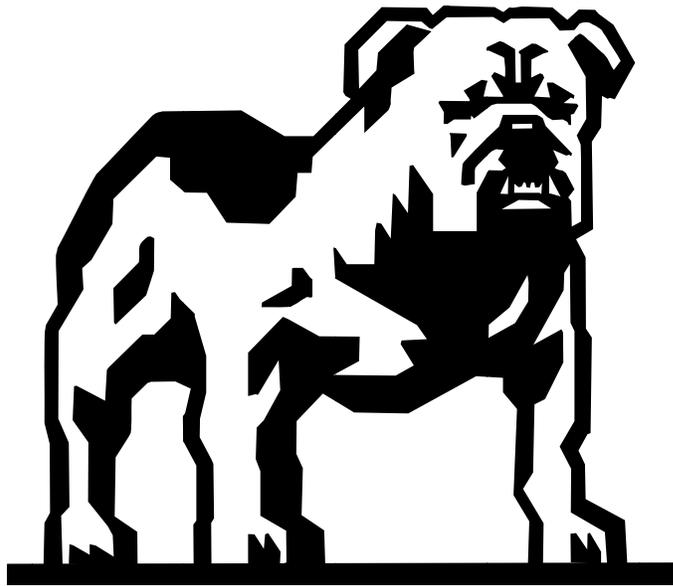


# ROLLINGWOOD SCHOOL

2013-2014



“You can’t hide that bulldog pride!”

## PARENT/STUDENT HANDBOOK

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# Rollingwood Vision Statement

At Rollingwood, we have high expectations for all of our students. We strive to work collaboratively with one another to help our students reach their academic potential. By bringing together parents and community for various educational and social programs, we envision a school where all of our students and families feel included. We provide a safe, friendly, encouraging and academically rigorous learning environment for our students. Rollingwood is committed to developing critical thinkers, ethical citizens and lifelong learners who are contributing members of our community.



Rollingwood Elementary School

Staff List

Leigh Schwartz	Principal	
Judy Droege	Office Manager	
	<u>Grade</u>	<u>Room #</u>

**Regular Education Staff**

Claudia Grisell	TK	1
Christine Sonnenburg	K	3
Rebecca Reddy	1	6
Amy Stachnick	1/2	5
Leslie Gordon	2	9
Lacey Chasseur/Lauren O'Connell	3	7
Suzanne Green	3/4	10
Diana Yu	4	8
Leslie Schwarzbach	5	12

**Special Education Staff**

Elizabeth Bernard	Pre-School SDC	19
Diane Lewis	Full Inclusion	19
Stefani Wettstein	Full Inclusion	19
Heather Anawalt	K/1 SDC	2
Debbie Jones	Full Inclusion	2
Julie Wettstein	Full Inclusion	2
Assem ALTawdi	Resource Specialist	Conference Room 1
Theresa Wellman	Special Ed. Aide	Conference Room 1
Andrea Fewster	Speech Ther.(Pre-School)	Room 11
Esnire Gomez	Speech Ther. (Bilingual)	Room 11
Kylie Veverka	Occupational Therapist	Stage Room 2

**County SPED Staff**

Diane Handlos	K,1 PH	16
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**Pre-School Staff**

Marjorie Felix	Pre-School Supervisor	20
Michelle Magne	Preschool aide (am)	20

**Rhythm and Moves**

Lavinia Meeker	P.E. Teacher	Field
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**Supplemental Staff**

Michelle Sherwin	Instructional Assistant	
Ashley Waters	Counselor	Stage Room 1
Andrea Hill	Cafeteria Operator	Kitchen
Christina Larson	Cafeteria Point of Sale	Kitchen
Fernando Aguilar	Custodian (day)	
Travis Stansberry	Custodian (evening)	
Georgette Husary	Noon Duty Supervisor	
TBD	Noon Duty Supervisor	
TBD	Noon Duty Supervisor	

# Rollingwood PTA Board

2013-2014

Principal – Leigh Schwartz  
[rollingwoodpta@hotmail.com](mailto:rollingwoodpta@hotmail.com)

## **President**

Jacqui Conclara  
650-483-8931  
[jacquiconclara@msn.com](mailto:jacquiconclara@msn.com)

## **Vice President**

Kathy Obst  
650-952-9946  
[Kathleenobst@att.net](mailto:Kathleenobst@att.net)

## **Secretary**

Tanecca Pinon  
650-622-6887  
[mimijopinon@yahoo.com](mailto:mimijopinon@yahoo.com)

## **Treasurer**

Karen Stratos  
(H) 650-871-6014  
(C) 650-291-3026  
[karens28@aol.com](mailto:karens28@aol.com)

## **Parliamentarian**

OPEN  
(C)  
(H)

## **Historian**

Jen Decasas  
650-291-4383  
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## **Volunteer Coordinator**

Open  
(C)  
(H)

## **Hospitality Coordinator**

Florence Dell'Olio  
(C)  
(H)  
[delloliom@sanbrunocable.com](mailto:delloliom@sanbrunocable.com)

## **Room Parent Coordinator**

Maricar Academia  
(H) 650-872-6527  
(C) 650-267-3096  
[maricarbalbieran@hotmail.com](mailto:maricarbalbieran@hotmail.com)

## **Auditor**

Nikki Lyn Hopper  
650-583-8960  
[Nikkilyn\\_Hopper@yahoo.com](mailto:Nikkilyn_Hopper@yahoo.com)

## **Membership**

### **Boxtop Coordinator**

Marissa Horne  
650-583-9813  
[rizzrozz@aol.com](mailto:rizzrozz@aol.com)

Renee Mendoza Vorrises  
909-731-4640  
[Mujer75@yahoo.com](mailto:Mujer75@yahoo.com)

Dawn Kwok  
[dkwok5@hotmail.com](mailto:dkwok5@hotmail.com)

Stacey Stevenson  
650-875-4068  
[Stacey1974@aol.com](mailto:Stacey1974@aol.com)



# PARENT/ STUDENT HANDBOOK

## ACADEMICS



### Academic Effort

Every student is expected to devote himself/herself seriously to daily class work. Students should:

- Arrive at school on time with all supplies, assignments, and equipment.
- Pay strict attention to work done during class.

### Monitoring Student Achievement

A grade report of each student's achievement in school will be made every trimester. The first report period will include a personal conference between parents and teacher. Parents can monitor student progress through the use of Powerschool.

First Trimester Report Card – During Parent Conference

Second Trimester Report Card – March 14, 2014

Third Trimester Report Card – Last Day of School

### Books

All schoolbooks must be covered.



### Outdoor Education



An opportunity for Outdoor Education is provided the fifth grade students. The science camp is located at Jones Gulch in La Honda at the YMCA Camp. Details will be provided to the parents of our fifth grade students. Outdoor Education is part of our academic program and we encourage all students to participate.



## HOMEWORK

Homework is an integral and important part of each student's educational program. Homework is an extension of classroom learning and reinforces the concepts that are mastered during daily work. The district homework policy is attached to this handbook.

### Purposes

- To encourage development of independent study habits, skills and responsibilities.
- To reinforce, enrich, and extend learning by providing additional educational opportunities outside the classroom.

## Responsibilities

- ☑ The **teacher** has the responsibility to define and communicate expectations for homework to students and parents.
- ☑ The **parent** has the responsibility to cooperatively support this portion of the educational program by encouragement and involvement with the students.
- ☑ The **student** has the responsibility to complete the assigned tasks on time and turn the work in on time.

## CONFERENCES

### Teacher Conferences

Conferences with the teacher to discuss your child's progress are encouraged. Please contact the teacher for an appointment, so that you need not wait should the teacher have a previous appointment.



### Parent-Teacher Conferences

To supplement the report card issued during the school year, individual parent-teacher conferences will be made by your child's teacher. Parents should meet with their child's classroom teacher at least once during the school year. **IF YOU CANNOT KEEP A CONFERENCE APPOINTMENT, PLEASE BE CERTAIN TO INFORM THE TEACHER.** The parent may request a parent-teacher conference at any time.

### Conference With The Principal

Parents are invited to call or e-mail the Principal or schedule a conference regarding information or assistance that is **not** within the scope of the teacher's jurisdiction.

## DRESS CODE

Attire worn by students should be appropriate to the school environment. Clothing should not have an adverse affect on the safety of the student or other students nor should it be detrimental to the educational program. Students need to dress in a manner that is safe for school activities including PE. Shoes must be worn that are appropriate for physical activities, no open toes or sandals or flip-flop styles. Jewelry that might be a safety issue (i.e., long earrings) may not be worn.



### Student Appearance

- ☑ Students are expected to keep themselves well groomed and neatly dressed at all times.

- ☑ Clothing that does not sufficiently cover a student is considered inappropriate. Clothing shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off the shoulder or low cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited. Tank top straps need to be at least one inch in width. Pants may not sag and must fit the waist appropriately.
- ☑ Clothing that in any way promotes alcohol, drugs, smoking, or inappropriate language is not permissible at school. Gang apparel is not allowed.
- ☑ Shoes must be worn at all times. Flipflops or backless shoes or sandals are not acceptable.
- ☑ Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) 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 likeness or which advocate racial, ethnic or religious prejudice. Hats, caps and other head coverings shall not be worn indoors, except for documented religious reasons. Baseball caps must be worn forward.
- ☑ Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
- ☑ Makeup should not be worn to or applied at school. Students will be asked to wash the makeup off their face.

## **RULES**

### **Written School, Yard, and Equipment Policies**

**BE SAFE, BE RESPECTFUL, BE RESPONSIBLE.** Please see the attached School Rules chart. The school has a specific set of rules and regulations to which each child is oriented, regarding school, yard, and equipment policies. These policies have been formulated for the safety and welfare of all concerned. Urge your child to obey the rules and regulations that are periodically reviewed during the school year for both classroom and yard behavior. Obeying rules is a citizenship concept, which your school deems of utmost importance. Restrictions will be placed on students who continually fail to follow these safety rules.

### **Before School Rules**

- ☑ Students shall not arrive before 8:05 am. There is no supervision before 8:05 am. Kindergarten parents must supervise their child before school.
- ☑ No roller backpacks allowed. This is a safety hazard due to larger class sizes.
- ☑ No toys/balls are to be played with on the playground before school starts.

- ☑ On rainy mornings students will go to the cafeteria.
- ☑ School starts at 8:20 am for grades TK-5.
- ☑ Tardy students must report to the office to obtain a late pass.
- ☑ Excessive tardies will require a parent meeting with the principal.

### **Behavior to and from School**

Children need to be reminded frequently of their behavior while walking to and from school. It is evident that fighting in the street or on lawns, “wild running” down hills, deliberately running in front of cars, etc., involves a safety hazard for your child and others, as well as being unacceptable citizenship. Consideration of people’s property is an important community concept, which your school endeavors to develop in its effort to teach “morals and manners.” Please review with your child the following:

- ☑ Urge your child to go home directly after school unless she/he has permission to visit on the way home.
- ☑ Have your child at school no earlier than 15 minutes before school starts.
- ☑ Instruct your child to cross the street at crosswalks.
- ☑ Set a good example for your child by crossing streets properly and obeying traffic laws.
- ☑ When waiting, delivering or picking up your child in the vicinity of the school, please wait with your car in the parking lane or park in a parking space. **DO NOT PARK IN THE DRIVE THRU LANE. Do not block the exit from the parking stalls in front of the cafeteria. Do not park in designated Staff Parking areas. Never leave your car unattended in the right lane.**

### **Bullying and Student Conflicts**

One of the biggest challenges for students is learning appropriate interaction with their peers. The California Department of Education definition of bullying is “exposing a person to abusive actions repeatedly over time”. The effects of bullying are profound for both the bully and the victim. Because of this there will be a zero tolerance policy for bullying at Rollingwood. Any student who engages, supports, or facilitates bullying will be subject to sever consequences including suspension or expulsion from school.

### **Cell Phones/technology devices**

Except with prior consent for health reasons, use of an electronic signaling device, including but not limited to cellular/digital telephones, electronic games, Ipads, Ipods, is **prohibited**, except where selective usage may be granted by written staff authority. If student is found to be using this, it may be removed, and parent will need to come to the office to pick-up the device.



### **Prohibited Items and Behaviors**

All dangerous instruments and weapons are prohibited from school. These items include but are not limited to: firearms, knives, explosive and/or incendiary devices, imitation firearm, or any dangerous device that expels metallic projectiles. Bringing any of these items to school will result in suspension and/or expulsion. Threats, bullying, fighting, and weapons are all legally prohibited and could result in a student's suspension, expulsion, or the initiation of other legal action. Please review the San Bruno Park School Board Policies for more details.

### **Bicycles, Scooters, Skates and Skateboards**

Bicycles, scooters, skates and skateboards are not allowed at school. Students who bring these items to school will be asked to call home and have a parent pick them up.

## **ABSENCES/ILLNESSES**

### **Attendance**

State law requires a written note, phone call, or person-to-person communication to the teacher or Office Manager from the parents/guardians whenever the child is absent or tardy. ***If the office is not notified of the reason for the absence, it will be considered an unexcused truancy. Rollingwood will follow the Educational Code 48260.5 for truancy with parent conferences, SART and SARB.***

Regular attendance is very important for the best educational progress of children. We ask your cooperation in seeing that your child attends school each day unless he/she is ill, or has a medical, dental or eye appointment. Any medical appointments should be scheduled in the afternoon or after school in order not to interfere with the educational process. In addition, school funding is directly tied to your student's daily attendance in school so when your child is absent the school loses funding and affects the programs for all students.

### **Early Dismissal**

If you need to pick up your child early from school, please send a note to school or call to inform us. Leaving early from class may sometimes be necessary, but it is a distraction. If the school is notified, we can be better prepared for the child's departure to reduce the class disruption.



### **Illnesses and Communicable Diseases**

When your child is ill the evening before or day of school please keep him/her at home. Children who run a fever, vomit, experience diarrhea, coughing, sore throat, or other cold/flu related symptoms are not ready for a rigorous day of school. They need at least 24 hours rest before returning to school. In addition, we do not want other students and staff members infected. Please report communicable diseases directly to the office for the welfare and health of all children. "Communicable Disease" notices with the disease indicated and the date of exposure can then be sent home to the parents of the other exposed children. This includes but not limited to lice, pink eye, and chicken pox.

### **Homework During Absence**

Whenever a student is absent, phone the school at 624-3165 before 9:00 am. Requests for homework should be made when you phone. Homework requests must be received by 9:00 am in order to give the teacher time to prepare the work. Homework can be picked up in the office at your child's dismissal time.

### **Reporting an absence**

It is the parent's responsibility to report absences each time a student misses a day of school. This can be done by calling the school, e-mailing the school secretary, leaving a message, or sending a note to the school upon return. When communicating an absence please include the following:

- a. Child's Name
- b. Teacher's Name
- c. Reason for Absence
- d. Date(s) of Absence
- e. Parent/Guardian's signature

### **Administering Medication and Monitoring Health Conditions**

The school recognizes that students may need to take prescribed medication during the school day in order to be able to attend school without jeopardizing their health.

Please provide the following written statements to the school in order for designated school personnel to assist student in taking medication during school hours:

- A written statement *from the student's physician* detailing the method, amount and time schedules by which the medication is to be taken.
- A written statement from the student's parent/guardian requesting the district to assist the student in taking the medication as prescribed by the physician.

Parents/guardians shall be asked to provide a properly labeled pharmacy bottle containing the name and telephone number of the pharmacy, the student's identification, name of physician, and dosage of the medication to be given.

### **Tardiness**

Part of a child's early training should be in the area of promptness. Habits of tardiness developed in early childhood are apt to remain through adulthood. Children are expected to be at school on time. **If children arrive after 8:20 am** they must obtain a pass from the office to enter their classroom.



This timely attendance is required through the *Education code 48260.5* and has consequences. Please see the section on Excessive tardiness and absences. Please help us eliminate unnecessary interruptions to the children's learning

### **Excessive Tardiness and/or Absences**

If your child is considered excessively tardy or absent, (3 or more) A truancy letter *Education code 48260.5* will be sent home and a parent meeting with the School Attendance and Review Team (SART) will be conducted in order to help solve the problem. In the event that the problem continues you will be required to appear at a meeting of the district School Attendance Review Board (SARB) to determine the reasons for your students excessive tardies or absences and an attendance contract will be developed. It is a legal requirement that a parent ensures that their children attend school regularly and on time and there are legal consequences that could include fines or other legal remedies if this does not occur.



### **Immunizations**

You must have the following Immunizations to enter Kindergarten: 5 DTAP Immunizations, 4 Polio, 3 Hepatitis B, 2 MMR, and 1 Varicella, it is the Health-State Law. The State Legislature has approved an act, which makes it mandatory to have on file in the school a verified immunization record unless an appropriate statement from a physician or parent excepting the child from the provision of the law is filed.

### **Extended Absences**

If you know in advance that your child is going to be absent, it is advisable to let the school know. If your child will be absent at least 5 days, Independent Study papers are available in the school office. Your child's teacher will assign work for your child to do in their absence from school and there are a few papers that need your signature and your child's signature. This is a good way for your child to keep "caught up" with their work, and our school does not lose funding for them in their absence.

### **Dismissal**

Please help us maintain safety and supervision by following the parking lot rules and procedures and picking up your child on time. **The school office does not provide daycare services** so please be prompt in picking-up your student at the end of the day. Any children not picked up by 2:55 pm (1:40 pm on Thursdays) will be escorted to the office and must be signed out by a parent or guardian.

### **Field Trips**

At intervals during the school year classes will have the added experience of educational field trips to supplement and make more meaningful classroom experiences. A permission slip signed by the parent is on the back of the “Emergency Form.” This gives your child the opportunity to participate in this program. An additional permission slip will be sent home noting field trip specifics. If you do not wish your child to attend the field trip, you must provide a note. Field trips are a privilege. If a student’s behavior, or student is not following classroom policy or work completion, he/she does not warrant the privilege, they will not be allowed to attend any field trip, the annual school picnic, or any special end of the year activities. Field trips are not family outings therefore additional family members are not to attend. The trips planned are for the students and the cleared chaperones only. Drivers are to be School Board approved and cleared 2 weeks prior to the trip not on the day of the trip. You must fill out the correct/approved paperwork, and provide proof of current insurance and current driver’s license. No exceptions.

### **Promotion Ceremony**

The promotion ceremony recognizes the student’s accomplishment of completing elementary school. This is just the first step in their progress in school. The ceremony is a celebration and is an earned privilege. Any student with significant discipline concerns, have a suspension during the school year, or have documented behaviors that show that this type of ceremony is not appropriate may not participate in the ceremony. The principal or teacher will notify parents if their child will be excluded from participating in the ceremony. We ask parents/students to make every effort to clear any matter up long before the promotion exercises.

## **EMERGENCY PROCEDURES**

### **Emergency Information**

***Your child’s “Emergency Form” should be kept current at all times.*** It is important and imperative that you inform the school **IMMEDIATELY** when there are changes in:

1. Home Address
2. Telephone numbers, cell phone numbers, pager numbers
3. Business telephone numbers



4. Contact person in case you cannot be reached.

It is important to reach parents as soon as possible in an emergency.

### **Emergency Kit**

We are requesting that families provide individual emergency kits for each child. Each classroom has a disaster container to accommodate these items that will be used in the event of an emergency. In the event of a disaster, it is likely that many children will be spending an extended amount of time at school waiting for an adult to pick them up.

It would be helpful if each child has a one-gallon size ziplock bag clearly marked with their name and containing:

1. One small sealed bottle of water (12 oz.)
2. Two small cans of juice (Please no boxed drinks, cans only)
3. Two packages of cheese/crackers or peanut butter/crackers
4. Two granola or fruit snack bars
5. One 4 oz. bag of fruit/nut mix
6. Two additional snack food items
7. Moist towelettes
8. Pocket game or small toys
9. One small flashlight (disposable ones are fine)
10. Cards



All items will be returned at the end of the school year. We hope that all families will elect to participate.

### **Emergency Drills and Checkout Procedures**

Drills covering fire, earthquake, and other emergency situations are a regular part of the school program. Once again we urge the importance of an accurate, up-to-date “Emergency Form” for each child. In the event that students must be checked out of school due to an emergency or disaster, parents/guardians must sign their children out. **Students will not be released to anyone unless the person is listed on the Emergency Form.** In the event that the students are evacuated to the playground, parents/guardians must follow the procedures outlined in the school emergency plan. **NO STUDENTS WILL BE RELEASED WITHOUT PARENTS FOLLOWING PROCEDURES.** We truly appreciate your cooperation in case of an emergency. The complete Safety Plan for Rollingwood is located in the office for viewing.

## **MISCELLANEOUS**

### **Personal Property**

Students should not bring items of value to school without permission of both parents/guardians and teacher. Personal property such as iPods, Ipads, small hand held electronic games or devices, radios, CD players, computer games, toys, skateboards, skates, trading cards, etc., having no bearing on

the educational program should not be brought to school. **Cell phones are not allowed at school.** These items will be confiscated and held in the office until a parent can retrieve them. The second time a student has an item confiscated a parent will need to make an appointment with the principal to retrieve the item. If a parent does not meet with the principal the item will be kept in the “June box” and returned to the student on the last day of school. It is inadvisable for students to bring large sums of money to school, the school is not responsible for loss of such sums or other items brought to school.

### **Lunch**

Students may bring lunches to school or purchase a hot lunch from the cafeteria. It is important to label the lunch container with the student’s name and room number. Hot lunches are served in the cafeteria for those who wish to purchase them. Lunches cost \$2.75 per day. Lunches may be prepaid by sending a check made payable to the San Bruno Park School District in an envelope with your child’s name, teacher, and the amount enclosed. The envelopes may be dropped off in the designated container in the Office, or the student may give the envelope to their teacher. Please keep your lunch account up to date. An alternative lunch is given to students who have a negative balance on their lunch account. Students are informed by the Point of Sales person when the account is low. A letter is also sent home when money needs to be added to the account. Students will be asked to call home if excessive overages occur.



### **Communication**

Communication is essential to keep all of our parents, staff, and students informed on what’s going on. This year there will be several main forms of communication that will be used to insure that all parents have the information they need. We will be using e-mail or other electronic communication to exclusively at Rollingwood. There are numerous advantages to receiving all of your notices by e-mail including lower cost, prompt delivery, easy storage, instant feedback, and fewer lost instructional minutes distributing correspondence to students. We will continue with our weekly newsletters, principal’s blog, e-mails, regular and special communication, student/parent handbooks, and website. There will be regular communication using our Global Connect System for reminders and invitations. For all official notifications such as report cards, notices for IEP meetings, enrollment forms, or other confidential or sensitive materials we will still be using paper communication. If you still need communication using traditional paper notices please inform the school secretary. It is our goal to have 100% participation.

## PTA

The school has an active PTA. They welcome new parents and members. Information is sent home through the Principal's Newsletter weekly. If you are interested in becoming a member or volunteering please contact the PTA president.

## Minimum Days – Every Thursday

Grades 1 – 5                      8:20 am – 1:25 pm  
Kindergarten will follow the regular schedule.

(See the attached calendar for additional minimum days)

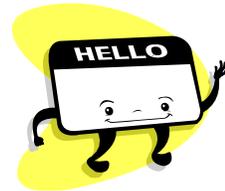
## Parents Contacting Children During School Time

If you find it necessary to bring an article to school for your child, or give him/her a message during class time, please leave the article or message at the Office. The Office Manager can contact students immediately without disturbing the classes unnecessarily. **DO NOT** go directly to the classroom.



## Visitors

All parent volunteers, yard supervisors, and visitors must check-in with the Office Manager before reporting to areas of volunteer work. All visitors must sign-in at the Office and get a volunteer badge. We are also continuing with our safety policy of not allowing visitors on the playground when children are brought to school, or during the school hours, such as Lunchtime, or Recess times. Because of the distraction and interruptions to classroom programs, students may not invite friends to visit school. Should it become necessary for anyone to visit school when classes are in session, they must first obtain permission from the Principal or Office Manager.



## Children Visiting – Not Regularly Enrolled

The school cannot be responsible for children who are not regularly enrolled. For this reason, little brothers and sisters or other children who might be visiting in your home are not permitted to spend the day at school.

## Birthdays

As we have restructured our instructional day and the curriculum demands have increased, the staff has requested that you refrain from bringing or sending birthday treats to school. If you would like to donate a book in your child's name to their class, please do so. It would be greatly appreciated. Thank you for your understanding.



### **Leaving School Premises**

No student is permitted to leave the school premises during the school hours without written permission from a parent or guardian or unless called for by a parent, guardian, or an authorized person on the “Emergency Form.” In the latter case, identification will be requested if the person is not known. Such permission must also be approved by the Principal or in his absence a duly appointed staff member. **NO STUDENT WILL BE ALLOWED TO LEAVE CAMPUS UNACCOMPANIED BY AN ADULT.**

### **Transfers**

Any child transferring to another school district during the school year must obtain a transfer from the office. Notifying your school a day or two prior to withdrawal will save you from waiting for the clerical routine necessitated by the transfer.

### **Care of Property**

District policy provides that parents or guardians of a pupil or other minors shall be liable for any and all damage to school buildings, equipment, supplies, or other property caused by the willful act of such pupil or other minor. The parent or guardian shall also be liable for any school property loaned to a pupil and not returned upon the request of an authorized district employee. We encourage children to take proper care of school property both in and about school and home. We appreciate your help.

### **Identification of Belongings**

If your child’s first and last name is on articles of clothing, lunch pails, sack lunches, etc., they can be returned immediately. Names on all articles brought to school save valuable time for all concerned. All “lost items” will be held until the end of the school term in the “Lost and Found” cart in the cafeteria hallway at which time all unclaimed articles will be given to those in need.

### **Telephone**

The school telephone is for school business use only. Students may only use the phone in case of emergency and after given permission by an authorized adult.

### **Wellness Policy**

The State of California has established a wellness policy that all schools must abide by. This policy requires schools to only allow nutritious snacks and treats on school grounds including class parties for Halloween, Winter Holidays, and Valentine’s Day. A list of suggested acceptable nutritious snacks as well as the summary of the policy are attached to this handbook.

### **Volunteers in the Classroom and Field Trips**

All classrooms need parent volunteers. Help is needed in driving on field trips, helping with projects, correcting papers, organizing parties, classroom gardens, etc. Primary grades need tutors and sometimes just another helping hand. All volunteers that help on a regularly scheduled basis will need to have verification of a negative Tuberculosis certificate. All drivers will need to show a driver's license and proof of car insurance for the office to copy and keep on file before being allowed to drive on a field trip. Please sign in on the volunteer form in the office each time you come.

### **Sexual Harassment/Bullying**

Sexual harassment may consist of, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Forms of sexual harassment include verbal harassment, physical harassment, visual harassment, and request for sexual favors. It is important to understand the difference between "kidding around" and sexual harassment. Sexual harassment is a form of discrimination and is a violation of district policy. Sexual harassment is a serious matter and severe consequences will result. If you feel that you are a victim of sexual harassment, you should notify a school official immediately. Bullying is also a form of harassment, and will not be tolerated here at Rollingwood, nor in the SBPSD at any events or activities. Offensive language is to be considered in this policy, as is mental and physical altercations.

	School Rules		
Setting	Be Safe	Be Respectful	Be Responsible
<b>Instructional Areas</b> Classroom, Library	<ul style="list-style-type: none"> <li>• Walk in rooms</li> <li>• Keep hands, feet, objects to self</li> <li>• Use tools, equipment, materials appropriately</li> <li>• Enter only when teacher is present</li> <li>• Enter and leave safely and peacefully</li> </ul>	<ul style="list-style-type: none"> <li>• Be a good listener</li> <li>• Use appropriate voice level</li> <li>• Respect space of others</li> <li>• No put downs</li> </ul>	<ul style="list-style-type: none"> <li>• Have materials ready</li> <li>• Stay on task</li> <li>• Raise hand quietly</li> <li>• Clean up after self</li> <li>• Handle books, materials carefully</li> <li>• Put things back where they belong</li> <li>• Follow teacher directions</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>• Open doors carefully</li> <li>• Stay within the boundaries</li> <li>• Ask permission to leave the playground</li> <li>• Play safely</li> <li>• No play fighting</li> </ul>	<ul style="list-style-type: none"> <li>• Follow game rules</li> <li>• Play fairly</li> <li>• Use polite language</li> <li>• Include everyone</li> <li>• Be careful of younger children</li> <li>• Resolve disputes peacefully</li> <li>• Don't go into classrooms/hallways</li> </ul>	<ul style="list-style-type: none"> <li>• Share equipment</li> <li>• Freeze when the bell rings and walk to line quickly after the whistle blows</li> <li>• No toys from home</li> <li>• Follow teacher directions</li> <li>• Use equipment appropriately</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Enter and leave safely</li> <li>• Clean up spills and do not play with food</li> <li>• Wait in line quietly</li> <li>• Always walk</li> <li>• Sit correctly at table</li> <li>• Keep feet, hands, objects to self</li> </ul>	<ul style="list-style-type: none"> <li>• Respect personal space</li> <li>• Talk in quiet voice</li> <li>• Allow anyone to sit next to you</li> <li>• Use good manners (say "please")</li> <li>• Chew and swallow food before speaking</li> <li>• Take hats off inside</li> </ul>	<ul style="list-style-type: none"> <li>• Carry food carefully</li> <li>• Sit at table while eating</li> <li>• Clean your space</li> <li>• Follow directions without arguing</li> <li>• Eat only your lunch (no sharing)</li> </ul>
<b>Inside Recess</b>	<ul style="list-style-type: none"> <li>• Use materials safely</li> </ul>	<ul style="list-style-type: none"> <li>• Share materials</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in own classroom</li> <li>• Don't leave without permission</li> <li>• Follow rules when adult is not in room</li> <li>• Clean up when the bell rings</li> </ul>

Setting	Be Safe	Be Respectful	Be Responsible
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>• Wash your hands</li> <li>• Flush the toilet</li> <li>• No playing in the bathroom</li> <li>• Keep hands, feet, objects to self</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• Use appropriate language</li> <li>• Wait your turn</li> <li>• Respect privacy of others</li> </ul>	<ul style="list-style-type: none"> <li>• Report problems to adult</li> <li>• Put towels in trash</li> <li>• Keep water in sink</li> <li>• Keep bathroom clean and dry</li> <li>• No writing on walls</li> <li>• Leave bathroom when finished</li> </ul>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Sit with hands, feet, objects to self</li> </ul>	<ul style="list-style-type: none"> <li>• Be a good listener</li> <li>• Use appropriate voice level</li> <li>• Respect space of others</li> <li>• Clap appropriately</li> <li>• Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>• Sit appropriately (no moving around)</li> <li>• Go to bathroom before assembly</li> <li>• Be on time</li> </ul>
<b>Outside Areas</b>	<ul style="list-style-type: none"> <li>• Walk quietly</li> <li>• Wait patiently</li> <li>• Keep hands, feet, objects to self</li> <li>• Use sidewalks and crosswalks</li> <li>• Watch out for vehicles</li> <li>• Do not talk to strangers</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate voice level</li> <li>• Respect space of others</li> <li>• Keep off our neighbors' property</li> <li>• Throw away trash at your destination</li> <li>• Avoid hanging around a neighbor's house</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Use appropriate voice level</li> <li>• Keep belongings with you</li> <li>• Go straight home or to school</li> <li>• Make sure you have all your homework materials before you leave home or school</li> </ul>
<b>Field Trips</b>	<ul style="list-style-type: none"> <li>• Use bus safety rules</li> <li>• Stay with group</li> <li>• Follow directions</li> <li>• Always walk</li> </ul>	<ul style="list-style-type: none"> <li>• Listen carefully</li> <li>• Use appropriate voice level</li> <li>• Be polite to others</li> </ul>	<ul style="list-style-type: none"> <li>• Listen for directions</li> <li>• Use appropriate voice level</li> <li>• Take care of your belongings</li> <li>• Take responsibility for your actions</li> </ul>

# San Bruno Park School District Homework Policy Guidelines

## ***How Important is Homework?***

Assigning homework satisfies various education needs. It serves as an intellectual discipline, establishes study habits, eases time constraints on the amount of curricular material that can be covered in class, and supplements and reinforces work done in school. In addition, it fosters student initiative, independence, and responsibility and brings the home and school closer together. In the last decade, research has focused on the relationship between homework and student achievement and has greatly strengthened the case for homework.

## ***What is Homework?***

Homework is defined as out-of-class tasks assigned to students as an extension or elaboration of classroom work. Sometimes homework may be started in class and may be completed during other times in the school day. There are four types of homework: practice, preparation, extension, and creative.

*Practice assignments* reinforce newly acquired skills. For example, students who have just learned a new method of solving a mathematical problem should be given sample problems to complete on their own.

*Preparation assignments* help students get ready for activities that will occur in the classroom. Students may, for example, be required to do background research on a topic to be discussed in class the next day.

*Extension assignments* are frequently long-term continuing projects that parallel classwork. Students must apply previous learning to complete these assignments.

*Creative homework* encourages students to be inventive and resourceful. Creative homework includes inquiry, analysis, and evaluation.

## ***How Much Time Should My Child Spend on Homework?***

The type of homework assignments and length should vary according to the nature of the activity and the student's grade level. The following guidelines have been established by the San Bruno Park School District:

Kindergarten	minimal and based on teacher's judgment
Primary Grades	one to two hours per week
Upper Grades	two to four hours per week
Intermediate Grades	four to six hours per week

### *How Can Parents Get involved?*

It is the parent's/guardian's responsibility to support this portion of the educational program by encouragement and involvement with the student. The following suggestions may be helpful:

- Share any concerns you may have about the amount or type of homework assigned with your child's teacher or principal.
- Encourage your child to take notes concerning homework assignments in case questions arise later at home.
- Provide a suitable study area and the necessary tools (paper, pencils, reference books) for your child to complete homework assignments.
- Limit after school events to allow time for both homework and family activities.
- Monitor television viewing and establish a specific homework time.
- Plan a homework schedule with your child. Allow for free time when assignments are completed.
- Praise your child's efforts. If questions arise about the assignments, and your child asks for help, ask him/her questions or work through an example rather than simply providing the answer.
- Check completed assignments and ask to see homework after it has been marked and returned.

### *Conclusion:*

Students may not always view homework as a pleasant experience, but if the assignment serves a good purpose and the parents reinforce the completion of the tasks, students will benefit by gaining higher grades, better study habits, and a more positive attitude toward school and learning. Homework assignments also give parents insight into the school curriculum and offer a greater opportunity for student learning to occur.

### **Report Cards, Progress Reports, and Conferences**

Report cards are distributed in December, March, and June.

**December conferences are required.** Conferences at the March and June trimesters are optional and may be initiated by parents or teachers. Do not wait for conferences. Parents may request a conference at anytime. If you have concerns, speak to the teacher immediately.

**Formal progress reports** are sent during the sixth week of each trimester in grades four through six. These reports are mailed directly to the home and require a parent or guardian signature before being returned.

### **Honor and Merit Roll**

Letter grades are given only in the upper grades. Honor and Merit Roll awards are earned in grades four through six. This scale is used to calculate grade point average and was adopted by the San Bruno Park School District in 2008. .

A	=	100% – 93%	C	=	75% – 73%
A-	=	92% – 90%	C-	=	72% – 70%
B+	=	89% – 86%	D+	=	69% – 66%
B	=	85% – 83%	D	=	65% – 63%
B-	=	82% – 80%	D-	=	62% – 60%
C+	=	79% – 76%	F	=	59% and below

### Honor Roll

- 3.5 grade point average or above
- Achievement is at grade level or above in academic subjects
- Behavior in and out of the classroom must be commendable. During the trimester, students who were suspended, expelled, or who committed other major infractions will be automatically disqualified.
- Non graded areas must have a number of at 3 or higher. A score of 1 or 2 in a non-graded area will be an automatic disqualification.

### Merit Roll

- 3.0 – 3.49 grade point average
- Behavior in and out of the classroom must be commendable. During the trimester, students who were suspended, expelled, or who committed other major infractions will be automatically disqualified.
- Non graded areas must have a number of at 3 or higher. A score of 1 or 2 in a non graded area will be an automatic disqualification.
-

# HEALTH AND WELLNESS POLICY

The federal Health and Wellness Policy ([www.cde.ca.gov/ls/nu](http://www.cde.ca.gov/ls/nu)) became effective in July 2007. This policy is in direct result of the recent increases in childhood obesity and diabetes.

Help us have successful class parties. Be creative and follow the Health and Wellness Policy. Please make sure you speak to the teacher about food items and ask about allergies. If a snack does not meet the guidelines, your child will be unable to share it. Children eat what is put in front of them. If healthy food is presented, they will eat!

**Non-food items are GREAT! stickers, pencils, erasers, etc.**

• **Some examples of healthy snacks include:**

- |  |                               |
|--|-------------------------------|
| • Fresh fruit                                    | Yogurt                        |
| • Frozen Gogurt                                  | Vegetable sticks              |
| • Mozzarella (string) cheese sticks              | Pretzels                      |
| • Graham crackers                                | Fruit juice bars (100% juice) |
| • Muffins (not chocolate)                        | Dried fruits                  |
| • Baked chips and salsa                          | Fruit smoothies               |
| • Peanut butter and crackers                     | Cheese and crackers           |
| • Pumpkin or sunflower seeds                     | Peanut butter/celery,         |
| • cream cheese/celery                            |                               |
| • Raisins and peanuts                            | Bagels                        |
| • Graham crackers                                |                               |
| • Air popped popcorn- no butter (already popped) |                               |

**The following snacks are not allowed:**

- Donuts
- Cupcakes
- Cake
- Candy
- Ice-cream
- Cookies
- Fruit roll ups or fruit shapes (must be 100% fruit)
- Soda
- Gum
- Marshmallows
- Potato and corn chips



**SAN BRUNO PARK SCHOOL DISTRICT**  
SCHOOL YEAR CALENDAR: 2013-2014

All Thursdays are Early Release Days for students. Minimum Day dismissal time applies.

	M	T	W	TH	F		M	T	W	TH	F
<b>AUG</b> (3)	26 cw	27 cw	28m	29m	30						
<b>SEPT</b> (20)	2 H	3	4	5m	6	<b>FEB</b> (18)	3	4	5	6m	7
	9	10	11	12m	13		10	11	12	13m	14 H
	16	17	18	19m	20		17 H	18	19	20m	21
	23	24	25	26m	27		24	25	26	27m	28
	30										
<b>OCT</b> (23)		1	2	3m	4	<b>MAR</b> (20)	3	4	5	6m	7
	7	8	9	10m	11		10	11	12	13m	14
	14	15	16	17m	18		17	18	19	20m	21
	21	22	23	24m	25		24mc	25mc	26mc	27m	28m
	28	29	30	31m			31 H				
<b>NOV</b> (17)					1	<b>APR</b> (17)		1 H	2 H	3 H	4 H
	4	5	6	7m	8		7	8	9	10m	11
	11 H	12	13	14m	15		14	15	16	17m	18
	18	19	20	21m	22		21 H	22	23	24m	25
	25	26m	27 H	28 H	29 H		28	29	30		
<b>DEC</b> (13)	2	3	4	5m	6mc	<b>MAY</b> (21)				1m	2
	9mc	10mc	11mc	12mc	13mc		5	6	7	8m	9
	16	17	18 m	19 H	20 H		12	13	14	15m	16
	23 H	24 H	25 H	26 H	27 H		19	20	21	22m	23
	30 H	31 H					26 H	27	28	29m	30
<b>JAN</b> (18)			1 H	2 H	3 H	<b>JUN</b> (5)					
	6 H	7	8	9m	10		2	3	4	5m	6m
	13	14	15	16m	17		9F	10F	11F	12F	13F
	20 H	21	22	23m	24						
	27	28	29	30m	31						

<b>KEY:</b>	H	Holiday for all	Instruction days:	175
	cw	Conference/work days for teachers	Other work days:	2
	m	Minimum day for students		
	mc	Minimum day for K-5 Parent Conferences		
	F	Furlough Days	Total Contract Days:	177

DISTRICTWIDE SCHOOL HOLIDAYS	GRADES K – 5 GRADING PERIODS	GRADES K – 5 CONFERENCE DAYS	GRADES K – 5 REPORT CARDS
September 2 Labor Day	Aug. 28 thru Nov. 22	Dec 6 - Dec. 13	Conference Week
November 11 Veterans Day	(61 days)		
November 27, 28, 29 Thanksgiving	Nov. 25 thru Mar. 14	March 24, 25, & 26	Conference Week
December 19–Jan. 6 Winter Recess	(61 days)		
January 20 MLK Birthday	Mar. 17 thru June 6		Friday, June 6
February 14-17 Presidents' Day Break	(53 days)		
March 31 – April 4 Spring Recess			
April 21 Holiday			
May 26 Memorial Day			

**PARKSIDE INTERMEDIATE GRADING PERIODS AND REPORT CARD MAILING DATES:**

Grading Periods: 11/01, 1/24, 3/28, and 6/06  
Report Cards:

\*\*Parkside Conference Days:

**SAN BRUNO PARK SCHOOL DISTRICT  
SCHOOL CALENDAR – 2013-2014**

August 26	Monday	Teacher Conference/Work Day
August 27	Tuesday	Teacher Conference/Work Day
August 28	Wednesday	First Day of Student Attendance
September 2	Monday	Labor Day Holiday
November	Monday, Tuesday & Wednesday	Conferences for 6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup>
November 11	Monday	Veterans Day Holiday
November 26	Tuesday	Minimum Day
November 27, 28, 29	Wednesday, Thursday & Friday	Thanksgiving Holidays
December 6-13	Friday through Friday	Minimum Day—Conferences K-5
December 18	Wednesday	Minimum Day
December 19--January 6	13 Days	Winter Recess
January 20	Monday	Martin Luther King's Birthday
February 14 & 17	Friday and Monday	Presidents' Day Holiday
March 24, 25, 26	Monday, Tuesday & Wednesday	Minimum Day--Conferences K-5
March 28	Friday	Minimum Day
March 31 -- April 4	5 Days	Spring Recess
April 21	Monday	Holiday
May 26	Monday	Memorial Day Holiday
June 6	Friday	Minimum Day

# Rollingwood's Bell Schedule

## School starts Wednesday, August 28, 2013

Instruction Begins  
 1<sup>st</sup> – 5<sup>th</sup> Grades 8:20 am  
 TK – Kindergarten 8:20 am  
 Pre-School 9:00 am

Instruction	TK - Kindergarten	8:20 – 9:40 AM	80
<i>Recess</i>	<i>TK – Kindergarten</i>	<i>9:40 – 10:00 AM</i>	<i>20</i>
Instruction	TK – Kindergarten	10:00 – 12:20	140
<b>Dismissal</b>	<b>TK – Kindergarten</b>	<b>12:20 PM</b>	

Instruction	1 <sup>st</sup> – 5 <sup>th</sup> Grades	8:20 – 10:00 AM	100
<i>Recess</i>	<i>1<sup>st</sup> – 5<sup>th</sup> Grades</i>	<i>10:00 -10:20 AM</i>	
Instruction	1 <sup>st</sup> – 3 <sup>rd</sup> Grades	10:20 – 11:50	90
<b><i>Lunch</i></b>	<b><i>1<sup>st</sup> – 3<sup>rd</sup> Grades</i></b>	<b><i>11:50 – 12:40</i></b>	
Instruction	1 <sup>st</sup> – 3 <sup>rd</sup> Grades	12:40 – 1:40	60
<i>Recess</i>	<i>1<sup>st</sup> – 3<sup>rd</sup> Grades</i>	<i>1:40 – 1:50</i>	
Instruction	1 <sup>st</sup> – 3 <sup>rd</sup> Grades	1:50 – 2:35	45
Instruction	4 <sup>th</sup> and 5 <sup>th</sup> Grades	10:20 – 12:05	105
<b><i>Lunch</i></b>	<b><i>4<sup>th</sup> and 5<sup>th</sup> Grades</i></b>	<b><i>12:05 – 12:40</i></b>	
Instruction	4 <sup>th</sup> and 5 <sup>th</sup> Grades	12:40 – 2:40	120
<b>Dismissal</b>	<b>Grades 1-3</b>	<b>2:35 PM</b>	
<b>Dismissal</b>	<b>Grades 4-5</b>	<b>2:40 PM</b>	
<b>Thursday Dismissal</b>	<b>1<sup>st</sup> – 5<sup>th</sup> Grades</b>	<b>1:25 PM</b>	

# Rollingwood Site Map & Classroom Assignments 2013-2014

## Playground

2 <b>Heather Anawalt</b> SDC K/1 <sup>st</sup>	Open County Reserved	4	6 <b>Rebecca Reddy</b> 1 <sup>st</sup> Grade	8 <b>Diana Yu</b> 4 <sup>th</sup> Grade	10 <b>Suzanne Green</b> 3 <sup>rd</sup> /4 <sup>th</sup> Grade	12 <b>Leslie Schwarzbach</b> 5 <sup>th</sup> Grade	14 Park and Rec After School Program	16 <b>Diane Handlos</b> County	Girls RR
1 <b>Claudia Grisell</b> Transitional Kindergarten	<b>Christine Sonnenburg</b> Kindergarten	3	5 <b>Amy Stachnick</b> 1 <sup>st</sup> /2 <sup>nd</sup> Grade	7 <b>O'Connell Chasseur</b> 3 <sup>rd</sup> Grade	9 <b>Leslie Gordon</b> 2 <sup>nd</sup> Grade	11 <b>Andrea Fewster</b> Speech and Language	13 Open Staff Development	15 Happy Hall	Boys RR

20 <b>Marjorie Felix</b> State Pre-School	RR
19 <b>Elizabeth Bernard</b> SPED Preschool	RR

Library	Office <b>Ms. Droege</b>	Kylie Veverka OT	Assem AITawdi Theresa Wellman RSP
Staff Room	Principals Office <b>Mr. Schwartz</b>		
		Stage	<b>Andrea Hill</b> <b>Morgan Yates</b> Kitchen
		<b>Ashley Waters</b> Counseling	