

ROOSEVELT HANDBOOK SECTION

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Mission Statement

The mission of Roosevelt School is to provide a safe and positive environment with educational experiences designed to guide each child in developing life-long learning skills and responsible citizenship.

Roosevelt Motto

Be Responsible, Do Your Best and Help the Rest!

Dear Parents,

On behalf of the staff at Roosevelt, we welcome you to Roosevelt Elementary School! Roosevelt is named after the 26th President of the United States, Theodore Roosevelt, and we are the Rough Riders!

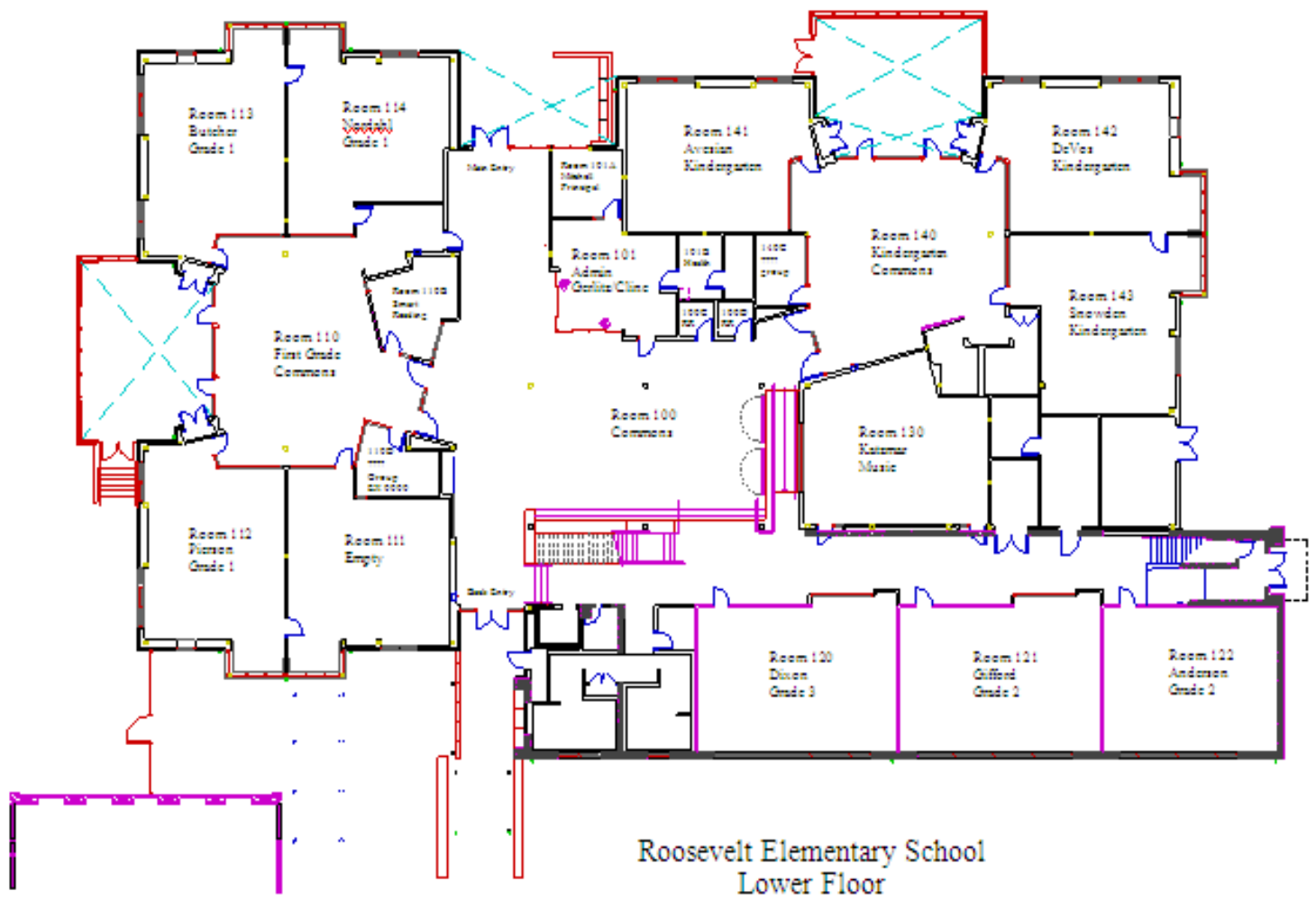
The original Roosevelt Elementary School was built in 1911. In January of 2010, our staff and students moved into a beautiful new facility. Roosevelt School is proud of their tradition of student success. At the heart of the school's success is the effort put forth by a dedicated and caring staff, and the belief that every student at Roosevelt has the potential to be successful. Staff members work together to create a learning environment where all students meet with continued growth and success. Every Friday, our students and staff wear our school colors or a school shirt to show pride in their school.

Please feel free to call with any questions or concerns. We welcome you to our school and invite you to volunteer if possible, or participate in the various parent opportunities throughout the school year.

The first section in this handbook will help you to become familiar with Roosevelt Elementary. The second section is information that applies district wide for all students and personnel. Please take time to review this handbook.

Again, Welcome!

***Sincerely,
Anne Mitchell, Principal***



Teacher	Room #	Teacher	Room #	Teacher	Room #	Other Locations	Room #
Mrs. Bucher	113	Ms. Avesian	141	Mrs. Anderson	122	Office	101
Ms. Pierson	112	Mrs. DeVos	142	Mrs. Gifford	121	Main Commons	100
Ms. Nordahl	114	Mr. Snowden	143	Mrs. Dixon	120	Health Room	101B
Mrs. Mitchell	101	Mrs. Katzmar	130			Custodians	111



Roosevelt Elementary School
Upper floor

Teacher	Room #	Teacher	Room #	Teacher/Location	Room #
Mrs. Culver	213	Mrs. Luther	241	Mr. Stahmer	231
Mrs. Cooper	214	Mrs. Gerritsma	242	Computer Lab	207
Mr. Amann	212	Mrs. Geil	205	Media Center	230
Ms. Wright/Mr. Hassen	211	Mrs. Brown	243	Workroom	203

Medford School District 549C
Medford, Oregon



2010-11 School Year Calendar
Adopted

2010							2011						
July S M T W T F S 1 2 3 4 H 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							January S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 H 18 19 20 21 22 23 24 25 26 27 28 29 30 P						
August S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							February S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 H 22 23 24 25 26 27 28						
September S M T W T F S 1 2 3 4 5 H 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							March S M T W T F S 1 2 3 4 5 6 P 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31						
October S M T W T F S 1 2 3 4 5 6 7 8 9 10 P 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							April S M T W T F S 1 2 3 4 5 6 7 8 9 10 P 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30						
November S M T W T F S 1 2 3 4 5 6 7 8 P 9 10 H 12 13 14 15 16 17 18 19 20 21 22 23 24 H 26 27 28 29 30							May S M T W T F S 1 2 3 4 5 6 7 8 P 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 H 31						
December S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 P 14 15 16 17 18 19 20 21 22 23 H 25 26 27 28 29 30 H							June S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30						

- July (4) 5 Independence Day - District Closed
- Aug 30 - Sept 2 Professional Development/Planning Days - No Students
- September 3 School Closed
- September 6 Labor Day - District Closed
- September 7 First Day of Instruction
- October 8 Mid Quarter - Regular School Day
- October 11 Professional Development/Planning Day - No Students
- November 5 End of First Nine Weeks - Pupil Reporting Period (43 days)
- November 8 Professional Development/Planning Day - No Students
- November 11 Veterans' Day - District Closed
- November 25 Thanksgiving Day - District Closed
- November 26 District Closed
- December 10 Mid Quarter - Regular School Day
- December 13 Professional Development/Planning Day - No Students
- Dec 20 - Jan 3 Winter Break - School Closed
- Dec (25) 24 Christmas Day - District Closed
- December 27 District Closed
- Dec 31 (Jan 1) New Year's Day - District Closed
- January 4 Classes Resume
- January 17 Martin Luther King Jr. Day - District Closed
- January 28 End of Second Nine Weeks - Pupil Reporting Period (43 days)
- January 31 School Improvement/Planning Day - No Students
- February 21 Presidents' Day - District Closed
- March 4 Mid Quarter - Regular School Day
- March 7 Professional Development/Planning Day - No Students
- March 21 - 25 Spring Break - School Closed
- April 8 End of Third Nine Weeks - Pupil Reporting Period (42 days)
- April 11 Professional Development/Planning Day - No Students
- May 6 Mid Quarter - Regular School Day
- May 9 Professional Development/Planning Day - No Students
- May 30 Memorial Day - District Closed
- June 10 Last Day of Instruction - End of Fourth Nine Weeks
Pupil Reporting Period (42 days)
- June 11 NMHS, SMHS, and MOHS Graduation Ceremonies
- June 13 School Improvement/Planning Day - No Students
- June 14 Professional Development/Planning Day - No Students

- # Student Contact Day — Regular School Day
 - # School Closed — Some Staff Work (per contracted schedule)
 - P No Students — School Office Open (Most staff per contracted schedule)
 - H District Closed — Holiday
- Note: November 22-24 are Regular School Days for high school students only. K-8 Parent/Teacher conferences occur so K-8 students do not attend school.
- △ Mid-Quarter/End of Grading Period
 - Board Meeting

School Year Calendar
Adopted: 4/20/10
Version:

DISTRICT LEVEL

Dr. Phil Long - Superintendent
Rich Miles - Director of Elementary Education

ROOSEVELT CERTIFIED CLASSROOM TEACHERS

PRINCIPAL
Anne Mitchell

Teacher Name	Grade	Room Number
Chris Avesian	Kindergarten	Room 141
Karri De Vos	Kindergarten	Room 142
Andy Snowden	Kindergarten	Room 143
Pat Bucher	First Grade	Room 113
Amanda Pierson	First Grade	Room 112
Caley Nordahl	First Grade	Room 114
Sandra Anderson	Second Grade	Room 122
Dianna Gifford	Second Grade	Room 121
Karey Dixon	Third Grade	Room 120
Drew Amann	Third/Fourth Grade	Room 212
Karen Cooper	Fourth Grade	Room 214
Barbara Culver	Fifth Grade	Room 213
Kirsten Brown	Fifth/Sixth Grade	Room 243
Cathy Gerritsma	Sixth Grade	Room 242

ROOSEVELT SCHOOL SUPPORT STAFF

Educational Resource Teacher	Jeremy Stahmer	Room 231
Educational Resource Assistant	Kathy Spano	Room 231
TOSA (Teacher on Special Assignment) and Title I Title Target Teacher	Cali Wright Steve Hassen	Room 211 Room 211
Speech & Language Clinician	Megan Geil	Room 205
Media Technician	Jenni Petersen	Room 230
E.L.L. Teacher	Marji Luther	Room 241
E.L.L. Assistant	Miriam Montgomery	Room 241
E.L.L. Assistant	Alison Wright	Room 241
Music Teacher	Marcia Katzmar	Room 130
Office Manager - Roosevelt/Hoover Facility	Cathy Gerlitz	Room 101
Office Manager - Roosevelt/Hedrick Facility	Lynell Cline	Room 101
Educational Assistant	Lori Whitehead	Room 203
Educational Support Staff	Kathy Smith	Room 203
Title Support Staff	Cathy Hyland	Room 211
Campus Monitors	Rebecca Biggs Julie Gilinsky Amy Head Daniel Langston Melanie Mazerres-Kipp Lisa Tallman Kristin Winner	
Head Custodian	Bob Cummings	Room 111
Night Custodian	Wenny Garachico	Room 111
Classroom Literacy Assistants/E.R.I.'s	Bev Boehm Barbara Buxton Marcia La Fond Rena Lew Jeff Roberson April Rudy	



**ROOSEVELT ELEMENTARY MASTER SCHEDULE
DAILY TIME SCHEDULE
2010-2011**

Roosevelt Elementary 1212 Queen Anne Avenue Medford, OR 97504
(Office) 541-842-3840 (Fax) 541-842-3430
Office Hours 7:30-3:30

Monday, Tuesday, Thursday, & Friday	Kdg., 1st, 2nd, 3rd, 4th, 5th, 6th Grades
7:30 a.m. – 7:45 a.m.	Breakfast Program
7:40 a.m. – 7:55 a.m.	Playground Supervision Begins
7:55 a.m.	Line up/Enter Building
8:00 a.m.	Instruction Begins
2:25 p.m.	Kdg, 1 st , 2 nd , 3 rd Dismissal
2:30 p.m.	4 th , 5 th & 6 th Dismissal

Wednesday	
1:25	Kdg., 1st, 2nd, 3rd Dismissal
1:30	4th 5th, 6th Dismissal

Morning Recess

Kindergarten – 9:20 – 9:35
 First Grade – 9:35 – 9:50
 Second Grade – 9:50 – 10:05
 Third Grade – 10:05 – 10:20
 Third/Fourth Gr. – 10:05 – 10:20
 Fourth Grade – 10:20 – 10:35
 Fifth Grade – 10:20 – 10:35
 Fifth/Sixth & Sixth – 10:35 – 10:50

Lunch and Recess

Kindergarten – 10:50 – 11:35
 First Grade – 11:10 – 11:55
 Second Grade – 11:15 – 12:00
 Third Grade – 11:20 – 12:05
 Third/Fourth Gr. – 11:25 – 12:10
 Fourth Grade – 11:55 – 12:30
 Fifth Grade – 12:00 – 12:35
 Sixth Grade – 12:05 – 12:40

Afternoon Recess

Kindergarten – 1:00 – 1:15
 First Grade – 1:15 – 1:30
 Second Grade – 1:30 – 1:45
 Third Grade – 1:30 – 1:45

Roosevelt Parent Participation in School Activities 2010-2011

Dear Parents,

As partners in education, it's necessary that we work together to ensure your child's success for this school year. Participation in any of the activities during the year will help encourage your child's commitment toward academic success. Some of the events and activities that we hope you will be able to participate in or attend are:

Roughrider Spirit Assemblies	Field Trips
Grandparents' Day	S.M.A.R.T. Reader
Family BBQ	Volunteer in the Classroom
School Partnership	Serve on a PTO Committee
Volunteer in the library	Open House
Curriculum Parent Involvement (Evenings)	Eat Lunch With Your Child
Help with class parties	Family B-I-N-G-O Night
Serve on Site Council	

In addition, please help to encourage him/her by doing the following:

- See that your child is punctual and attends school regularly
- Establish a time and place for homework, and review that homework regularly
- Support the school in developing positive behavior
- Support the school discipline policy
- Provide a home environment that encourages your child to learn
- See that your child has school supplies to work with
- Communicate with the school personnel and develop a working trust with your child's teacher.

Sincerely,
Anne Mitchell, Principal
& The Roosevelt Staff

**ROOSEVELT STUDENT
2010-2011**

Student Responsibilities

PREPARATION TO LEARN

- Attend school regularly and on time.
- Come to school each day other necessary supplies.
- Complete school assignments to the best of my ability.
- Spend time at home daily studying and reading.
- Always try to do my best in my work and my behavior.
- Limit my television viewing to between 10 and 14 hours a week.
- Believe in myself.
- Believe that I can learn and will learn.

RESPECT FOR OTHERS AND THE SCHOOL

- Follow school, classroom and playground rules.
- Show respect for Roosevelt Staff.
- Show respect for people and property by not using profanity, stealing or vandalizing.
- Respect the rights of others to learn without distraction and disruption.
- Take pride in my school.
- Participate in school and classroom activities.

Student Signature _____

Date _____

**ROOSEVELT - TEACHER COMPACT
2010-2011**

Teacher Responsibilities

- Provide a safe and caring learning environment where your students will begin to be responsible for their own behavior and learning.
- Be a positive role model who helps children develop a love of learning and demonstrate enthusiasm for learning.
- Teach classes through interesting, meaningful and challenging lessons and have high expectations for all students.
- Respect cultural linguistic differences among students.
- Be fair and understanding. Show patience and respect by listening to and understanding students.
- Communicate with parents about their child in school. Work with parents for the benefit of the child.
- Help each child grow to his/her fullest potential.

Teacher Signature _____

Date _____

Roosevelt Elementary School Teacher-Student-Parent Compact

Mission Statement

The mission of Roosevelt School is to provide a safe and positive environment with educational experiences designed to guide each child in developing life-long learning skills and responsible citizenship.

Working together with our children, Roosevelt teachers and parents can enrich the learning process.

As a Teacher, I believe that each student can and will learn.

I will, to the best of my ability:

- Provide a warm, caring, and safe environment conducive to learning
- Encourage each child to grow to his or her fullest potential
- Respect each child and his or her family
- Support and enforce school and classroom rules fairly and consistently
- Communicate and work cooperatively with parents for the benefit of the child
- Adjust to individual student learning styles and be aware of outside community activities

Signature of Teacher

As a Student, I believe that I can and will learn.

I will, to the best of my ability:

- Always try my best in my work and in my behavior
- Come to school ready to learn
- Respect others
- Follow school and classroom rules
- Complete assignments and study or read at home daily
- Cooperate with teaching styles of all teachers (including adult volunteers, CLAs, and subs)

Signature of Student

As a Parent, I want my child to succeed.

I will, to the best of my ability:

- Make sure my child attends school regularly and on time each day
- Encourage my child's efforts
- Support the school in developing positive behaviors
- Provide a home environment that values learning
- Respect my child, the teacher, and the school
- Communicate and work cooperatively with the school for the benefit of my child
- Contribute to and actively support the education of my child

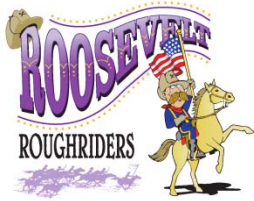
Signature of Parent

As the Principal, I believe all students can and will learn.

I will, to the best of my ability:

- Support students, teachers and parents fairly, making the student's best interest my first priority.
- Communicate the goals and beliefs of Roosevelt School
- Support the Teacher-Student-Parent compact

Signature of Principal



ROOSEVELT ELEMENTARY SCHOOL WIDE BEHAVIOR

Routines and Procedures

Cafeteria

- Walk in the cafeteria
- Use quiet voices when talking
- Keep hands, feet and objects to yourself
- Stay in your seat and raise your hand to get help
- Eat quietly and use good manners
- Clean your area before you're dismissed
- Treat others with respect
- Eat your food only

Assemblies

- Walk quietly in line to the assembly area
- Sit in assigned spot
- When the leader goes to the microphone and says, "May I have your attention please," stop talking and look at the person at the microphone
- Listen carefully
- Communicate with the performers with your eyes and ears
- Applaud politely to show appreciation
- At the end of the program, the leader will conclude the assembly by thanking the performers
- Students remain seated until the teacher gives them the signal to stand and follow the teacher from the assembly area.

Rainy Day Recess - Students will remain in class or Commons area

- Use quiet voices
- Walk at all times
- Play quiet games or activity
- No scissors or sharp objects allowed
- In case of emergency send a blue dot to the office or call the office on the intercom

Hallways

- Always walk in the hallway and on the stairs
- Use a quiet voice
- Be courteous and respectful
- You must have a pass while in the hallway (unless you're a self manager)

Restrooms

- Use cafeteria restrooms at recess and lunch times
- During class, students must have a restroom pass
- Use restrooms appropriately and leave them clean
- Put all toilet paper in the toilet and put all other paper in the garbage can
- Flush the toilet
- Wash your hands
- Leave the restroom as soon as you finish

Playground

- Show respect for others and follow directions given by adults
- Rough play is not allowed on the playground
- When the bell rings, stop what you are doing and line up quickly
- Settle your differences peacefully using "Stop/Think Plan"
- Use a pass to re-enter the building
- Stay outside in the morning before school, and during all recesses, unless you have a "pass"
- Stay out of the mud and puddles; off of fences, back steps, retaining walls and trees;
- Stay out of the tennis courts unless supervised
- Leave rocks, bark, sticks, pine cones and other dangerous objects alone
- Play only on playground areas, not in bushes or trees
- Show pride in your school by keeping the building and grounds free of litter
- Take turns on equipment (e.g. 25 swings on swings)
- Do not bring any food on the playground; this includes gum, candy and soft drinks.
- Leave knives and other unsafe objects at home along with radios, tape & CD players, video games, hard balls and toys
- Students must be checked out in the office before leaving the school grounds at a parent's request.
- Do not spit on the playground
- Do not approach animals or strangers on the playground, but report them to the playground monitors
- Use swings by sitting in a forward position only, not jumping out of swings
- Do not push others on the swings or stand in front or behind the swings, or run between swings
- Do not sit or stand on the very top of play structures
- Do not carry one another
- Crack-the-whip, tackle football, tackle soccer, karate kicking, ball tag, and any other pushing or shoving games are not allowed on the playground
- Plastic bats and balls are the only type of baseball equipment allowed on the playground during recess
- Face mask must be worn while playing baseball
- You are allowed to run on the field only, no running on the black top
- Kicking a ball is only allowed on the field
- One student on the slide at a time

ENCOURAGING POSITIVE SCHOOL BEHAVIOR

- Weekly Extra Effort Awards or Monthly Student of the Month
- Recognition for Extra Effort Awards at Spirit Assemblies and in the Roughrider Newsletter
- Extra Effort Award drawing for Lunch with the Principal
- Extra Effort names posted by classroom
- Attendance banners
- Postcards home from teachers
- Personal Accountability Awards
- Incentives for class line and cafeteria behavior
- Homework Award
- Special Job Assignments
- 10 Point Accelerated Reading Award Recognition during Spirit Assemblies
- Accelerated Reading Desk Labels
- Purple Raids
- Principal's Award
- Birthday Pencils/Ice Cream Bars
- Math Facts Awards
- Self Manager Badge or "R" Pin
- Check In/Check Out with students

CONSEQUENCES

In order for students to assume responsible behavior, it is important that they understand the consequences for their behavior. Students make choices that determine consequences. Students are accountable to the classroom behavior expectations and consequences students as well as to the building behavior expectations and consequences. When students make choices that interfere with their own learning or to others' learning and safety, appropriate and reasonable consequences will follow. Some consequences may include:

- Loss of Self Manager Badge or Pin (may earn it back according to criteria)
- Problem will be discussed with the student by a staff member; positive behavior reviewed.
- Change in student seating
- Cleaning area of vandalism
- Student will work in a buddy room
- Student will be kept off the playground and/or assigned to a structured area
- Student will receive Office Referral
- Parents will be notified for major referrals by phone and/or mail
- A staff member may request a parent/teacher student conference
- Student will talk with principal
- Opportunity Class placement
- Suspension in school or out of school
- Expulsion

STUDENT HARASSMENT OF ANOTHER STUDENT CONSEQUENCE PROCEDURE

Every child at Roosevelt Elementary is entitled to a safe and secure learning environment. Harassment of students will not be tolerated.

- Harassment is unwelcome words or actions that create a hostile environment.
- Students who engage in harassment will be subject to the following consequences and procedures. Consequences for harassment increase with the frequency and severity of the act.
- A phone call to the offending student's home or parent place of work to explain the harassment.
- A behavior notice describing the harassment is sent home for parent's signature. The citation is to be returned the following day.
- The student spends recess on the following day writing out a description of the form of harassment and an apology to the offended student. The description will include:
 - What did I do?
 - What do I think the other person was feeling before the harassment and after the harassment?
 - What should I have done differently?

FURTHER FACTS

Attendance & Care Calling

When an absence is necessary, a parent should call the school office at 541-842-3840 any time to leave a message on the answering machine or talk with someone in the office. If we have not received a call or message by 9:00 a.m., you will be called to verify your child's absence.

In the event a student must leave school during the day, parents should send a note or call the office. If someone other than a parent is to pick up a student, the parent must contact the school beforehand. **All students are to be checked out through the office.**

Tardiness

All students are marked tardy after 8:00 a.m. Students may go directly to the classroom until 9:00 a.m. **Any students arriving after 9:00 must report to the office and get a tardy slip.** They will take two copies of the tardy Slip to their classroom. The yellow copy is for the teacher, the original is to be sent home with the student for a parent signature, and then returned to school. Parents will be notified if their child has an excessive number of tardies.

Before School

Students should not arrive at school until 7:40 unless they are here for breakfast which is served from 7:30 until 7:45 a.m. for all students. Students will eat breakfast and go out on the playground. Playground supervision begins at 7:40 a.m. until 7:55 a.m. When the first bell rings at 7:55 a.m., students need to go to their numbered line. The teacher will greet the students on their line and escort them into the building.

After School

Students are to go directly home after school and should not linger outside or be on the playground. There is no supervision provided after school.

Weekly Envelopes

Our school newsletter and other materials are sent home in a special envelope on alternating Fridays. Each student has their own envelope with their name on it. Parents are to look over the materials that are sent home, sign the envelope and return it with the student the following school day.

Student Council

The Roosevelt Student Council is under the direction of the principal. The Student Council is composed of the elected student body officers, plus two students from each class, grades 4-6.

After School Program Procedure

Kids Unlimited is offering an "After School Program" that will be **available to all Roosevelt students (K-6)** in the school cafeteria. Students who are in the Afterschool Program must leave the classroom when the bell rings and go directly to the cafeteria. **Kids' Unlimited personnel will not supervise**

students who are not part of the program. The Kids Unlimited Program will begin in October for Roosevelt students.

Business Partnership

Roosevelt Elementary is indeed fortunate to participate in a partnership with Providence Hospital and The Church of the Nazarene. Personnel from these businesses will be involved in activities at Roosevelt Elementary. Throughout the school year students will be working on various projects for our Business Partners.

FURTHER FACTS

Film/Video Parent Permission and Notification

Occasionally a teacher may choose to show a video to a class to reinforce a particular unit of study. Prior to this viewing, parents will receive the following notification request for student permission to view the video.

Dear Parent,

This is notification that the MPAA (Motion Association of America) rated film will be shown as a part of classroom instruction. Noted below is the purpose for using this film and its connection to the classroom curriculum.

Teacher: _____ Class/Subject: _____

Date(s) of presentation: _____ Period(s) grade: _____

Title of Film:
MPAA Rating:
Topic of Film:
Instructional Objective(s):

Student name: _____

I have reviewed this information with my child and I grant permission for my son/daughter to participate in the viewing of this film.

Parent/Guardian Name (print)

Parent/Guardian Signature

Date

I DO NOT give permission for my son/daughter to view this film.

Parent/Guardian Name (print)

Parent/Guardian Signature

Date

Students will be permitted to participate in this activity only if this parent permission form has been received by the instructor prior to the beginning of class on the designated date. Thank you for responding promptly to this letter. Please return by _____.



2010-11 School Supply List for All Medford Elementary Schools

In these tough economic times, the Medford School District recognized the financial burdens that many of our families are experiencing. In an effort to ease some of the burden, we have reduced our school supply list and made it standard for all of our elementary schools.

Roosevelt School is fortunate to have some donors who can help. Simply contact the office, and we can assist with supplies.

Kindergarten, First Grade	Second and Third grade	Fourth, Fifth & Sixth Grade
Backpack	Backpack	Backpack
Color markers, washable	Color markers, washable	Color markers, washable
Crayons-24 count	Crayons-24 count	Color pencils
Eraser	Eraser	Crayons
Glue Stick	Glue Stick	Eraser
Pencils, 1 package	Pencils, 1 package	Glue Stick
		Notebook paper-3 ring wide-ruled
	Additional Item	Pens- 1 package
	Third Grade Only	Pencil pouch
	Solar Calculator	Pencils, 1 package
		Solar calculator
		3-ring binder-no Velcro
		6 pocket dividers for binder