION:**

We strongly encourage all of our families to join our Parent-Teacher Organization. Fundraising is paramount to the success of Roosevelt School and we hope you will help support our programs and events throughout the school year. When a fundraising event surfaces please consider supporting it through donations or time as it helps support our number one priority: your children.

We look forward to seeing all of you this school year. If you have any questions related to school policy and procedures, schedules, etc., please feel free to notify our office at (928) 502-8150 or stop by and visit, or check our school website via [www.yuma.org](http://www.yuma.org) and select our school. Enjoy the remainder of the summer!

### **PTO Public Meetings:**

**Our PTO meetings will take place in the library at 5:00 p.m. on the following dates: Our Student of the Month celebrations will take place on the same days following our PTO meetings at 6:00 p.m. in the library.**

September 7, 2016

October 5, 2016

November 2, 2016

December 7, 2016

January 11, 2017

February 1, 2017

March 1, 2017

April 12, 2017

May 3, 2017

### **INSTRUCTIONAL PROGRAMS**

**General:** Each year, our programs are exciting and structured to ensure that all of our students continue to receive a well-rounded and challenging education. Our standards and expectations remain high! As always, our number one goal is providing our students with a quality educational experience in a safe, caring and nurturing environment. All our teachers are highly qualified while professional development and collaborative opportunities are built into our yearly schedule. Our curricular program is aligned to the College and Career State Standards.

### **PARENT/TEACHER CONFERENCES AND REPORT CARD DISTRIBUTION**

Parent/Teacher Conferences will be required after the first nine weeks grading period. Your child's teacher will contact you to arrange for a conference. Our goal is 100% participation. After the 2nd nine weeks grading periods, conferences will be made at the request of either the parent or the teacher. After the third nine weeks grading period we expect 100% participation in the parent-teacher conferences. To accommodate the parent teacher conferences in October and

March we are scheduling classes to be dismissed at 1:00 PM on those school days. Listed below are dates for parent/teacher conferences or report card release dates.

**1<sup>st</sup>-4<sup>th</sup> Grading Times:**

August-October	Report cards will be given out during conferences (Parent-Teacher Conferences October 11-14, 2016)
October-December	Report cards will go home January 12, 2017
January-March	Report cards will be given out during conferences (Parent-Teacher Conferences March 21-24, 2017)
March-May	Report cards will go home with students on May 26, 2017.

**SCHOOL LIFE SKILLS:**

Staff at Roosevelt will teach and reinforce the Life Skills that are designated monthly. The purpose of this program is to create an atmosphere of kindness and respect. We know that better citizens make better students! Each month one student will be selected from each classroom to be recognized as Citizen of the Month because they have demonstrated a specific life skill daily during the month it was designated. The student will receive a certificate and be recognized each month. Parents are invited to attend this recognition.

Life Skills that are introduced and taught by month:

August.....	Respect
September .....	Responsibility
October.....	Caring and Kindness
November .....	Trustworthiness
December.....	Fairness
January .....	Friendship
February .....	Cooperation & Teamwork
March .....	Citizenship
April .....	Personal Best



May .....Overachievers (Awarded during award assemblies)

**Positive Behavior Intervention Support (PBIS)**

Roosevelt School continues to utilize PBIS during the 2016-2017 school year. Establishing expectations for Positive Behavior are a major foundation of PBIS. Our school has three major expectations for students to remember at all times during the school day. Those expectations are:

**Being Responsible**

**Being Respectful**

**Being Safe.**

While these are major expectations, exact behaviors expected in the classroom, playground, restroom, cafeteria, and breezeway will be more defined and shared with students on a regular basis. Teachers will discuss daily PBIS expectations. Signs and banners are placed around the campus to serve as reminders for students of the expectations and specific behaviors. We will continue to recognize students for demonstrating positive behavior. Recognition will come in various forms such as verbal praise, tickets to earn rewards, opportunities to help peers or younger students. The recognition may occur in the classroom; during lunch in the cafeteria; at an assembly; or during the Citizen of the Month Lunch. This includes, but not limited to the cafeteria, the playground, the library, breezeway, and in all Special Area Classes.

**STUDENT RECOGNITION PROGRAMS:**

Students will be recognized for their efforts in academics, life skills, attendance, and additional activities during the school year. A student assembly will be held at the end of each grading period to recognize student accomplishments for achieving Honor Roll, Perfect Attendance, Reading and Math Improvement or High Level of Achievement Awards, and any other special awards. Periodically student's work or achievements will be posted inside the school on our bulletin boards to display awards and efforts in the classroom.

### **MOVE ON WHEN READING EXPECTATIONS:**

Arizona is among 32 states that have passed laws that identify and retain students if they are unable to read by the end of third grade. Research shows that third graders' ability to read is a clear link to future academic and career success. Third graders who can read at grade level are more likely to graduate from high school and enroll in college.

A student shall not be promoted from the 3rd grade if the student obtains a score on the State assessment that the pupil's reading falls far below the third grade level. While there are exemptions to this law, parents of children not meeting benchmark goals in Kindergarten, 1st, 2nd, and 3rd Grades will be notified if their child is not making progress towards the benchmark goal. If students are identified as not progressing towards the goal, the teacher will develop intervention and remedial strategies for the student and parents will be notified in regard to the concern.

### **Assessment Calendar: (TENTATIVE LIST)**

DIBELS Testing K-2 <sup>nd</sup> Grade	August 15-26, 2016
Phonics Screener for Interventions	August 15 -26, 2016
Galileo #1 (1 <sup>st</sup> -5 <sup>th</sup> Grade)	September 5-16, 2016
Galileo #2 (1 <sup>st</sup> -5 <sup>th</sup> Grade)	November 7-18, 2016
DIBELS Testing K-2 <sup>nd</sup> Grade	January 9-19, 2017
Galileo #3 (1 <sup>st</sup> -5 <sup>th</sup> Grade)	February 6-16, 2017
AZELLA Testing (ELL Students)	February 9-March 24, 2017
State Assessments (2 <sup>nd</sup> -5 <sup>th</sup> Grade)	March 27-May 5, 2017
DIBELS Testing (K-2 <sup>nd</sup> Grade)	May 8-19, 2017
Galileo #4 (1 <sup>st</sup> -5 <sup>th</sup> Grade)	May 8-19, 2017

## **OTHER SCHOOL INFORMATION**

### **SCHOOL SUPPLIES:**

Roosevelt School provides all classroom supplies. A supply *wish* list was sent to families over the break. Due to Arizona State cutbacks in education, supplies are growing shorter each school year, so if you have items on the list that you would like to donate to the classroom, it would be most appreciated. Your child will need to bring a backpack to school every day. **Rolling backpacks are not allowed in kindergarten. Please label personal belongings such as jackets, sweaters, crayon boxes, and backpacks.** We have a lost and found box located in the front office near the lobby.

### **EMERGENCY DRILLS:**

Every precaution is taken to ensure the safety of your child during normal school hours. Fire drills, earthquake drills, and lock down drill will take place so students can learn the proper procedures. **If a lockdown is required by a law enforcement agency, parents will be notified via an automated phone call.** Parents should be aware of additional calls when the lock down will end and if any special pick-up procedures will be in place. **Parents should not attempt to pick-up a child during a lock down until a law enforcement agency has released the school from a lock down.**

### **VISITORS ON CAMPUS:**

Parents, please be aware that we have a new system in place at our school. The main entrance now has a special device (camera) for the protection and safety of your children. It will be required that we keep our main office doors locked at all times and visitors will be required to show an picture ID before being allowed to pick up their children from school.

Please **DO NOT GO DIRECTLY TO THE CLASSROOMS.** Visitors are to pick up a pass at the office during the school day before going to their child's classroom. Teachers are not to admit guests or release students unless visitors display their

pass. This is for the safety of all of our children. Students may not bring other students who do not attend Roosevelt to visit our school. This is a liability for our school.

**PARKING AREA:**

***If you drop your child off by car please remember not to U-Turn in the street as it presents a danger to children, parents and other drivers.***

Please be aware of the traffic. Stay on sidewalks and cross the street only at the crosswalk. We have a crossing guard at the crosswalk on 5<sup>th</sup> Street for safety purposes.

**Parents, please do not walk or allow your children to walk across the street or between cars. THIS IS A VERY DANGEROUS PRACTICE!**

**PERMISSION TO LEAVE SCHOOL GROUNDS/ACTIVITY:**

Unless a child has written permission from his/her parent or guardian and is signed out from the office, he/she is not to leave the grounds while school is in session; this includes any intermission during the day or on any school sponsored activity.

**SCHOOL PHONE:**

The school phone is for business purposes. Arrangements for after school activities need to be made with parents at home, not during the school day. If there is an emergency, please call the office at 502-8150.

**CHANGE IN STUDENT INFORMATION:**

The school should be able to reach the child's parents quickly. PLEASE inform the school of any changes of telephone number or address, even if it is temporary.

Please keep medical information current. We will use an automated phone message in making announcements and/or sharing information in the event of an emergency.

**SCHOOL INSURANCE:**

School insurance is available to the students for a small fee. It is especially desirable for students who are not covered by other insurance plans.

**SCHOOL PROPERTY:**

Students are required to take proper care of all school buildings, books and equipment. Losing or destroying books, marking or defacing walls, restrooms, desks, floors and other acts of vandalism will mean the student and his/her parents are liable for either payment for the damage or replacement of property damaged.

**UNIFORM AND DRESS CODE POLICY:**

Navy blue polo shirts for all boys and girls

Navy blue or khaki pants, shorts, skirts, jumpers or dresses

Tennis shoes, buckled sandals with no more than ½ inch heels

No flip-flops (This is a safety issue)

