

# Rosedell

## Parent & Student Handbook 2024 - 2025



Dear Parent or Guardian:

Governing boards of school districts are required to notify parents or guardians of certain rights and responsibilities as specified in the Education Code and other state and federal regulations. This booklet contains the Education Code sections that are concerned with these rights and responsibilities, along with other important information.

**Your signature on your child's emergency card or online registration acknowledges that you have received this notice. (Please return the emergency card immediately if you did not register online.)**

# SAUGUS

UNION SCHOOL DISTRICT

*Excellence in Elementary Education*

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### **Site-Specific Information**

This Parent and Student Handbook contains an information section specific to your school, district-wide information, as well as information which the state requires districts provide to parents and guardians annually. Please take the time to familiarize yourself with the contents of this handbook. If you require additional information, the school office will assist you.

Welcome to Rosedell Elementary School! At Rosedell, we are committed to our students and to our community. We believe that in working together, we can best ensure our students receive the finest educational experience possible. Rosedell provides a safe and caring environment where students are intellectually and personally challenged.

Rosedell is privileged to have the highest-skilled and most dedicated teachers around. Our staff has established academic goals based on the Common Core State Standards. Teachers will pursue their grade level curricular goals in their own unique ways and will share these with you. At any time, should you feel a need to discuss your child's progress, please contact his/her teacher.

We have developed this handbook to provide you with some critical information about our school. After reviewing this handbook, we hope that you will have a better understanding of our policies and Rosedell's mission for our students. We would also like to invite you to become involved in school activities through the Parent Teacher Association, School Site Council, English Language Advisory Committee, or our volunteer program. Please keep in mind that your personal involvement in your child's education is very important. We look forward to working with you to provide your child with a positive and rewarding school experience.

Sincerely,

Elizabeth Balena, Principal

### **ROSEDELL'S MISSION**

**At Rosedell, we show up, level up, team up to ensure high levels of learning for all students.**

## **ADMINISTRATOR CONTACT**

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The principal may be contacted through Parent Square, email, a note, telephone call, or by appointment. Conferences/meetings are scheduled with the office manager. To assist in making best use of time, it is important that you let the office manager know what you would like to discuss with the administrator so that all available information is on hand at the time of a conference or meeting. The principal makes every effort to return calls and respond to notes within 24 hours.

## **TEACHER CONTACT**

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Teachers are available for parent conferences, which can be arranged by contacting the teacher. You may call the office or write a note to the teacher. Drop-in conferences are discouraged, as scheduled meetings, planning, and other conferences are impacted. Teachers are not available for conferences during instructional hours as this time is designated for classroom teaching. They will meet with you before or after class. Telephone conferences can be very helpful. Every effort is made to return calls within 24 hours. Teachers may be reached through Parent Square or by e-mail by using the teacher's first initial and last name @saugusd.org

(Example – Joe Smith: [jsmith@saugusd.org](mailto:jsmith@saugusd.org)).

## **OFFICE PROCEDURES AND COMMUNICATIONS**

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If an emergency arises, parents needing to leave messages for their children should do so by contacting the school office. We try very hard to avoid unnecessary interruptions to the instructional program. Any articles to be delivered to children should be left in the office. There are several ways that parents can be of assistance:

1. Check with your child prior to leaving for school to see that he/she has a lunch and/or snack and all necessary materials for class.
2. If there will be a change in your child's regular routine, please make your child aware before leaving for school in the morning. Please send a note to the teacher.
3. Avoid calling the school to leave a message for your child during the last 45 minutes of his or her school day. Many classes are at P.E. or other pullout programs at this time of the day and cannot be reached easily.
4. Any change in transportation for children going home requires a written note from parents, which should be given to your child's teacher. This includes a friend, neighbor, or relative who will take them home.

## **WEEKLY TUESDAY BULLETIN**

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A "TUESDAY TELEGRAM" is published each week through Parent Square or hard copy by request. This bulletin includes a message from the principal, dates to remember, and articles about school and PTA activities and events. All articles, flyers, notices, etc. receive principal approval prior to being distributed to students.

## **BREAKFAST/LUNCH**

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Breakfast is served during morning recesses. Lunch is served during the student lunch period according to their grade level. Menus are found on the SCVFS website. Meals can be prepaid or purchased at lunchtime. [www.scvsschoolnutrition.org](http://www.scvsschoolnutrition.org)

Children from families whose income is within the levels established by the Federal Government may be eligible for either free meals or reduced price meals. Please look over the application or call the school office for more information.

Students are encouraged to bring a healthy snack and a nutritious lunch when not purchasing hot lunches. *Canned soft drinks are not allowed.*

## **PHYSICAL EDUCATION**

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We have an exceptional P.E. program, which enhances our academic program. By State Law, we teach a minimum of 200 minutes of P.E. every ten days. All children are expected to participate fully. Excuses from physical education because of minor illness or injury are obtained by written request from the parent. If a P.E. excuse is expected to cover a period of more than three days documentation from a physician is required.

## **ATTENDANCE/ABSENCES**

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Consistent school attendance is essential for your child's success in school. Unless your child is ill, please send him/her to school each and every day on time.

If your child is going to be absent from school, please call the school at 294-5335 and furnish the following information:

1. Your name
2. Your child's name
3. Your child's teacher
4. The date of absence
5. The reason for absence (be specific)

The school message machine is available anytime day or night; you do not have to wait for the school office to open.

If the student is returning from a *diagnosed* case of strep throat, an unknown rash, pink eye, conjunctivitis, or other communicable disease, the office *must* have a written note from the doctor allowing the child to return to school.

There are two types of absences; excused and unexcused. The law defines an excused absence as illness, quarantine by a health official, medical or dental appointments, or bereavement of one's immediate family. All other absences are considered unexcused. Please clear the absence within 3 days or your child will automatically receive an unexcused absence on his/her school record. Any student who is absent from school without a valid excuse more than three days or tardy in excess of 30 minutes of each or more than three days in one school year is considered truant (Section 48260 for the California Education Code). The truancy will begin the process of a referral to the School Attendance Review Board and/or a conference with parents.

If your child is going to be out for more than one day, and you would like to pick up class assignments, please call the office before lunch so the teacher has time to organize the work. It will be in the office for you to pick up after school.

Independent Study Contracts (ISCs) are available for extended absences. A student must be absent for at least 5 consecutive days and not more than 15 days (unless given district approval) to obtain an ISC. The ISC allows the student and school to be given attendance credit.

Tardies: We know that it is not always easy to get children to school on time, but we ask that you make every effort to ensure that your child attends school on time. Arriving on time promotes responsibility and benefits student success in school. If your child arrives late, he/she is required to go to the office to obtain a pass. Tardy arrival takes away learning time for all students in the classroom, not just the students arriving late. When a student arrives late to class, the teacher must stop teaching to bring the tardy students up to date, collect his/her homework, change the attendance, etc. We want students to be successful at Rosedell. Let's work together so we can achieve this goal for our children.

## **LOST AND FOUND**

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In order to ensure that lost articles are returned to their proper owner, it is suggested that your child's name be printed on clothing articles such as sweaters, coats, lunch pails, etc. Articles that are found will be turned into the school office or placed in the multi-purpose room and may be claimed at recess or after school. Lost and found items are donated to a local charity group at the end of each reporting period.

## **INJURED STUDENTS**

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Students requiring the use of ace wraps, casts, crutches, braces or any other appliance will need a note from the attending physician authorizing their use at school. A Re-Admission Form obtained in the school office needs to be completed and signed by the attending physician. All children with ace wraps, casts, crutches, braces or any other appliance must sit in a designated area during recess and lunch.

Office personnel will assist students who have minor injuries and illnesses. If necessary, parents will be called for additional assistance. The office staff will always inform you of a head injury reported to the office.

## **SAFETY**

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Walking To and From School: As a neighborhood school, many of our students are able to walk to and from school. Students are encouraged to walk in pairs or groups to school. They are to go directly from home to school and school to home with no stops along the way and are responsible for using good school behavior standards.

Students need to take care when crossing streets and use the school crosswalks. Crossing guards are provided on Bouquet Canyon and Urbandale Road. Campus supervision begins once gates have been opened at arrival. Supervision is not provided by the school for afternoon play on the playground. Children are not to remain on the school campus unsupervised from 2:10 - 3:00 waiting for older siblings. We are required to report such instances to the Department of Children's Services/Sheriff.

Arrival and Departure: Playgrounds are supervised 25 minutes prior to the start of the school day. Parents are not permitted to wait on the playground with their child for supervision and safety reasons. Parking is not allowed in the circular driveway or staff parking lot. If you drive your child to school, please use the Valet Lane located on Urbandale Avenue or Wellston Drive. Due to student safety, the parking lot on Urbandale Avenue will be closed in the afternoon from 2:50 to 3:15.

## **DISASTER PREPAREDNESS**

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In the event of a district-wide or greater disaster, it is the policy of the school district to hold children at school until clearance is given by the Civil Defense. Children will only be released to their parents or to a responsible adult LISTED ON THE CHILD'S DISASTER RELEASE FORM. Please keep the information through our Parent Portal system up to date. In the event of an emergency, parents will be notified through Parent Square.

Emergency supplies, water, food, and first aid/rescue equipment are kept on site. Monthly drills for evacuation and protective drop procedures assist students in becoming prepared and are reviewed regularly by staff.

### **RESPONSIBILITY FOR SCHOOL PROPERTY**

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Except when caused by accident, pupils are liable for damage to or loss of school property. Parents are held liable for willful damage and for property loaned to pupils.

### **BIKES**

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Students in 3rd through 6th grade may ride their bikes or scooters to school as long as they wear a helmet. Each bike must have a chain and lock and is to be locked in a bike rack. Locks may not be shared with others. Violation of bike safety rules or damage to other students' bikes in the bike rack will result in loss of the bike permit. Helmets are required by law. Parents will be called to pick up bikes or scooters of students not wearing helmets.

### **ANIMALS**

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In the interest of the safety of students at Rosedell, all animals are prohibited on the school grounds during school hours. Any animal found on the grounds during class sessions is subject to impoundment by the Los Angeles County Animal Control Center. Please do not bring your animals when picking up or dropping off students.

### **CLASSROOM OBSERVATION**

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Parents are always welcome to visit/observe classes at Rosedell. Observations are limited to 20 minutes and will be accompanied by an administrator. Please prearrange your observation with the classroom teacher and administrator to avoid unnecessary interruptions to the instructional program. All parents who observe a classroom are required to first check in through our Visitor Management System Raptor at the school office and obtain and wear the printed visitor badge.

### **VOLUNTEERS AND VISITORS**

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Rosedell is a wonderful family-oriented school. We depend on volunteers and many contribute numerous hours to the school. All volunteers on the campus must check in at the front office through our Visitor Management System and wear the printed volunteer badge, and review & sign a Volunteer Code of Conduct form. Volunteers and Visitors must check in at the front office through our Visitor Management System and wear the printed visitor badge to ensure a safe and secure environment for all children. To be a regular volunteer and visit classrooms weekly or on a regular basis, volunteers must complete a volunteer training and have proof of current TB test.

Volunteer schedules are established by the classroom teachers, office staff, and PTA. Parents are always welcome to visit classes; however, all visits should be prearranged with the teacher so that the instructional program is not unnecessarily disrupted.

### **PARENT INVOLVEMENT**

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Rosedell encourages active parent involvement in the educational decisions and processes of our school. Our active and supportive parent community enhances the overall educational experience for all children.

#### **School Site Council**

School Site Council (SSC) is an advisory and decision-making body who oversees the School Site Plan. The SSC is comprised of five parents/members of the community, three teachers, one classified staff member, and the principal and assistant principal. The SSC's job is to establish and approve goals for the school and oversee the disbursement of discretionary funds. We encourage and welcome your attendance at SSC meetings. If you have suggestions that you would like the committee to consider, and are unable to attend the meeting, you may contact one of the committee members or leave your suggestions in the office.

#### **Rosedell PTA**

Rosedell has a very active and supportive PTA. The purpose is to strengthen home and school relationships so parents and teachers may cooperate intelligently in the education of children and youth. PTA actively works to provide activities that unite the Rosedell community and fundraise to help support the education of the children. PTA meetings are scheduled monthly throughout the school year. These meetings are held in the MPR. All PTA members and parents are welcome and encouraged to attend. Please check the Tuesday Telegram and Roadrunner Report for scheduled dates.

### **CLASS PARTIES/ BIRTHDAYS**

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School Board Policy allows only two classroom parties during the year: one before the winter break and one the last week of school. Food provided by parents must be commercially prepared and delivered in the original sealed package. Homemade foods cannot be distributed to the students. Please refer to the School Board's Wellness Policy for further guidelines on food items that can be brought to and served at school. For all other celebrations including student's birthdays, we encourage non-food celebrations. Items for these celebrations might include: birthday books, pencils, erasers, stickers, or classroom donation in your child's name. Please contact the teacher and ask permission before sending any celebration items to class. Gifts such as

balloons, flowers, etc., cannot be given to the child at school but should be saved for the party at home. Invitations to birthday parties or other outside of school parties are not to be handed out at school. This policy helps avoid hurt feelings among our students.

### **CLASS PLACEMENT**

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Much time and effort is given to placing students in classes. It is the goal of the staff to place a child where he/she will be most successful. To help ensure that classrooms are evenly balanced and comply with state and federal laws, requests for classroom placements are not accepted. Due to changing enrollment, all children are assigned to classrooms on a temporary basis. Changes within the first few weeks of school might be necessary to accommodate unforeseen enrollment changes.

### **AWARDS AND ASSEMBLIES**

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Positive recognition of achievement, citizenship, and effort is emphasized and honored. Teachers regularly reinforce student accomplishments in the classroom. Students' efforts and accomplishments are also recognized during awards assemblies. Awards assemblies are periodically scheduled throughout the school year. Parents of children receiving an award are invited and encouraged to attend the celebration.

### **DRESS CODE**

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*"Dress for Learning" is a first step toward maintaining the safety of students within our school and community and enhancing the learning process.* Please see our District's Dress Code and Appearance for specific guidelines.

### **SCHOOLWIDE BEHAVIOR EXPECTATIONS**

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Good behavior and safe conduct is essential for effective learning. The school's discipline policy is predicated on the expectation that each student knows and is expected to adhere to Rosedell's School-Wide Behavior Expectations as part of our **Positive Behavior Interventions and Supports (PBIS)** framework.

PBIS is a system of supports developed to promote a positive and safe school climate by clearly identifying positive behavioral expectations and explicitly teaching the desired behaviors to students. In following our **School-Wide Behavior Matrix**, students will be expected to show:

- Perseverance
- Respect
- Integrity
- Dependability
- Effort

Behavior expectations as delineated in our PBIS Behavior Matrix are clearly communicated to students. Students are awarded "PRIDE" tickets for their positive behavior, which are used as incentives. Students are able to turn them in for privileges, Rosedell gear, or small trinkets.

Consequences for student misconduct are viewed as learning experiences which focus on modifying behavior. Administrators, teachers, and Campus Supervisors work with students regarding behavior and contact the parents as appropriate. Parents are asked to act as partners in correcting behavior at school. Rosedell's progressive discipline procedures are based on the California Education Code. Consequences for misconduct vary according to severity of offense and disciplinary action may include suspension or expulsion.

Details of our school's PBIS Framework are reviewed with the students and parents at the beginning of the school year, as are specific classroom discipline plans. The staff sees value in teaching students to take responsibility for resolving personal conflicts which may lead to misconduct and teachers actively address this issue as part of the classroom curriculum.



# Rosedell Elementary School

## School-Wide Behavior Expectations

P R I D E	Lunch	Restrooms	Playground	Indoor areas	Walkways	Classrooms
<b>P</b> erseverance	*Eat promptly and keep all food at table *Sit at assigned tables *Stay seated	*Use restroom during recess and lunch	*Talk it out peacefully *Take turns *Maintain straight and quiet lines	*Wait your turn *Sit patiently and quietly	*Manage belongings appropriately *Remain in a straight and quiet line	*Keep a positive attitude *Be patient *Believe you can succeed
<b>R</b> espect	*Follow directions of campus supervisors *Use appropriate words and volume	*Respect privacy *Use appropriate words and volume *Respect school property	*Keep hands and feet to yourself *Use positive and appropriate words *Walk around games	*Respond to raised hand signal *Use materials for intended purposes	*Be aware of personal space *Keep hands and feet to yourself	*Value the input of others *Keep hands and feet to self *Use positive language
<b>I</b> ntegrity	*Clean up trash around you *Eat only your food *Lead by example	*Use rest room for intended purpose *Get in and get out	*Follow game rules *Show sportsmanship *Include and encourage others	*Be a respectful listener *Leave area clean *Lead by example	*Go directly to your location *Lead by example	*Be honest *Complete your work *Take responsibility for your own actions
<b>D</b> ependability	*Use table manners *Eat only in lunch area *Make healthy choices in cafeteria	*Leave when finished *Wash hands with soap	*Walk on blacktop *Use and return equipment appropriately *Follow 3 minute whistle rules	*Follow directions *Walk at all times	*Walk at all times *Stay clear of white semicircles	*Be prepared to learn *Use materials correctly *Be responsible for your work space
<b>E</b> ffort	*Raise your hand to be excused *Line up in an orderly fashion	*Clean up after yourself	*Freeze at long whistle *Line up at proper time *Play in designated areas only	*Use indoor voice *Keep hands and feet to yourself	*Use appropriate voice and volume	*Give 100 percent *Take pride in your work *Use appropriate voice and volume