

Rose Drive Elementary School

PARENT – STUDENT HANDBOOK 2019-2020



Rose Drive Elementary School
4700 Rose Drive
Yorba Linda, CA 92886
714-986-7250
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(714) 986-7250 Fax (714) 528-9406

Kathleen Escaleras Nappi, Principal

Welcome to Rose Drive Elementary for the 2019-2020 school year. We are excited to have you join us in our combined goal this year as we challenge students to think about, “What is your Superpower? Superheroes in Training. ”

This handbook is designed to answer the many questions we receive in the office regarding school rules and procedures. We hope you will find this information helpful.

Please read the booklet and discuss it with your child.

Should you have any questions, please feel free to contact us at 714-986-7250. We look forward to a wonderful new school year!

Sincerely,

THE ROSE DRIVE ELEMENTARY STAFF

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
2019-2020 STUDENT CALENDAR

OPENING/CLOSING OF SCHOOLS

First Day of School (Pre K-12)	Tuesday, August 27, 2019
Last Day of School (Preschool only).....	Wednesday, June 10, 2020
Last Day of School (Preppy K-12 Minimum Day)	Thursday, June 11, 2020

NON-STUDENT/SCHOOL HOLIDAY SCHEDULE

Non-Student Day	Friday, August 30, 2019
Labor Day	Monday, September 2, 2019
Veterans' Day	Friday, November 11, 2019
Thanksgiving Recess (5 days)	Monday-Friday, November 25-29, 2019
Parent Conference (Elementary Students Only)	Friday, December 13, 2019
Winter Recess (10 days)	Monday, December 23 – Friday, January 3, 2020
Martin Luther King Jr. Day	Monday, January 20, 2020
Middle/High School End of Semester Grading Day (Secondary Students Only)	Friday, Jan. 24, 2020
Lincoln's Birthday	Monday, February 10, 2020
Presidents' Holiday (Washington's Birthday)	Monday, February 17, 2020
Spring Recess (5 days)	Monday-Friday, April 6-10, 2020
Memorial Day	Monday, May 25, 2020

MINIMUM DAYS

Elementary Grading Day.....	Friday, November 15, 2019
Parent Conference (Elementary Only)	Wednesday & Thursday, December 11 & 12,, 2019
Semester Finals (High School Only).....	Wednesday & Thursday, January 22 & 23, 2020
Elementary Grading Day	Friday, March 6, 2020
Middle School Grading Day	Friday, April 3, 2020
Elementary Grading Day	Friday, June 5, 2020
Semester Finals (Secondary Only)	Wednesday, June 10, 2020
Last Day of School.....	Thursday, June 11, 2020

LATE START/EARLY RELEASE

Monday late start schools:

Bernardo-Yorba, Kraemer, Valadez, El Dorado, El Camino, Esperanza, Valencia, Yorba Linda HS

Wednesday early release schools:

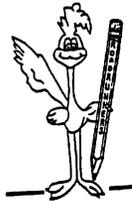
Brookhaven, Bryant Ranch, Fairmont, Glenknoll, Glenview, Golden, Lakeview, Linda Vista, Mabel Paine, Melrose, Morse, Rio Vista, Rose Drive, Ruby Drive, Sierra Vista, Topaz, Travis Ranch Elem/MS, Tuffree, Tynes, Van Buren, Wagner, Woodsboro, Yorba Linda MS

Monthly early release schools:

George Key

GRADING PERIOD

End of First Quarter.....	Friday, November 1, 2019
End of First Trimester.....	Friday, November 15, 2019
End of Second Quarter (1st Semester)	Friday, January 24, 2020
End of Second Trimester	Friday, March 6, 2020
End of Third Quarter	Friday, April 3, 2020
End of Fourth Quarter/Third Trimester	Thursday, June 11, 2020



ROSE DRIVE MISSION STATEMENT



The Mission of Rose Drive Elementary School...

Is to teach all students the knowledge and skills necessary for effective communication, calculation, reasoning, and social interaction with the ultimate goal of enabling them to live responsible lives and successfully meet the challenges of the future. The school's role is to lay the foundation for future success at succeeding levels of education. It is to foster the development of self-esteem and responsibility while instilling the thirst for learning and excellence.

GENERAL INFORMATION

SCHOOL HOURS

Grades 1- 5

Monday - Friday 7:50 a.m. – 2:15 p.m.

Early release Wednesdays – Dismissal at 1:15 p.m. every Wednesday

Minimum Days (see student calendar for specific dates) 7:50 a.m. – 12:45 p.m.

All Preppy K and Kindergarten

Early Bird 7:50 - 11:10 a.m.

Late Bird 9:30 - 12:50 p.m.

*Minimum Days all PK/Kindergarten students attend the Early Bird schedule.

ABSENCES

If your child is going to be absent, please call the school at 714-986-7250 and press 3 to access the attendance line. Please indicate the reason the student will be absent and if they will be absent for one day or for several days in succession. This will help us in not having to call each day to verify the absence. IF the parent has NOT called the office previously, a note from the parent to verify the student's absence is required to be turned into the office on the day the student returns. Otherwise, the absence could result in an "unexcused" absence.

Education Code 48205 identifies acceptable reasons for "excused" absences, although the school does not receive funding. Students may be given the opportunity to complete work which is reasonably close to, but not necessarily identical to missed work.

The following reasons are valid and excused:

1. Illness (school may require doctor's note and will require a doctor's verification if school deems absences are excessive)
2. Quarantine
3. Medical, dental, or optometric services
4. Funeral services of a member of the immediate family (1 day in-state; 3 days out-of-state)
5. Exclusion for medical reasons

Education Code 48260 states that students absent without valid excuse 3 full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on 3 occasions in one school year, or any combination thereof, is a truant and must be reported to the district.

The following are NOT excusable absences:

1. Birthday or other celebrations (other than legal holidays)
2. Missing your ride or bus to school
3. Truancy
4. Vacations or shopping trips

Independent Study Contract

PYLUUSD Board Policy provides regulations and procedures for the provision of educational opportunities to students while on extended absence due to **family emergency, educational travel, and/or vacation****. If your child will be absent for an extended period (minimum of 5 consecutive school days), please notify the office or teacher at least one week in advance of the absence so that an Independent Study Contract can be developed for your child.

****NOTE: Without a completed Independent Study Contract, these absences are considered unexcused and/or truant.**

UPDATING SCHOOL RECORDS

When any of the parent contact or emergency card information for your student changes, please notify the school office immediately.

TARDINESS

The line up bell rings at 7:45 a.m. Students are expected to be in their seats and ready to learn at 7:50 a.m. A student arriving after 7:50 a.m. is considered tardy and should bring a note explaining the tardiness to the office. A student who is tardy will be given a tardy slip to present to his teacher. The office will keep a record of tardies and the principal will notify parents if tardiness is a trend. Frequent tardiness without a valid excuse is considered truancy according to the Education Code. Therefore, district policy and procedures will be strictly enforced. Habitual absences and tardiness will result in more serious consequences such as a referral to the Student Attendance Review Team (SART) and/or possible referral to the Deputy District Attorney. **For Late Bird PK and kindergarten students, students are expected to be ready and waiting at the gate no later than 9:30 a.m.** The gate will open a few minutes before 9:30 at which time a staff member will walk students to their classrooms. Any students arriving after 9:30 a.m. (when the gate closes) are considered tardy and will receive a tardy slip.

ARRIVING AT SCHOOL

Students may arrive at school beginning at **7:30 a.m.** when supervision begins. Please note that **the front gate will remain closed until 7:30 a.m.**, at which time students are to report **unaccompanied** (parents please say your goodbyes at the front gate) to the lunch tables, where they must remain seated until the bell rings at **7:45 a.m.** Students arriving before 7:30 a.m. must remain under adult supervision or be registered with childcare (see office for details).

HEALTH AND EMERGENCY PROCEDURES

If your child becomes ill or is injured at school, you will be notified. The school will follow the directions you give on the emergency card concerning your physician and others who are to be notified if you are unavailable. Please keep the emergency card up to date by notifying the office immediately of any changes.

MEDICATION AND OTHER HEALTH CONSIDERATIONS

Rules have been formulated to protect all children from ingesting improper amounts of medication. Some children require medication during school hours. Should this be the case, the following procedures must be followed:

- Return “Parent” and “Physician” medication request forms to the school and bring the medication to school in the prescription container. The pharmacist’s label must indicate name of student, date, name of doctor, name and specified dosage of medication, and method of administration.
- For short-term medication, such as cough medicine and antibiotics, not to exceed 10 days, “parent” and “Physician” medication request forms are required. The medication must be brought to school in the prescription container. The pharmacist’s label must indicate name of student, date, name of doctor, name and specified dosage of medication and method of administration.
- All “over the counter” medications, i.e., aspirin, may not be sent to school with a student. If a student requires an “over the counter medication, a parent must take it to the office with a physician’s authorization.
- All medications must be administered in the school office.
- The medication will be kept in the office in a locked area designated by the principal.

Taking medication under any conditions other than those described above, is prohibited. In the event your child should require the use of crutches or a wheelchair, **the school must have written authorization from the prescribing physician for their use at school.** All medication forms may be printed online at www.pylusd.org/sites/education/healthservices/.

Here are a few guidelines to help you determine when children need to stay home from school and when they can return following an illness:

1. If the child has a temperature of 100 degrees or more, by mouth,(99 degrees under the arm) in the last 24 hours, no school.
2. If the child has vomited or had diarrhea (2 or more watery stools)in the last 24 hours, no school.
3. If the child has thick, green nasal drainage, no school until the drainage has cleared or a note is provided from the health care provider indicating a non-infectious condition or treatment.
4. If the child has red eyes or any eye drainage, no school unless the eyes are clear or a note is provided from the health care provider indicating a non-infectious condition or treatment.
5. If the child has a skin rash, no school unless a note is provided from the health care provider indicating a non-infectious condition or treatment.

Many children are still developing their personal hygiene habits. Please encourage them to use good hand washing. This is the most effective way to prevent the spread of disease.

LUNCH

- Students may bring a lunch from home or buy a balanced lunch with milk starting the first day of school. Milk or juice are available for separate purchase.
- Nutrition Services allows for **ALL Students to use their Student ID** (which is the same number they use for logging into our school computers) as their Cafeteria PIN. This means students now only have to learn ONE number! Your child will be notified when the balance for his/her account is low.
- Applications for free/reduced price lunches are available in the office.
- If you bring a lunch to school after 8:00 a.m., please mark it with the child’s name and teacher. **Take the lunch to the office. While every effort will be made to deliver lunches to the lunch area, it remains the responsibility of the students to ensure they follow up with our lunch supervisors on duty.**
- Lunches need to be nutritious. **Soda and candy are not allowed.**
- Students must be signed out at the office if leaving campus for lunch with a parent or authorized adult.
- **For the safety and security of all students, parents may not stay for lunch at the school.**

- **School lunches** cost \$2.75. Milk may be purchased for \$.50 and juice for \$.75. It is our recommendation that you pre-pay lunches. Payments can be made online (see link provided further below) or via cash or check. You may drop your payment off personally or send it with your student. Please place your payment in an envelope marked clearly with the student's name, ID #, teacher's name, the \$ amount and the check #. Checks should be made out to PYLUSD Nutrition Services – be sure to write your child's first & last name on the memo part of the check too. You can find updated information regarding lunch menus and prices on the district website at www.pylusdnutrition.org.
- **Meal Charges** - Please note that, beginning this year, students will be able to charge meals only up to \$5.00. If a student comes through the meal line and has charged the maximum \$5.00, an alternate meal will be provided. This applies to all grade levels.
- **Meal Applications:** As an active participant in the National School Lunch Program, Rose Drive serves lunches every school day to all eligible students at either free or reduced rates. A new meal application is required ANNUALLY. This year, in addition to the traditional paper application, Nutrition Services Department is offering online meal applications through the website www.pylusdnutrition.org. For your convenience, paper applications are also available in our front office. Parents are encouraged to complete your application early particularly if you are a parent of a preppy K or kindergarten student.

Forgotten and Late Lunches: Students bringing their own lunches from home should arrive at school with their pre-packed lunch. For those RARE occasions requiring a parent or guardian to drop off lunch after the start of the school day, lunches must be placed in one of the assigned baskets located by the office door (baskets are labeled either PK, 1st – 2nd grade or 3rd-5th grade). Lunches must be securely packed in either a bag or lunch box to prevent leakage or spillage and labeled clearly on the OUTSIDE of the container with your child's name, grade, and teacher. Lunches will remain in the office, in the assigned baskets, and delivered to the lunch benches at the start of the first lunch. In order to ensure they make their way to the lunch tables, lunches must be dropped off **NO LATER than 11:00 a.m.** Please note that classrooms will NOT be disrupted to inform a student that his/her lunch is in the office. It is the responsibility of the student to check in with our noon duty supervisors at the lunch benches should he/she be expecting a lunch that day. **Fast Food:** Please refrain from bringing your students soft drinks or fast food (i.e. Carl's Jr., Taco Bell, Panda Express, McDonald's, etc.) as a special treat for lunch. These items are strongly discouraged from being eaten at the lunch area on campus. We remind you too, that the District's Health and Wellness Policy prohibits students from drinking soda during school lunchtime so please substitute juice, milk, or water if bringing lunches to school.

PERSONAL ARTICLES

Children should not bring personal articles, i.e., toys, balls, radios, iPads, hand-held games or collectibles, to school unless written permission has been granted by the teacher or principal. Permission will be denied if the teacher feels it would distract from the regular educational program or create a safety problem. Valuable articles should not be brought to school. The school will not be responsible for personal articles that are lost or stolen.

Technology

RELEASING CHILDREN DURING SCHOOL HOURS

We appreciate you making use of scheduled minimum days and non student days for medical appointments. Please send a note to school if it is necessary for your child to be picked up during school hours. For your child's safety, you are required to stop in the office to sign out your child and show proper identification. Children are not permitted to walk home during school hours without an authorized adult present. Established policy protects your child by allowing him/her to leave only when signed out by an adult whom you have listed on your child's Emergency Card and has proper identification to present to school personnel. If someone other than you will be taking your child, please notify the office immediately. No child is permitted to leave the school grounds without permission from the school administrator or designee.

Also, in order to minimize classroom interruptions, **we are unable to request** children from the classroom **15 minutes prior to the end of the school day**. This is a critical time in which the teachers are assigning homework and giving reminders for the next day. We appreciate your cooperation in this regard.

COMMUNICATING MESSAGES TO STUDENTS DURING THE SCHOOL DAY

Except in emergency situations, the front office is unable to communicate personal messages to students during school hours. In our efforts to minimize disruptions to the classrooms we request that you please communicate all necessary information and make any after school arrangements with your children before dropping them off at school.

SCHOOL VISITATION

You are cordially invited to visit your child's class. Your child benefits when the home and the teacher work together. Visits must be arranged ahead of time in accordance with Board Policy.

To ensure the safety of our students, **all parents and visitors must stop in the office when coming to campus to sign in and receive an office visitor's pass.**

These suggestions will make your visit more valuable:

1. Please call or send a note at least 2 days in advance to arrange for a time to visit. This is a courtesy to the teacher and insures that you will see the activity in which you are interested.
2. The teacher will be unable to confer with you during class hours. A teacher may have yard duty or be unable to visit with you during a recess. The teacher will be happy to schedule an appointment with you before or after school.
3. Please leave small children at home.
4. The principal will accompany you during your visit. Visits are limited to 20 minutes.

VISITS BY CHILDREN

A lack of space and facilities, as well as legal responsibilities, make it impossible for the school to approve visits for the day or part of the day by children who are relatives or friends of the student enrolled at the school.

BIRTHDAYS

We are happy to recognize children's birthdays. **However, parties (including distribution of cupcakes, cake, etc.) or certain special activities for individual children are not permitted.** Please do NOT send special treats with your child to share with the class and please do not send birthday invitations to school as it creates a disturbance in the classroom. This is to ensure fairness to all and to minimize disruption to the classroom curriculum. Contact your child's teacher for details.

LOST AND FOUND

Leave all articles of clothing where they are found. Do not take them to the office unless requested to do so by a staff member. The owners will return for them if they are left where they are found. Money and small objects may be taken to the office with teacher's permission.

ANIMALS ON CAMPUS

The Placentia-Yorba Linda Unified School District prohibits ALL animals on campus, unless they are a part of a school-approved educational program. Some children and adults may be sensitive/allergic to certain types of animals. Others may suffer distress (nightmares, fear) and avoid coming to school. In efforts to prevent the possibility of an incident in which either a child or an animal gets hurt ***no pets are allowed on campus. Please refrain from bringing pets to school when picking up or dropping off your child at school.***

You will be notified by your child's teacher if a school-approved educational program involving animals in the classroom will take place in the year.

REPORT CARDS

The report card for the first trimester will be discussed at parent conferences, November 15th – 17th. Report cards will be sent home at the end of the second and third trimesters. Additional conferences may be requested by the teacher or parent at any time.

PROGRESS REPORTS

Progress reports are sent home at the midpoint of each trimester to inform parents of unsatisfactory, near failing, or failing work.

HOMEWORK POLICY

What Parents Can Expect

Quality homework relates to the grade level standards and learning objectives and is a direct extension of classroom instruction. Homework includes clear instructions and performance expectations and is reasonable in quantity. Considering individual student needs, homework will develop a sense of student responsibility. On occasion, class assignments that are not completed during the school day may be completed at home. Parents/guardians should contact the teacher if incomplete class work is sent home frequently.

Advantages of Homework

1. Keeps the parent/guardian informed about the curriculum and how well the student is progressing in mastering grade level **standards**.
2. Develops a feeling of responsibility in the student.
3. Helps reinforce and/or enrich the learning experience.
4. Provides practice time so more content may be presented in class.

While it is understood that the time it takes to complete homework assignments may vary with each child, the times below are the general guidelines for each grade level. Daily times listed are inclusive of studying for tests, assigned reading and assigned work.

In addition to homework assignments, research supports that nightly recreational reading to and with a child is extremely beneficial. The grade level expectations listed below may not apply to students in Independent Study Programs.

Students in Primary Grades

Homework may be assigned 3-4 times a week. No weekend assignments

Kindergarten – Up to 10-15 minutes per night

Grade 1– Up to 10-15 minutes per night

Grade 2– Up to 20 minutes per night

Grade 3– Up to 30 minutes per night

Students in Upper Elementary Grades

Homework times in grades 4 and 5 may also include long-term projects and are inclusive of assigned reading.

Grade 4

- Up to 40 minutes per night
- 3-4 times per week
- Occasional long-term projects

Grade 5

- Up to 50 minutes per night
- 3-5 times per week
- Long-term projects may be required

Homework for Absences

Teachers will provide homework, upon request, when a child is absent for more than one day. Work for each day absent will be available at the end of the next day. Homework can be sent home with another child or picked up at the office after school. Students are allowed two days to complete missed work for each day absent.

Late or Missing Assignments

Any student who misses an assignment shall be given the opportunity to make up work, within a reasonable period of time, for full or reduced credit, as determined by the classroom teacher.

Homework Responsibilities of...

Students

- Clearly understand the homework assignment before leaving school.
- Take homework assignments and needed materials home.
- Always do your best work.
- Demonstrate pride in homework by doing the work neatly and independently.
- Submit completed homework to the teacher on time.
- Keep textbooks in good condition.
- Complete missing work due to an absence from class.
- Talk with teacher and parents when having difficulty with homework.

Parents/Guardians

- Be familiar with the homework policy guidelines.
- Regularly check student's assignment book and/or Aeries/ABI.
- Have a place and time for your child to complete homework with limited interruptions.

- Actively supervise homework completion, assisting, but not doing the work.
- Encourage your child to report progress to you on long-term assignments to assist with time management.
- Contact your child's teacher if assignments are not arriving home or if further explanation is needed.
- Monitor the care and use of textbooks and keep them in good condition.
- Expect regular assignments.
- Encourage your child to read for pleasure.

Responsibilities of Teachers

- Plan regular homework related to grade level standards reinforcing classroom instruction.
- Provide written guidelines regarding late or missing homework.
- Inform parents regarding where homework assignments are posted.
- Ensure that students understand homework assignments before they leave class.
- Check, record, and return homework to students promptly.
- Consider competing activities when assigning homework.
- Speak with parents when a student repeatedly fails to complete assignments.

SCHOOL DISCIPLINE PLAN

This School Discipline Plan represents the adopted rules and procedures that govern student discipline at Rose Drive School. The rules and procedures, which are consistent with state law and with board policy, were developed by a discipline committee.

The contents of this plan need to be reviewed with all students with his/her parents the first week of school. This plan is also reviewed with students by their teachers during the first week of school. Hard copies of this plan are available upon request in the school office.

PHILOSOPHY ON STUDENT BEHAVIOR

The students at Rose Drive School are entitled to learn and develop in a positive educational environment which promotes academic achievement, school pride and spirit, and respect of self, others, and property. For this reason, and to insure the safety and welfare of all children at Rose Drive, the enforcement of rules in a fair and consistent manner is necessary. Disciplinary consequences for breaking school rules and positive consequences for appropriate behavior should be clearly defined.

THE STUDENT IS RESPONSIBLE FOR...

1. Respecting the authority of teachers, principal, and other school staff to enforce District policy and school rules and regulations regarding student discipline and behavior.
2. Behaving in classrooms and on school grounds in a manner that does not disrupt or interfere with the rights of other students to learn.
3. Following the school and classroom rules.
4. Attending classes daily, being on time and prepared for learning.
5. Behaving in classrooms and on school grounds in a manner that is safe for students and others.
6. Bringing to school only appropriate and approved belongings. Not allowed: electronic games, cameras, sports equipment, games, trading cards and other card games and toys. Although students are allowed to have cell phones, they must remain in their backpacks and not used during the school day.

THE PARENT IS RESPONSIBLE FOR...

1. Reinforcing children at home, who demonstrate appropriate behavior.
2. Reviewing school discipline rules and regulations with family members to ensure that all are familiar with and understand the standards of conduct expected by school authorities.
3. Cooperating with school officials in carrying out appropriate discipline penalties, when such action is necessary.
4. Parents modeling behavior standards by following school rules while on school grounds.
5. Ensuring your child attends school every day, is in class on time and is prepared for learning.
6. Ensuring compliance with the school dress code of appropriate and safe attire.

THE TEACHER IS RESPONSIBLE FOR...

1. Assisting in the development and enforcement of the school rules.
2. Developing concise classroom standards that clearly communicate to student and parents what is needed in order to teach.
3. Establishing a classroom management program and atmosphere that elicits proper behavior and which gives every student full opportunity to pursue their studies without disruption.
4. Communicating with students and parents regarding...
 - ...behavior successes
 - ...behavior problems and proposed solutions
5. Taking appropriate steps to ensure that students are safe.

THE PRINCIPAL IS RESPONSIBLE FOR...

1. Eliminating vagueness from rules, expectations and responsibilities.
2. Supporting teachers by developing behavioral agreements for disruptive students and by holding conferences with parents to get commitments to agreements.
3. Coordinating a system of reminders for people in following established rules and limits.
4. Defining the referral procedures and everyone's part in that procedure.
5. Enforcing the discipline plan within the existing District, State and Federal laws.
6. Taking appropriate steps to ensure the safety of children and adults on school grounds.

THE STUDENT STUDY TEAM IS RESPONSIBLE FOR...

1. Providing assistance to teachers for implementing strategies/ techniques/ assessments that address the needs of referred students within legal time limits.
2. Assisting in the development and enforcement of student behavior/work contracts, incentives, and reward system.
3. Encouraging communication and support between home, school, and other agencies.
4. In-servicing the staff on referral procedures and services that can be provided by the Student Study Team and support staff.

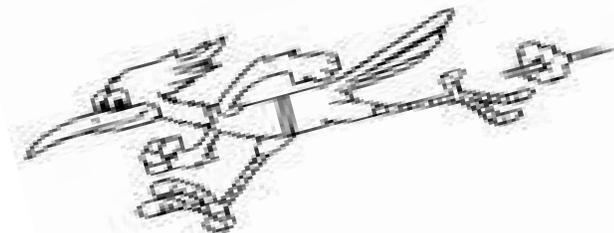
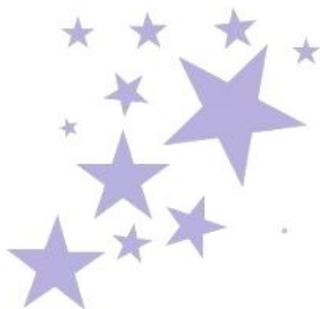
This year all staff at Rose Drive will be implementing and following the Positive Behavior Intervention and Supports (PBIS) approach toward discipline and interactions with students.

PBIS - Positive Behavior Intervention and Supports

What is PBIS? It is a positive approach to improving student behavior through explicit teaching of the school-wide behavior expectations, on-going monitoring, consistent rewards and early intervention for at-risk students. Through PBIS, students, staff and parents work together to create a positive school-wide culture and learning experience for all students.

PBIS STATEMENT OF PURPOSE

Rose Drive Elementary School is a community of staff, students, and families partnering to promote academic achievement in an environment where students are **safe**, **there** and **ready** to learn, **act** responsibly, **respectfully**, and **show** compassion.





Rose Drive Elementary Schoolwide Matrix of Expectations

	Safe	There & Ready	Act Responsible	Respect	Show Compassion
Playground	<ul style="list-style-type: none"> -Run only on grass -Hands/feet to self -No tag -Use equipment correctly 	<ul style="list-style-type: none"> -Snacks at table only -3 minute bell <ul style="list-style-type: none"> -water -bathroom -line up 	<ul style="list-style-type: none"> -Follow game rules -Clean up trash -Put equipment away 	<ul style="list-style-type: none"> -Share -Kind words -Follow directions 	<ul style="list-style-type: none"> -Include everyone -Help others -Show others great behavior
Walkways	<ul style="list-style-type: none"> -Walk quietly & orderly -Stay on walkways -Watch for yellow zones 	<ul style="list-style-type: none"> -Always be on time 	<ul style="list-style-type: none"> -Stay with your group -Be aware of others -Belly to back 	<ul style="list-style-type: none"> -hands/feet to yourself -No loud talking during class hours 	<ul style="list-style-type: none"> -Step aside for others -Remind others of expectations
Bathrooms	<ul style="list-style-type: none"> -No playing -Keep feet on ground -water stays in sink 	<ul style="list-style-type: none"> -Stay by your genders bathroom -Flush, Wash, and Leave 	<ul style="list-style-type: none"> -No yelling -Throw away trash -Flush -Wash hands 	<ul style="list-style-type: none"> -Give privacy -12" voice -Respect bathroom 	<ul style="list-style-type: none"> -Wait patiently -Remind others of expected behavior
Lunch Tables	<ul style="list-style-type: none"> -Stay seated -No running -No sharing food -Follow peanut free table rules 	<ul style="list-style-type: none"> -Line up quietly & quickly -Buyers on stairway dots -Clean up 	<ul style="list-style-type: none"> -Wait for adult to dismiss you at the tables -Use manners -Raise hand for help 	<ul style="list-style-type: none"> -Obey supervisors at all times -12"voice 	<ul style="list-style-type: none"> -Respect others food choices -Offer others to sit with you
Assemblies	<ul style="list-style-type: none"> -Face forward -Stay seated -Crisscrossed legs -Hands and feet to self 	<ul style="list-style-type: none"> -Be on time -Stay seated -Whole body listening 	<ul style="list-style-type: none"> -Stay in your own square -Give personal space 	<ul style="list-style-type: none"> -Walk in quietly -Give full attention -Raise hand to speak 	<ul style="list-style-type: none"> -Give applause when appropriate -Be proud of others accomplishments
Classroom	<ul style="list-style-type: none"> -No running -Furniture stays on floor -Use materials correctly 	<ul style="list-style-type: none"> -Be on time -Whole body listening -Be ready to learn -Have supplies ready 	<ul style="list-style-type: none"> -Have materials ready -Complete all assignments -Keep work area clean -Always do your best 	<ul style="list-style-type: none"> -Listen while others speak -Whole body listening -Raise hands 	<ul style="list-style-type: none"> -Help others in need -Encourage others -Be proud of yourself

STUDENT DRESS

Rose Drive dress standards have been established in order to promote high expectations for behavior and academic performance. Children should come to school dressed appropriately for the task of learning, demonstrating their awareness of the importance of education.

1. Closed shoes must be worn at all times. Shoes are to be securely fastened.
2. All clothing should be in good repair and of appropriate size.
3. Fad haircuts or clothing will not be permitted if it is deemed a distraction to students or staff.
4. Clothing or possessions with inappropriate designs, logos, words or which indicate a relationship to unauthorized student groups are not permitted.
5. Students may wear sun protective clothing and hats outdoors. Sunglasses may only be worn for medical or prescriptive reasons.
6. Students are expected to comply with P.E. dress codes during scheduled P.E. periods.

To prevent children from wearing clothing that may interfere with their own safety and wellbeing, or that may disrupt the learning process, **the following are NOT allowed:**

- Flip flops, sandals, open-toed or backless shoes, slippers, high heels, or other shoes which might interfere with safe footing
- Jewelry or accessories that may distract or may be a safety hazard, e.g. large hoop or dangling earrings.
- Make-up, face painting.
- Extreme, unusual hairstyles (i.e. Mohawks, faux hawks, hair coloring)
- Tops with spaghetti-straps or that expose the midriff area. Tank tops – the top must come to the edge of the shoulder.
- Short shorts
- Clothing with skulls or skeletons

Headwear Guidelines

- Students may wear headwear for sun protection purposes only. Baseball caps with bills with appropriate logos or sayings on them are permitted for sun protection. No beanie hats.
- Headwear is to be worn appropriately outdoors and stored in backpacks while in classrooms.

***Parents may be called to bring different clothing or shoes if necessary.**

ENTERING AND LEAVING SCHOOL GROUNDS

1. When coming to school or going home, students will cross the street only at the crosswalk under the direction of the crossing guard and not go into the street at other places.
2. Students will watch for cars at all times.
3. In the parking lot students will use the designated crossing areas and wait to be escorted by the staff on duty.
4. Students will walk at all times when entering or leaving the school grounds.
5. Students will enter and exit cars on the passenger side ONLY.
6. Students will wait at the lunch table area before school, and then walk to class after the bell rings.

VALET DROP-OFF AND PICK-UP

You are an M.V.P. (Most Valuable Person) in successfully implementing our Rose Drive student/parent valet parking lot program!

Please take a few minutes to review these important parking lot procedures. The procedures are designed to ensure the safety of our students, and we expect all parents to follow the rules. If you delegate the task of dropping off or picking up your child to a grandparent or someone else, please pass these tips along to them as well. It truly does take everyone to keep everyone safe.

We know you will agree with us that there is no amount of time saved by trying to shortcut the rules that could ever be as valuable as the safety of your own child or the safety of any one of our children.

The Rose Drive valet program will operate in the morning with student valets and parent volunteers. Teachers will be providing coverage in the afternoons. We know that this program will help you get off to a more relaxing morning and stress-free afternoon, while reducing traffic congestion in our parking lot and promoting student safety.

Main Parking Lot:

1. Please remember to only allow students to get in and out of cars in our marked valet sections of the parking lot. This area begins after the marked crosswalk in the drive through lane.
2. Cars must pull to the right hand curb before letting the children exit or enter a car. In the morning, student valets will open and close the car door but may not step off the curb to do so. Students should be ready to go with backpacks and lunches with them. Children must exit the car from the right side only.
3. Come to a complete stop in front of a student valet for drop off in the morning. Do not leave until your child is on the curb and away from the car.
4. Students are never allowed to be dropped off from the parking lot as that requires them to walk between cars. Remember, the children are often small and many cars these days are large, making it difficult to see.
5. Parents must use the crosswalk at the front of the valet lane with their children rather than walking between the cars to reach a car parked in the center of the parking lot. Yes, this does mean a few extra steps but again the one minute you save by cutting through the traffic is not worth the possibility of a child getting hurt. You are providing a good role model for doing the right thing even when it is not convenient.
6. Cars may never be left unattended in the valet lane. This lane is for pick-up and drop-off only. If you need to enter the school, please park in the lot or on the street.
7. Please do not ask your children to wait for you down the street, away from the school parking lot. In the parking lot we provide supervision. If you are detained for any reason, our supervisor brings your child into the office where they can either call home or wait for you in a safe place.
8. Mornings can also be very busy in the main parking lot. Again, we have a teacher on duty that remains until 7:50 a.m. when the main gate is locked. If your children are late, they must report to the office for a tardy slip, which makes them even later to class. Please make every effort to arrange your morning to allow enough time for the students to arrive at school a few minutes early. The children gather at the lunch tables where a teacher is on duty to wait with them until school begins. Supervision is provided from 7:30 – 7:50 a.m.

Our desire is to create the safest possible plan for busy arrival and departure times. Our plan will only work, however, if everyone follows the guidelines. Thank you for your cooperation.

BICYCLE RULES

1. Students in grades 3-5 may ride their bicycles to school.
2. Students must follow all bicycle safety laws, including the wearing of helmets.
3. Students must walk their bikes upon entering school grounds. For safety reasons no bikes may be ridden on school grounds.
4. Only those students who ride bikes may be in the bike area.
5. Bicycles brought on school grounds must be licensed.
6. Bikes must be locked with a sturdy lock and chain.
7. Students must obey the Crossing Guard's instructions.
8. Violators may be issued one warning. A second offense may result in a loss of bicycle privileges for a minimum of five school days.
9. Skateboards, roller skates, roller shoes, roller-blades and scooters *are not permitted on school grounds* and may therefore not be utilized as a means by which to commute to and/or from school. Students arriving at school with such items will be required to leave them in the office (or in the case of roller shoes – remove the rollers) and parents will be contacted to arrange an alternative means of transport home at the end of the day.

PLAY AREAS

1. Playing is limited to blacktop and grass areas. Children are to walk on the blacktop, concrete sidewalks, and in corridors at all times. Play equipment is not to be used on the sidewalk.
2. Play in the assigned areas only and stay off the fences and backstops. Children are to remain on the playground during recess, and out of classrooms, corridors, or patio areas except on rainy days. Students report to their rooms on rainy days.
3. Students are to remain a safe distance from the fences.
4. Children are not to leave the school grounds at any time unless permission has been granted by the teacher or principal.
5. Restrooms and drinking fountains are not play or discussion areas. Children shall go to the restroom and drinking fountains, tend to their needs, and leave.
6. When the bell rings, this is a "freeze" bell ending all play. Students are to stop playing, stand and wait for the teacher on duty to blow a whistle, at which time students are to walk to their line-up areas. Students are not permitted to use the restrooms or drinking fountains after the freeze bell has rung.

PLAYGROUND GAMES

1. All students are encouraged to participate in activities. Students may not be "frozen" or excluded from games by other students.
2. Two-hand touch football will be allowed only under the supervision of a staff member. No games involving pushing, tackling, or piling on an opponent are allowed.
3. Games that involve hitting a student with a ball are not allowed.
4. Only official school rules are to be used for games.
5. Fighting, "play fighting", wrestling, Karate, or unsafe play is prohibited.
6. Obey and show proper respect for the playground supervisors. Supervisors may make special rules at times due to changing conditions. Their instructions are to be obeyed.
7. In general, habits of safety, good manners, and good sportsmanship are to be used at all times.

EQUIPMENT

1. Soccer balls are to be used only on the grass areas.
2. Children are to use swings properly. Standing up in swings, two in a seat, jumping out, or pushing others is not allowed. On the upper playground, children must face toward the school building when swinging. On the primary playground, children must face the jungle gym equipment when swinging.
3. Children should be careful on the horizontal and rainbow ladders and travel one way only. A hand must be kept on the bars at all times. Students are not to be on top of these pieces of equipment.
4. Chinning bars are to be used for pull-ups only. There is to be no standing, sitting, or hanging upside down from these bars.
5. Skateboards, roller skates, roller shoes, roller-blades and scooters ***are not permitted on school grounds.***

CLASSROOM RULES

All teachers will have developed a classroom management plan which defines appropriate classroom behaviors, discipline consequences for breaking rules, and positive consequences for appropriate behavior. This plan will be reviewed by the Principal and communicated to parents and students during the first week of school. Typical classroom rules include following directions, staying in seat, raising hand, and keeping hands, feet, and objects to yourself. Consequences for breaking rules may include parent contact, loss of recess privilege, staying after school, time out in the office or to another classroom, or referral to the principal. Reinforcement for appropriate behavior may include praise, "STARS" cards, positive notes, or calls home, and classroom rewards.

CONFLICT MANAGEMENT

Children already use many strategies in dealing with conflict on their own. They negotiate, take turns, flip a coin, compromise, and many more. Rose Drive staff encourages children to utilize a variety of positive strategies to solve problems, including:

- Talking it over – Listening
- Walking away
- Saying "I'm sorry."
- Finding something else to do
- Taking turns
- Sharing
- Ignoring it
- Asking for help

GENERAL RULES

1. Follow directions of teachers and other school personnel.
2. Respect is to be shown to others.
3. Students will respect other students' desks and personal property.
4. Students will use appropriate language.
5. Chewing gum and sunflower seeds are not allowed.
6. Eating is allowed only at the lunch tables and snack areas.
7. Nutritious snacks may be brought to school and eaten in the designated areas during morning recess.

8. Children are not to come to the office without an office pass from either the classroom teacher or the playground supervisor.
9. No one may behave in a way that may result in a child or adult being hurt.
10. Bullying and harassment are not allowed

LUNCH AREA RULES

1. Students will walk to the lunch tables in an orderly fashion with their teacher and sit at their assigned tables.
2. Students will use appropriate table manners and quiet speaking voices while eating. They will raise their hand for help or for permission to leave the table.
3. No throwing food or trash at any time.
4. All trash is to be placed in the trash container.
5. Students will be dismissed by the noon supervisors when they are seated quietly and the ground under the table is clean.
6. Students will walk to the playground when dismissed.
7. Students will follow all rules made by lunch supervisors.

SPECIAL RULES

The district has adopted a zero-tolerance policy against possession of weapons and dangerous instruments, devices and materials (including pocket-knives and “look-alike” objects or devices), drugs, alcohol, or vandalism of district property. Students engaging in any of the above are subject to immediate suspension, police notification and/or arrest, payment for damages, transfer or expulsion from the school or the district.

Harassment, including sexual harassment, is prohibited. Sexual harassment may include such behaviors as:

- a) Unwelcome leering, sexual flirtations or propositions.
- b) Unwelcome sexual slurs, threats, derogatory comments, or sexually degrading descriptions.
- c) Graphic verbal comments about one’s body.
- d) Sexual jokes, stories, drawings, pictures, or gestures.
- e) Teasing or sexual remarks about students.
- f) Touching another’s body or clothes in a sexual way.
- g) Blocking of normal movements.
- h) Displaying sexually suggestive objects at school.

Any student who feels that he/she is being harassed should report it immediately to a school staff member. Students who engage in any form of sexual harassment are subject to disciplinary actions.

Bullying is prohibited. Bullying is any look, word, sign, or act that hurts a person’s body, feelings, or things. Any student who feels that he/she is being bullied should report it immediately to a school staff member. Students who engage in any form of bullying are subject to disciplinary actions.

STUDENT DISCIPLINE PROCEDURES

Students who misbehave or disobey school rules may have a citation written describing the offense. Those considered to be of a minor nature, i.e., quarreling, swearing, teasing, not playing in proper areas, etc., will be handled by the teacher. If a teacher receives three or more citations for a child, the child will be referred to the Principal for further action. If a child is guilty of a major discipline offense, i.e., fighting or willful disobedience, the conduct citation will indicate this and the child will be referred immediately to the Principal. Possible action taken may include parent contact, parent conference, loss of privileges,

suspension (see following section on “Suspensions”), expulsion and/or transfer to another school. A transfer would be initiated if it is deemed to be in the best interest of the school and the student when the student is unresponsive to disciplinary practices and efforts to develop consistent attendance and appropriate school behavior, or when the student is in need of a change of peer group.

SUSPENSIONS

There are situations which arise that cause the school to take action for the protection of other students. These offenses are handled through the office by the principal, and in accordance with the State of California Education Code, and are grounds for suspension of students from school (E.C. 48900)

- A1) Caused/Attempted/Threatened Physical Injury
- A2) Willfully used force, except in self-defense
- B) Possessed/Sold/Furnished a Dangerous Device
- C) Possessed/Used/Sold/Furnished Drugs/Alcohol
- D) Look/Alike Drugs/Alcohol
- E) Robbery/Extortion
- F) Damage to Property
- G) Theft of School Property
- H) Possessed/Used Tobacco
- I) Obscene Act/Habitual Profanity/Vulgarity
- J) Sold/Offered Drug Paraphernalia
- K) Disruption/Defiance of School Authority
- L) Receipt of Stolen Property
- M) Imitation Firearms
- N) Sexual Assault
- O) Harassment of Witness
- Q) Aide & Abet Physical Injury
- .2) Sexual Harassment
- .3) Hate Violence
- .4) Intentional Harassment
- .7) Terroristic Threats
- C1) Possession./Sell/Furnish Firearm
- C2) Brandishing a Knife
- C3) Selling a Controlled Substance
- C5) Possession of Explosive

The school may take disciplinary action if any of the above offenses occur:

- a) While on school grounds.
- b) While going to or coming from school.
- c) During the lunch period, whether on or off campus.
- d) During, or while going to or coming from, a school sponsored activity.

A teacher may suspend a pupil from their class for the day of the suspension and the day following. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. If a pupil is suspended by a teacher for reasons I or K the teacher may require that the parent attend a portion of a school day in his or her child’s classroom.

The nature of handicapping conditions shall be considered when developing and implementing student behavior management strategies and discipline. If a student is disabled, or is believed to be disabled by the parent, within the meaning of Section 504 of the Rehabilitation Act of 1973 or the Individual’s with

Disabilities Education Act (IDEA), and commits a violation of school rules or Education Code 48900 which would result in a recommendation for a significant change in placement, the school will evaluate that student to determine whether the student's misconduct is a manifestation of his/her handicapping condition and whether the student was appropriately placed at the time of the misconduct.

DEFINITIONS

Suspension: "Suspension" means removal of a pupil from ongoing instruction for adjustment purposes.

Expulsion: "Expulsion" means removal of pupil from: 1) the immediate supervision and control, or 2) the general supervision, of school personnel.

Weapons and Dangerous Instruments, Devices and Materials: Prohibited weapons and dangerous instruments, devices and materials shall include, but not be limited to the following:

1. **Firearms:** Pistols, revolvers, shotguns, rifles, "zip guns," or any other instrument or device capable of propelling a projectile by explosive or chemical means.
2. **Gas/Air Devices:** Air pistols, air rifles, gas pistols, gas rifles, paint pistols, paint rifles or any other instrument or device capable of propelling a projectile by means of compressed air or gas.
3. **Mechanical Devices:** Bows, crossbows, slingshots, blowguns, or any other instrument or device capable of propelling a projectile by mechanical means.
4. **Cutting and Puncturing Devices:** Knives (regardless of size or type), dirks, daggers, swords, machetes, straight razors, razor blades, skewers or any other instrument or device that can be used for cutting or puncturing.
5. **Explosives and Incendiary Materials:** Bombs, live munitions, commercial explosives, blasting caps, firecrackers of all types (including "sparklers"), "caps", any other explosive or incendiary device or material that is capable of causing injury or harm to others, or that is capable of threatening the safety or structural integrity of facilities used by students, staff or visitors.
6. **Chemicals:** Tear gas, pepper spray, mace, poisons, hazardous or noxious gases, acids or any other device or materials which is capable of causing injury or harm to others by chemical means. (NOTE: Licenses for carrying mace or pepper spray do not supersede this prohibition)
7. **Martial arts Devices:** Nunchucks, throwing stars or any other instrument or device used in the practice of the martial arts.
8. **Electronic Devices:** Stun guns, laser pointers, Tasers or any other instrument or device capable of causing injury or harm to others by electronic means.
9. **Other Dangerous Instruments, Devices and Materials:** Other instruments, devices and materials which meet all of the following tests:
 - a) The instrument, device or material is capable of causing injury or harm to others.
 - b) The instrument, device or material has no practical, school-related reason to be in the person's possession either at the time when it is discovered, or in the location where it is discovered, or both.
 - c) Prior written permission to possess the instrument, device or material has not been granted by the superintendent, principal or their designees.
 - d) It reasonably appears to the superintendent, principal or their designees that the presence of the instrument, device or material constitutes a threat to the safety of students, staff or property.

Principals review all incidents involving serious misconduct to determine if expulsion should be pursued (E.C. 48915). The district will not tolerate conduct that endangers students or staff.

PARENT VOLUNTEERS

Rose Drive welcomes parent volunteers! If you are interested in volunteering in your child's classroom, please read and fill out the Rose Drive Parent Volunteer form located at the end of this packet, and turn it into the office or your child's teacher.

ACTIVITIES

Back to School Night is in September when *Parents only* are invited to classrooms to meet their child's classroom teachers and gain an overview of curriculum and teacher expectations for the year.

Instrumental and Vocal Music Programs are offered to all fifth graders.

Open House, scheduled for March, gives *parents and students* the opportunity to visit classrooms and see many of the year's activities.

Fee based After School Programs are offered throughout the school year.

School Site Council (SSC) reviews the school's instructional and curricular programs. Meetings are four times per year at 2:30 p.m., in Room 42.

School Visitation by our School Site Council (SSC) is scheduled in spring. It provides our SSC an opportunity to visit classrooms in order to observe specific curricular areas and provide input for improvement. As with our SSC meetings, other interested parents are welcome to join this visitation.

Family Physician:

Phone:

(The information on this form will only be available to District personnel as necessary.)