



SCHOOL HANDBOOK 2026 - 2027

FORWARD

Welcome to Proctor Terrace Elementary School. Please take the time to review the information in this booklet and discuss it with your child. It will answer many of your questions and explain our school's policies and procedures. We hope that you and your child will become actively involved in the learning process and participate in our many school activities. As a parent and member of our school community, you have the opportunity to participate in school events and support our school organizations, including the School Site Council, PTA, and English Learner Advisory Committee.

INTRODUCTION

Our Mission

Proctor Terrace School is an exceptional learning community. We engage, inspire, and enrich the whole child in a healthy and nurturing environment. Our mission is to provide all students with a well-rounded education in a safe and supportive environment that fosters excellence in learning, motivation, and self-discipline. Staff, parents, and the community unite to provide students with a foundation for becoming independent and self-supporting adults who will successfully and responsibly contribute to a global community.

Our Values

We, the Proctor Terrace Community, value:

- Academic excellence and high-quality education
- Program planning and articulation across the grades
- Strong leadership
- A positive, safe, uplifting campus environment

Students and adults who are **safe, respectful, responsible, and kind**

Diversity and the needs of each of our students

The positive role modeling of teachers, parents, and students

Maintaining a collegial work/professional climate

Open communication among administration, staff, and families

Personal, family, and professional time

The unique contributions of each member of our school community

Connections to and the potential contributions of the larger community

Proctor Terrace School has a history of successfully providing students with a high-quality education, building the foundation in students for higher learning and conscientious citizenship in their community. Our students have a high degree of success thanks to a dedicated and qualified staff, a high level of parental support and involvement, a strong PTA and Site Council, and effective leadership.

Students enjoy attending Proctor Terrace School because it has a friendly, compassionate, and supportive atmosphere. We offer our students a rigorous curriculum that helps them develop the confidence to be successful in secondary school and beyond, and the ability to be effective, informed, and contributing citizens in their community.

PROCTOR TERRACE ELEMENTARY SCHOOL STAFF ROSTER 2026 - 2027

Principal	Dr. Rani Goyal
Office Manager	Karla Kinder-Rippin
Office Technician	Kristen Redding
Family Engagement Facilitator	Vanessa Vargas Mendez
TK (Transitional Kindergarten)	Helén Johansson
TK (Transitional Kindergarten)	Tiffany Millea
Kindergarten	Jennifer Averbuck
Kindergarten	Kate Gillespie
First Grade	Alyssa August
First Grade	Gretta Klosevitz
Second Grade	Leslie Gude-Dunbar
Second Grade	Angela Guerrero
Second Grade	Gabriel Kut
Third Grade	Tara Lyon
Third Grade	Emma Parks
Fourth Grade	Caitlin Cameron
Fourth Grade	Daniel Charlip-Blumlein
Fifth Grade	Emily Blackmore
Fifth Grade	Tina Hiatt
Five/Six Combo	Karla Kringen
Sixth Grade	Kristy Skjerseth-Hammond
Sixth Grade	Crystal Chang

Resource Specialist	Susan Dochtermann
Resource Specialist	Jami Grafe
Resource Specialist	Fran Rasmus
P.E.	Jeffrey Nielson
Music	Devin Marvosh
Speech	Mark McLay
Psychologist	Connie Freeman
Library Technician II	Andrea Dei-Farley
Custodian	Maria Carlos Nunez
Night Custodian	Edward Hamalian
Library Technician	Jennifer Nash
Instructional TK Aide	Lexie Prom
Instructional TK Aide	Becky Walls
Instructional Assistant	Sandra Frost
Instructional Assistant RSP	Marcy Alpine
Instructional Assistant RSP	Shannon Curtis
Instructional Assistant RSP	Joana Gonzalez
Instructional Assistant RSP	Teresa King
Day Care Lead Person	Carly Whittaker
Food Service	Nadia Castro
Nurse	Amanda Arend

INSTRUCTIONAL DAY BELL SCHEDULE 2026 - 2027

M, T, TH, F BELL SCHEDULE

	TK/K	Grades 1-3	Grades 4 - 6
Instruction	8:00 - 9:00	8:00 - 9:25	8:00 - 9:50
Recess	9:00 - 9:20	9:25 - 9:45	9:50 - 10:10
Instruction	9:20 - 10:55	9:45 - 11:45	10:10 - 11:45
Recess	10:55 - 11:20		
Lunch	11:20- 11:40	11:45 - 12:10	12:10 - 12:30
Recess		12:10 - 12:30	11:45 - 12:10
Instruction	11:40 - 1:05	12:30 - 2:20	12:30 - 2:20

Wednesday BELL SCHEDULE

	TK/K	Grades 1-3	Grades 4 - 6
Instruction	8:00 - 9:00	8:00 - 9:25	8:00 - 9:50
Recess	9:00 - 9:20	9:25 - 9:45	9:50 - 10:10
Instruction	9:20 - 10:55	9:45 - 11:45	10:10 - 11:45
Recess	10:55 - 11:20		
Lunch	11:20- 11:40	11:45 - 12:10	12:10 - 12:30
Recess		12:10 - 12:30	11:45 - 12:10
Instruction	11:40 - 1:05	12:30- 1:30	12:30 - 1:30

LIFESKILLS

Students at Proctor Terrace School learn and practice Lifeskills, which guide them, individually and in groups, to an understanding of the personal and social behaviors that will enable them to do their personal best and thus enhance the likelihood that they will succeed in attaining their goals as children and as adults.

- **CARING** - to feel and show concern for others
- **COMMON SENSE** - to use good judgment
- **COOPERATION** - to work together toward a common goal
- **CURIOSITY** - a desire to learn and know about all things
- **EFFORT** - to try your hardest and do your best
- **EMPATHY** – the ability to understand the feelings and ideas of others
- **FLEXIBILITY** - willing to change plans or course of action when necessary
- **FRIENDSHIP** - knowing how to make and keep a friend
- **INITIATIVE** - to do something because it needs to be done
- **INTEGRITY** - to be honest, sincere, and of sound moral principle
- **ORGANIZATION** - to plan, arrange, and implement in an orderly way
- **PATIENCE** - to wait calmly for someone or something
- **PERSEVERANCE** - to keep working until the job is done

- **PROBLEM SOLVING** - to seek solutions in difficult situations and everyday problems
- **RESPONSIBILITY** - the willingness to respond appropriately and be accountable for your actions
- **SELF CONTROL** – to exercise restraint over your impulses and emotions
- **SENSE OF HUMOR** - to laugh and be playful without hurting others
- **TOLERANCE** – to be sensitive to others who might think or act differently than you

***BEST* BEHAVIOR PRACTICES – A POSITIVE APPROACH TO DISCIPLINE**

There are four major rules at Proctor Terrace that all students and adults are expected to follow at all times:

Be Safe Be Respectful Be Responsible Be Kind

Students learn what these behaviors look like in every common area at school and consistently practice the behaviors. This program supports *all* students in our school, fostering cooperative, respectful, and responsible behavior between all members of our school community.

STUDENT RECOGNITION

Recognition of students occurs in the classroom as well as school-wide. Students are honored for academic achievement, special effort, citizenship, and for exhibiting Lifeskills and *BEST* behaviors. Each class has a program to reward positive school behavior and performance.

BEHAVIOR STANDARDS AND EXPECTATIONS

School Rules

There are four basic rules at Proctor Terrace School: **BE SAFE, BE RESPECTFUL, BE RESPONSIBLE, BE KIND.** Students are taught how these rules look in each environment and what behaviors are expected of them. Students receive positive recognition in the form of Tiger Tickets for practicing these behaviors. Each Monday, we recognize one to two students from each classroom who have received Tiger Tickets. Those children get to pick an item from the prize basket in the Principal's office.

Behavior expectations of students at Proctor Terrace School require that they be safe, kind, respectful, and responsible. These expectations are the basis of our school behavior and discipline program. Everyone on campus is expected to conduct themselves in such a way that no one is hurt, emotionally or physically. Behavior that threatens the emotional or physical well-being of students, staff, or visitors will not be tolerated. The following guidelines and rules are meant to ensure a safe learning environment for all children and staff. Students and adults are expected to use the life skills that are taught in the classroom. These expectations will enable all of us to conduct ourselves in a manner that shows respect for the feelings, belongings, and physical security of each individual on campus. Each teacher will review the guidelines for appropriate behavior in class and on the playground. Parents and guardians should also discuss these with their children.

- 1) Respect other people's property, bodies, and feelings.
- 2) Follow directions and cooperate with others.
- 3) Use language that is respectful and courteous.

- 4) Play safely and only in areas with adult supervision.
- 5) Honestly accept responsibility for one's own actions.

The following are NOT allowed:

- Disruptive talking or noise
- Refusal to follow directions of any school personnel, including yard duty supervisors
- Play that is unsafe and not in a supervised area
- Littering and not picking up after oneself
- Inappropriate language that offends or hurts others
- Gum chewing
- Stealing or damaging school or personal property
- Arson or possession of matches or lighters
- Threats or harassment as perceived by the person being threatened or harassed
- Fighting or other unsafe and inappropriate physical contact – **if you hit, you go home**
- Possession or use of tobacco, alcohol, or illegal drugs or paraphernalia
- Possession of knives, firearms, firecrackers or other dangerous objects

School-wide Discipline and Consequences

Every attempt is made to handle disciplinary action in the classroom at the least formal level. Students may be verbally warned, counseled, lose privileges, assigned a time-out or recess restriction, be issued a Disciplinary Referral or detention, or in serious cases, suspended from school. A Disciplinary Referral is used to advise teachers and parents if a student has been exhibiting unsafe or disrespectful behavior during school hours. Teachers may also use Disciplinary Referral forms when students are sent to the office for any offense. The Disciplinary Referral includes a section that indicates the action taken regarding student conduct. Parents are urged to support the school by providing a follow-up discussion and action at home and to insist on appropriate behavior by their children while at school. At Proctor Terrace and throughout the district, we will also be incorporating restorative practices to resolve conflicts and help students understand how their actions can affect others.

Zero Tolerance Policy

The Santa Rosa City Schools District has a Zero Tolerance policy concerning weapons possession, bullying, violence, drug use, and possession of controlled substances. Students involved in any of these activities may be suspended from school and possibly recommended for expulsion. If necessary, police and legal action may be taken.

Grounds for Suspension or Expulsion

EC §48900. A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.

(2) Willfully used force or violence upon the person of another, except in self-defense.

(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
- (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from, a school-sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

Sexual Harassment

Board Policy 5145.7 details state and federal prohibitions against sexual harassment in the work and educational environment. Language, written material, or physical contact that is of a sexual or sexually suggestive nature is not acceptable. Students will be informed about acceptable behaviors and ways to handle situations that may arise. If an incident is of a serious nature that requires the attention of the school or is behavior repeated after the person has been told to desist, it should be reported to a school staff member or the principal. All allegations will be investigated in confidence by the principal. The families of those involved will be contacted by phone and, in some cases, in writing. Disciplinary action will be taken as needed, and may range from counseling or a warning to suspension. The district's Title IX Officer may also assist in resolving complaints. Information regarding the Santa Rosa City School District Board Policies on Sexual Harassment and Title IX are also contained in the annual Parent Notification Handbook and posted at the school for public viewing.

STUDENT DRESS

The following dress guidelines apply to all students at Proctor Terrace School. Maintaining school-appropriate student dress that allows students to actively participate in class and during recess is a cooperative responsibility of the home and the school. California State law prohibits any form of attire that is obscene or offensive, dangerous to the child's welfare, or disruptive to the instructional program of the school.

The following are considered inappropriate for school and are not allowed:

- Clothing advertising/displaying alcoholic beverages, illegal substances, weapons, violence
- Clothing with sexually suggestive pictures, sayings, slogans, or culturally offensive messages

Note: Hats may not be worn indoors or backwards at any time.

Students at all times on campus must wear shoes that can be fastened, which are appropriate for athletic activity at P.E. and recess.

In accordance with SRCS Board Policy 5136 and Administrative Regulation 5136, certain clothing has been identified by staff and parents as a concern regarding the safety of Proctor Terrace students, especially while in transit to and from school in their neighborhoods. For purposes of this policy, a gang is defined as two or more people who form an allegiance for a common purpose and engage, individually or collectively, in acts that may be threatening or criminal, and which may include such behaviors as intimidation, threats, and violence. As a result, and in the interest of the safety of all of our students, these items are not allowed at school:

- red or blue belts
- red or blue shoelaces
- bandanas

In accordance with California State law, the school may insist that a student remove or change articles of clothing that may be a danger to the student's health or safety, or disrupt or interfere with the normal operation of the school or classroom.

Bullying

- Any student who engages in bullying, including cyberbullying, may be subject to disciplinary action up to and including expulsion.
- Students are expected to report incidents of bullying to an adult on campus immediately.

- Students can rely on staff to promptly and thoroughly investigate each complaint of bullying in a confidential manner.

Bullying – What is It?

- Aggressive behavior that involves unwanted, negative actions
- Involves a pattern of behavior repeated over time
- Involves an imbalance of power or strength

Types of Bullying

- Verbal – saying or writing mean things
- Social – relational bullying
- Physical – hurting a person’s body or possessions; this is actually “assault” and is against the law
- Sexual – exhibitionism, voyeurism, sexual propositioning, sexual harassment
- Hate-motivated – based on bias and, in some cases, can constitute a hate crime

What Bullying is Not

- An honest mistake – a one-time incident does not constitute bullying behavior
- Isolated incident – a one-time incident
- A lapse in judgment – a one-time incident
- A conflict between friends – friends are going to disagree and possibly say unkind things, but this is not bullying

Also:

- **Excluding someone** is not considered bullying if children exclude someone on the playground now and then or don’t invite someone to a party. Repeated and deliberate exclusion, however, can be bullying.
- **Disliking someone:** Children may verbally or nonverbally communicate their dislike of another child. While this hurts feelings, it is not bullying as long as they don’t start rumors or verbally abuse the other child.
- **Accidental physical harm:** a child might unintentionally bump into or trip another child. This is not bullying if it is not deliberate
- **Being “bossy”:** It is natural to want friends to play a certain way, and some children take the role of being the director. Learning to lead skillfully is a lifelong process, and most kids have not mastered it yet.
- **Telling a joke about someone (once):** While this is not behavior that represents our pillars, it is not considered bullying unless there are repeated instances. Of course, we should teach our children that one single joke about someone may hurt that child’s feelings, and it is not okay.
- **Arguments:** We all argue, and arguments inevitably happen at school.

POSSESSION OF CELLULAR TELEPHONES AND OTHER MOBILE COMMUNICATIONS DEVICES

Per SRCS Board Policy BP 5131.8 the use of smartphones is only permitted **before** arriving on campus and **after** school dismissal, as well as during extracurricular activities outside regular school hours. This policy also applies to devices that provide similar functionality to a smartphone, such as a “smart watch” and other ancillary devices (e.g., earbuds, Gizmos, wireless headphones, Meta glasses, and smart glasses).

In accordance with Board Policy and Administrative Regulation, school officials may confiscate and search a student’s mobile communication device, including, but not limited to, reviewing messages and pictures.

PTES adheres to SRCS BP 5131.8. If a student brings a phone or other ancillary devices, they must remain in their backpack and be turned off or on silent until they leave school grounds.

ATTENDANCE

School attendance is mandatory. By California State law, all absences from school must be verified. Please call the school office at 522-3240 or email the school at PTES-attendance@srcs.k12.ca.us by 10:00 a.m. on the day of absence or send a note to the teacher with your child upon return from the absence explaining why your child was unable to attend school. It is also important that students arrive at school on time. Arriving late not only deprives a child of valuable instruction, it disrupts the learning of other students. Chronic tardiness or absences may result in a parent conference, Student Study Team referral, disciplinary action, School Attendance Review Board referrals, or, in the case of intra/inter-district transfer students, tardies and/or absences can jeopardize the enrollment status of the child. Parents are reminded not to send students to school early. **There is no student supervision before 7:45 a.m.**

RELEASING CHILDREN FROM SCHOOL

If you plan to have your child released from school during school hours, please send a note for your child to give to the teacher at the beginning of the day. When you come to pick up your child, please come to the School Office, not the classroom. **A child may not be released to anyone other than a parent, guardian, or a person listed on the child's emergency card.** A child may go home on a particular day with someone other than those listed on the emergency card if the child brings a note to the school and gives it to the teacher, or the parent/guardian calls the office. Please wait for your student in the office. Please do not wander the campus while waiting for your student.

PICKING CHILDREN UP AT END OF THE SCHOOL DAY

If you pick up your children on campus, we remind you to please wait until the bell rings and then come on the blacktop, not the hallways, to wait for your child.

MEDICATION POLICY

No medication, including non-prescription medication, can be administered to a student by the school staff unless the parent or guardian has given written consent **and** physician authorization. Any pupil who is required to take medication prescribed for him or her by a physician during the regular school day may be assisted by the school nurse or other designated school personnel (in our case, the Principal, Office Manager, or Elementary Technician).

The school must receive a completed form, "Permission for School Personnel to Give Medication," which includes (1) a written statement from the child's physician detailing the method, amount and time schedules by which such medication is to be taken and (2) a written statement from the parent or guardian of the child indicating the desire that the school district assist the child in the matters set forth in the physician's statement. The form must be signed by the parent and by a doctor and brought to the school to be kept on file. All medication must be kept in the office with the exception of inhalers, which may be kept with the student with prior authorization from office personnel, parents, and the prescribing physician.

EMERGENCY CARDS

Emergency cards are to be completed as soon as the blue card is received. We must have this information on file for your child. Please complete the emergency information by the Friday following the first day of school. In the event of an emergency or if your child should become ill or we need to contact you, we must have up-to-date telephone numbers on your child's emergency card. If you should need to make any changes to your emergency information, please do so online and inform the office.

NUTRITION

Morning snack and lunch are free to all students. We do not accept food delivery for students who have forgotten lunches, nor do we accept fast food to be dropped off for students for lunch or snack.

COMMUNICABLE DISEASES

If your child should contract a communicable disease, please notify the school staff. Public Health Laws of California are uniformly adhered to. We will take the proper precautions in accordance with Public Health requirements/recommendations and State Law. If your child has had a high temperature, it is advisable to keep the child home for 24 hours after their temperature has returned to normal, regardless of the illness.

SCHOOL-TO-HOME COMMUNICATION

Wednesday Folders/Envelopes

Newsletters, classroom communications, and other notices and documents are sent home on Wednesday except for in Kindergarten and TK. Kindergarten folders go home every day and TK folders go home on Fridays. Although students are responsible for giving these notices to parents, parents are encouraged to ask for them to ensure good school-to-home communication.

Classroom Newsletters

Each classroom teacher sends home information (via ParentSquare, hardcopy, or both) to help parents stay informed of classroom events. Communication is sent home weekly, semi-monthly, or monthly.

PTA News

Our PTA sponsors many events and activities throughout the school year. Please check the Proctor Terrace website for updates. (proctorterracepta.org) There are also emails sent out weekly and monthly.

REPORT CARDS

Students in the Santa Rosa City Schools are graded on a trimester system. Report cards are issued three times per year.

PARENT/TEACHER CONFERENCES

Parent-teacher conferences are held at school in the Fall. Teachers and parents discuss various aspects of the child's education such as student progress, accomplishments, behavior, and any areas of concern. Parents are strongly encouraged to attend the scheduled conference. Parents may also request a conference at other times during the school year.

USE OF SCHOOL PHONES

Students are not allowed to use the school phones except for emergencies. Students will be discouraged from using the phones for forgetting their homework, lunches, or permission slips. This encourages students to be responsible, minimizes disruptions in the classroom and the office, and ensures that your important calls can get through to the office. Teachers have voicemail and email, and they will provide you with those numbers early in the school year.

SCHOOL SITE COUNCIL

The purpose of a School Site Council (SSC) is to involve parents/guardians, teachers, and staff in the school's governance and educational planning, particularly through the development, review, and approval of the School Plan for Student Achievement (SPSA). The SSC conducts a needs assessment, reviews student data, provides recommendations for the use of funds, and monitors the implementation of the SPSA to improve student outcomes and ensure accountability. Meetings are held at least five times per year. Parent representatives volunteer or are elected by parents at the beginning of each school year as openings arise. Committee members serve for two years. The School Site Council works with the teaching staff to oversee the proper functioning and distribution of state funds in the program.

PTA

The Proctor Terrace School Parent-Teacher Association (PTA) is very active in the support of the school and our educational programs. The PTA sponsors school-wide community events, activities, and traditions. PTA meetings are held monthly, and on occasion, guest speakers are invited. As Proctor Terrace School continues its second half-century of quality education, the Parent Teacher Association (PTA) continues to be an integral part of our success. Our PTA sponsors several important educational enrichment programs in addition to funding several fine arts and science assemblies for the entire school. School spirit is promoted by the PTA through the sale of school t-shirts and sweatshirts, and the publication of the school yearbook. Look for PTA-sponsored family activities throughout the year, including our Tigerfest Carnival, Spring Dance, and Movie Nights. Our school community is very fortunate to have such a dedicated group of parents and teachers. You can support the efforts of the PTA by becoming a member, attending PTA meetings, volunteering at PTA functions, and participating in PTA events and fundraisers.

VOLUNTEERS AND VISITORS

All visitors and volunteers to the school campus are required by California State law to sign in at the school office and to wear a name tag identifying them as a visitor. We are glad you are here, but the office needs to know you are here. Please do not go directly to the classrooms for any reason during the instructional day.

Volunteers

Parents and community members are a valuable part of our school. Proctor Terrace parents and staff members are proud of our volunteer program. If you are interested in volunteering in any capacity, please contact the Be a Mentor Coordinator, Vanessa Vargas Mendez, who can support you.

FIELD TRIPS

Field trips are planned in conjunction with curricular and grade-level needs. Elementary parents may drive students on field trips. In order to drive students, parents must obtain a form from the school office. The driver is required to provide a copy of their driver's license and a current automobile insurance declarations page with the proper liability insurance, along with the completed district form.

TOYS AND GAMES

Students should not bring toys or games to school. Games with educational value may be authorized by the classroom teachers (i.e., chess, checkers). Students are not to bring balls or athletic equipment to school.

STUDENT BIRTHDAY CELEBRATIONS AT SCHOOL

To comply with the Santa Rosa City Schools Wellness Policy regarding nutrition and certain foods on school grounds, if parents or children wish to share birthday celebrations with classmates at school, **non-food items are encouraged**. Always check first with the teachers to ensure that a celebration is allowed in the classroom, and obtain teacher approval in advance for the celebration items or activities. Items will be passed out at the end of the school day to ensure that classroom instruction is not interrupted.

SAFETY

The safety of our students is always a primary consideration. Parents are asked to assist in ensuring the safety of all of our students at all times and to cooperate with staff in correcting any unsafe conditions. Please report any unsafe conditions or activities to the classroom teacher or office staff.

Traffic

Proctor Terrace School does not have a parking lot. There is a loading and drop-off zone on Grosse Avenue for the convenience of parents. Parents are asked to cooperate with regard to traffic issues to ensure the safety of all children. **Please do not park on Grosse Avenue between 7:15 am 8:15 am or from 12:30 pm to 3:00 pm.** We have many buses that need to drop off and pick up students as well. Please do not stop on Bryden Lane in front of the school to drop off your child. If you walk your children to class in the morning or meet them on the playground in the afternoon, please find a parking space, even if it is down the block or around the corner from the school. Please do not walk your children between cars while crossing the street; please use our crosswalks that have trained crossing guards. A crossing guard is provided before and after school on Bryden Lane at Austin Way as well as on Grosse Avenue. **Students and parents are required to follow the directions of the crossing guard at all times.** Whenever the yellow school buses are parked and have their red lights flashing, it is illegal to pass these buses. All vehicles are required by state law to stop and wait until students have disembarked from the buses and the flashing red lights

have been turned off. **Additionally, it is illegal for automobiles to park in the bus loading zone.** We all need to work together to keep our students safe and set a good example for them by demonstrating patience and using safe practices.

Bicycles and Scooters

Students may ride their bicycles or scooters to school. **Children in grades TK-2 may only ride when accompanied by an adult.** Third-grade students riding without an adult must provide written parental permission, which will be kept on file in the school office. **Bicycle helmets are required to be worn by all students using bicycles or scooters.** Anyone using a bicycle or scooter in an unsafe manner will not be allowed to bring a bicycle or scooter to school. **Bicycles and scooters must be walked on school sidewalks and school grounds at all times.** Bicycles and scooters must be left in the bicycle area. Bicycle locks are highly recommended.

Bicycle Rules

- Be careful and alert at all times
- Obey all traffic laws and signs
- Never weave in and out of traffic
- Use arm signals when turning
- Keep to the right side of road - do not ride facing traffic
- Never hang on to moving vehicles
- Never ride double, one person to a bike
- Always walk your bike on the sidewalk or through crowded areas
- Lock your bike at all times

Skateboards, skates, in-line skates, and skate shoes (“Heely” shoes) are not allowed on school grounds. For safety and security purposes, students may not use these for transportation to and from school.

Motorized vehicles of any kind are prohibited by law from operation on school grounds, unless authorized by the school authorities.