

Rossmoor Elementary School

"Working together in partnership to inspire greatness"



Parent /Student Handbook

2019-2020

Rossmoor Elementary School

A 2018 California Distinguished School

A National Blue Ribbon School, & Gold Ribbon School

3272 Shakespeare Drive ♦ Los Alamitos, CA 90720

(562) 799-4520

Los Alamitos Unified School District
10293 Bloomfield Street ♦ Los Alamitos, CA 90720-2264
(562) 799-4700



The mission of the Los Alamitos Unified School District is to educate all students to their highest level of achievement in all areas of learning so that they become responsible, productive citizens who engage in the pursuit of lifelong learning and practice democratic values.

Administration

Andrew Pulver, Ed.D. Superintendent
Nancy Nien, Ed.D. Assistant Superintendent of Business Services
Joe Fraser, Assistant Superintendent, Human Resources
Ondrea Reed, M. Ed. Assistant Superintendent, Educational Services
Jerry Friedman, Director of Safety & Personnel Services
Grace Delk, Ed.D. Director of Special Education and Mental Health
Melissa Miller, M.Ed. Director of Assessment and Accountability
CJ Knowland, Director of Maintenance & Operations

Board of Education

Diana Hill, President
Meg Cutuli, Vice President/Clerk
David Boyer, Board Member
Marlys Davidson, Board Member
Karen Russel, Board Member

Board of Education meetings are usually scheduled on the second and fourth Tuesday of each month. The public is encouraged to attend.

Rossmoor Staff Directory ♦ (562) 799-4520

- ❖ **Principal:** Amy Belsha, abelsha@losal.org, ext. 75203
- ❖ **School Office Coordinator:** Doreen Gertjejansen, dgertjejansen@losal.org, ext. 75200
- ❖ **Nurse:** Vacant, ext. 75204
- ❖ **Attendance Clerk:** Krista Hall, khall@losal.org, ext. 75202
- ❖ **Media Center:** Kendra Burch, kburch@losal.org, ext. 75206
- ❖ **Music:** Sandy Hines, shines@losal.org, ext. 75128
- ❖ **Resource Specialist:** Julia Stockman, jstockman@losal.org, ext. 75132
- ❖ **Speech Therapist:** Leah Hall lhall@losal.org and Cassandra Jahnkow CColeman@losal.org, 75300
- ❖ **Psychologist:** Vhenus Belisle, vbelisle@losal.org, 75216
- ❖ **CDC-Preschool:** Tracy Blankenship, tblankenship@losal.org, ext. 75122
- ❖ **CDC Special Education Preschool:** Krista Foster, kfoster@Losal.org, ext. 75121
- ❖ **Kids Korner:** Brandon Julian, bjulian@losal.org, ext. 75212

Transitional Kindergarten

Maureen Charlesworth, mcharlesworth@losal.org, ext. 75123

Kindergarten

Velma Freyre, vfreyre@losal.org, ext. 75124

Shelli Kim, SCKim@losal.org, ext. 75125

Nowell Sauers, nsauers@losal.org, ext. 75127

Kelsey Stolba (kstolba@losal.org) and Karen Joseph (kjoseph@losal.org) (TK), ext. 75126

FIRST GRADE

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Kristin Whittaker, kwhittaker@losal.org, ext. 75103

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SECOND GRADE

Gina Decker, gdecker@losal.org, ext. 75104

Beth Ellis, bellis@losal.org, ext. 75130

Lisa Kral, lkral@losal.org, ext. 75105

Amanda Nelson, anelson@losal.org, ext. 75129

Daniele Sorenson, dsorenson@losal.org, ext. 75107

THIRD GRADE

Heather Askay, haskay@losal.org, ext. 75118

Libby Deal, ldeal@losal.org, ext. 75107

Debby Segal, dsegal@losal.org, ext. 75117

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FOURTH GRADE

Julie Hinsche, jhinsche@losal.org, ext. 75115

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Courtney Wilson, cwilkson@losal.org, ext. 75113

FIFTH GRADE

Megan Avalos, mavalos@losal.org, ext. 75112

Jessa Grimaud, jgrimaud@losal.org, ext. 75111

Trent Vierra, tvierra@losal.org, ext. 75110

Welcome to the 2019-2020 school year at Rossmoor Elementary!

Welcome Rossmoor Families,

I am so thrilled to have you and your child join Rossmoor Elementary! Our staff, teachers and community work hard to provide unlimited possibilities for all of our Rossmoor Knights.

We are proud to be a three-time National Blue Ribbon, seven-time California Distinguished (prior to 2018), as well as a Gold Ribbon School. What makes Rossmoor so special is our community which is comprised of our dedicated staff, supportive parents, and community members that work harmoniously to nurture the growth of our students. Together we provide a strong foundation to support the academic, social and emotional well-being of our students so that they can grow and develop the necessary skills needed to be successful in our 21st century global society. Our students are continuously exposed to classroom practices and opportunities around critical thinking, communication, collaboration, creativity and innovation.

Here at Rossmoor Elementary there are so many opportunities for magic and dreams to come true daily! The dedicated staff believes that ALL children can learn and succeed. Our teachers are well-versed in our district signature practices and provide our Knights with rigorous academic experiences that help them grow, be challenged and discover their individual strengths. As you enter our campus one can see and feel the magic that takes place. Our Knights are eager to learn, excited to be challenged, and regularly set goals that they work to accomplish!

There are so many ways to become involved as a parent at Rossmoor Elementary. If you are not already volunteering, there are a multitude of opportunities to get started. For example, one can volunteer in the classroom, attend monthly PTA meetings, participate in School Site Council, or join our Friends of Rossmoor (FOR) parent group that supports our school in numerous ways. I urge you to become involved in our school! Our home-school partnership truly is the cornerstone to our success. Your time and support means so much and truly makes a difference!

The Rossmoor staff is excited about the 2019-2020 school year. We are proud to have you join our Rossmoor Family and look forward to your involvement and partnership to support the continued growth of our children!

I welcome all parents to reach out to me anytime with any questions or concerns. I am honored to be the Rossmoor Principal and to support our amazing community alongside our dedicated team of educators.

Warmly,
Ms. Amy Belsha

SCHOOL HOURS

REGULAR SCHOOL HOURS

- TK-Kindergarten 7:50 A.M.-1:05 P.M.
- 1st-5th Grades 7:50 A.M.-2:05 P.M.

MODIFIED DAY SCHOOL HOURS

- TK-5th Grades (Wednesdays) 7:50 A.M.-1:05 P.M.

MINIMUM DAY SCHOOL HOURS

- TK-5th Grades 7:50 A.M.-12:20 P.M.

ARRIVAL AND DEPARTURE

The school playground is supervised 10 minutes prior to the beginning of school. Students may not arrive prior to 7:40am. Once the 7:40 bell rings and a staff member is present students may cross the yellow lines and begin playing on playground. Please see that your child does not leave home earlier than necessary as we do not want students on campus too early without supervision. Our first bell is at 7:50 am. Children are considered tardy after 7:53 am. Students arriving late must check in at the office to receive a tardy slip before being admitted to their classroom.

For student safety, Rossmoor has one vehicle drop off and one vehicle pick up area in front of the school. If you drive your child to school, please drop off at the yellow curb area reserved for loading and unloading only. If you plan to stop, you must use street parking. The parking lot in the front and back of the school reserved for staff parking. The front parking lot is for staff only between 7:00am-3:00pm to ensure that Rossmoor staff members have an accessible parking spot when they arrive at school.

Once at school, children will not be dismissed early unless a parent or person authorized by the parent comes to the office to check them out. When children are dismissed at the end of the school day, they are to depart for home immediately. Arrangements to ensure prompt pick-up after school must be made. Our campus supervisor locks all surrounding gates M,TU,TH, and F by 2:30pm and Wed. at 1:30pm after school. Students should not be on the upper playground after school hours unless they are accompanied by their parents or adult.

Kids Korner Information

If child care is needed before 7:40 am or after school, Kids' Korner is available at an hourly rate. Our Kids' Korner, non-profit, District-sponsored, child care program operates on the school campus from 6:30 until 6:00pm. Children are supervised under the care of trained assistants. Parents needing child-care services for children enrolled at Rossmoor Elementary should call (562)799-4536.

Use of Valet/Safety While Driving

If you drive to pick your child up at the end of the day, park your car and meet your child on the sidewalk. Walk with your child across the parking lot. If you decide to remain in your car, instruct your

child to wait near the valet pick up area in front of school. Do not park in front of the school office or along the yellow curbs at arrival or dismissal times which is strictly for loading and unloading. There is to be NO parking along the curbs in the school parking lot, please utilize the street perimeter of the campus. Ticketing is not given to cars parked on the school side of the street. Please remember not to block neighboring driveways.

In addition, students may be dropped off and picked up in the drop off lane in the front office parking lot. All drivers MUST remain in the car when using the drop off lane as pull forward as vehicles move forward. Please for the sake of our students and neighbors, drive slowly approaching our school!

PARENT & COMMUNITY SUPPORT: Rossmoor PTA and Friends of Rossmoor (FOR)

PTA- Rossmoor Elementary School has a very active and dedicated Parent-Teacher Association under the direction of Jennifer Steece and her Board. All parents and interested citizens are encouraged and invited to join and support the Rossmoor PTA. This group is committed to promote the welfare of children; to develop between educators and the general public, a united effort that allows every child the highest advantages in physical, mental, social and emotional education.

In addition to serving our schools in many ways, day and evening events are scheduled to provide an opportunity for parents and teachers to become acquainted. Each Monday Morning our weekly messages are sent home through email at 8:00am. This includes school events and notices of PTA meetings to provide information on school activities and events sponsored by the PTA. Our dedicated PTA works hard to ensure our students have assemblies, field trips, FIBO Arts classes, Family Nights and so much more!

The Rossmoor School PTA would like you to come on board to support our school! For more information on how you can get involved contact **our Rossmoor PTA at rossmoorpta@gmail.com and view their website at <https://rossmoorpta.org/> .**

FRIENDS OF Rossmoor (FOR) - In addition to the PTA, Rossmoor Elementary has a site foundation, a non-profit fundraising entity, whose sole function is to support Rossmoor Elementary. As Rossmoor Elementary Schools parent-founded, non-profit foundation, FRIENDS OF ROSSMOOR works hand-in-hand with parents, teachers, staff and the PTA to best enhance the academic foundation of our school.

Its purpose is to raise funds for the enrichment of the educational program for all children of Rossmoor School. Currently FOR funds our STEM (Science Technology Engineering and Math) Lab teacher and the STEM program at Rossmoor. This dynamic fundraising vehicle is fueled entirely by volunteers and the generous donations from our parents and Los Alamitos patrons. Our greatest achievement remains the fact that 100% of all profits goes directly to the children at Rossmoor Elementary! Friends of Rossmoor would like to hear from you. Contact us if you have any questions, suggestions, comments or would like to join us in volunteering. You can contact Tanya Doby, FOR President, tddoby@hotmail.com and view their website at <http://friendsofrossmoor.net/> .

ADDITIONAL INSTRUCTIONAL PROGRAMS/SUPPORT ACTIVITIES

Rossmoor Elementary has a carefully developed, well-rounded program of instruction, extending from Transitional Kindergarten through fifth grade. It is designed to challenge each child to develop his or her full potential. While our instructional programs focus on high academic standards, each child has opportunities to develop qualities of leadership, initiative, responsibility, creative expression, self-discipline, and a positive self-esteem.

ACCELERATED READER- Accelerated Reader is a computer-based reading management system designed to complement an existing classroom literacy program for grade pre-K -12. It is designed to increase the amount of time students spend reading independently. Students choose reading-level appropriate books or short stories for which Accelerated Reader tests are available and read at their own pace. Once students finish reading a book or short story, they take a multiple choice quiz that measures their reading performance and vocabulary growth. The computer-based management system provides students with immediate feedback on their performance and keeps records to help teachers and parents track students' attempts to reach their goals.

BRAINPOP - BrainPop and BrainPop Jr. creates animated, curriculum-based content that engages students, supports educators, and bolsters achievement. BrainPOP is used in numerous ways, from introducing a new lesson or topic to illustrating complex subject matter to reviewing before a test. Content is aligned to state standards and easily searchable with their online *State Standards Tool*. BrainPOP was conceived by Dr. Avraham Kadar, M.D., an immunologist and pediatrician, as a creative way to explain difficult concepts to his young patients. Teachers use BrainPop videos as a powerful instructional tool to help introduce or reinforce concepts across every subject.

CGI (Cognitively Guided Instruction) – Rossmoor's core math program is the Houghton Mifflin Series. In addition, Cognitively Guided Instruction (CGI) problem solving is incorporated throughout our math instruction. CGI is an educational philosophy that capitalizes on over 20 years of research showing that students come to school with rich informal systems of mathematical knowledge and problem-solving strategies that serve as a basis for learning mathematics. CGI differs from rote instruction in that it puts the focus on students' mathematical thinking. Teachers learning to use CGI strategies experience intensive professional learning about how to engage students in mathematical dialogue. As a result of CGI, students are empowered to explain their reasoning, justify their solution strategies, and thus build a deeper collective mathematical understanding.

GIFTED AND TALENTED (GATE) - All third grade students, with parental consent, are screened and assessed for eligibility for the GATE program. GATE identification begins in fourth grade, however students can be re-screened annually for eligibility for the GATE program. The Los Alamitos Unified School District uses a multiple measures form to determine student eligibility. The Otis Lennon School Ability Test (OLSAT) is administered as part of the GATE screening process. The OLSAT is given annually on all elementary campuses during the Universal District OLSAT Window, in late January and early February. Gifted and high achieving students are provided with opportunities to develop skills in inquiry and creative expression as well as to develop basic skills at a rate and extent appropriate to their abilities. Students plan with their teachers to develop goals and parents also provide input during conferences. Although, the OLSAT is only offered to all students in third grade parents can request

their child to be screened for the GATE program annually after third grade. Please contact your child's teacher or Ms. Belsha during Fall conferences if you wish for your child to be screened for GATE.

INTERVENTION PROGRAMS – All Rossmoor teachers are trained in providing differentiated instruction for students of all abilities. This instruction takes place in the form of small group instruction and differentiated assignments geared to the students' needs. Students requiring further assistance can be referred to a variety of intervention programs available at Rossmoor. At-risk kindergarten students may be referred to after-school tutoring (Kinder Club) provided by our kindergarten staff. Students in grades one through five may be referred to intervention during and after school depending on areas of need.

MIND-ST MATH FLUENCY – ST Math Fluency was developed by the MIND Research Institute focusing on helping students build math fluency – defined by the National Math Panel as accurate, quick, and effortless retrieval of basic math facts. The use of animated virtual manipulatives enables an intuitive process of learning that makes basic math fact recall effortless. This automaticity frees students' working memory for problem solving. Key to the success of all MIND Research programs is the depth of research that informs its instructional design. Research points to the need to free up working memory in order to allow students to avoid getting slowed down by basic calculations when learning and applying mathematics at a later stage. MIND's unique visual approach ensures that students memorize their basic addition, subtraction, multiplication and division facts while gaining a solid conceptual understanding of the operations.

MEDIA CENTER – The media center is truly a cornerstone at Rossmoor Elementary and houses the school library and instructional materials where all students can thrive and actively engage in their learning. As an extension of the classroom, students learn to gather and use information to develop research skills. The Media Center is staffed with an instructional assistant who help teachers and children find information. Valuable parent volunteers assist with clerical tasks. It features two computer labs, a computerized card catalog and book circulation system, Accelerated Reader, electronic encyclopedias for student research, interactive CD ROM programs, ST MATH and access to Internet research. Student use of the Internet is strictly limited to programs approved by the teacher and additional programs are prevented from access through special firewalls. Instruction in the media center includes 1) group instruction in library and research skills, 2) computer instruction, which includes keyboarding (Typing Club 2nd -5th Grades), Microsoft Office, PowerPoint, word processing, desktop publishing, hypermedia, GEO Skills and other software to extend classroom content learning.

MUSIC AND ART – Beginning in first grade, students receive music instruction by a credentialed music teacher. Performances during the school year demonstrate achievement in vocal music and dramatic play. Students are provided opportunities to study many types of music and to play several instruments. After-school classes are offered to students to take lessons on a wind or string instrument with a qualified teacher for a small fee. All students in Kindergarten through fifth grades receive quality art instruction through FIBO Art. Students learn a variety of art techniques and have many opportunities for creativity and self-expression in the art lab as well as in the classroom. In this program they learn the visual art standards, art vocabulary and techniques, as well as three famous artists each year. FIBO After School classes are available with a fee if parents are interested in signing up their child. The PTA also provides additional opportunities for art appreciation through the annual Reflections Contest.

OUTDOOR SCIENCE SCHOOL (OSS) – All students in Grade 5 are encouraged to attend Outdoor Science School for 4 days with their classroom teachers in the San Bernardino Mountains. Hiking, studying botany and classes with a trained naturalist are a few of the exciting activities enjoyed by 5th grade students. This year, Rossmoor 5th Graders will attend OSS March 10th-13th. This is a parent paid program and sponsored with financial support by the Outdoor Science Booster Club.

PHYSICAL EDUCATION – Students participate in physical education classes. Sessions include a warm-up, an activity, and a cool-down. Instruction is provided by classroom teachers. Students are expected to wear appropriate clothing and shoes, which will enable them to participate fully in physical education activities. Students that need to be excused from P.E. must bring a written note from their parents. If they need to be excused beyond two days, they must have a doctor's note. Fifth grade students participate in the state's Physical Fitness Test (PFT), which evaluates students in six components of physical activity.

Knight Leadership Council – Each year, students in grades 5th are eligible to serve on the team. At the beginning of the year students apply to be part of the team if they wish. Their responsibilities/jobs can include presenting at assemblies, marketing and sales, cheer captains, and announcing for Monday Messages. ** see below

Community Service Jobs- In addition, 4th and 5th graders have the opportunity to serve our school through specific community service jobs. They also apply for these jobs and can be assigned to jobs that include playground supervisor, valet parking attendant, library and office help, and tarp helpers. ** These jobs are a privilege and students who show Knight PRIDE consistently are considered. Jobs can be taken away if attendance or behavior issues arise.

STUDENT SUCCESS TEAM (SST) – Students struggling in any academic, behavioral, and/or social emotional area are referred to our Student Success Team. Our Rossmoor team of educators work with their grade level, specialists and principal to support these students, offer suggestions, make referrals to the Student Success Team and intervention programs, and provide classroom observations. Students requiring further assistance are referred to the Student Success Team (SST), consisting of the school psychologist, speech and language specialist, resource specialist, classroom teacher, principal, and parent or guardian. We all work together to collaborate and discuss students' roadblocks to success, offer suggestion, and make referrals to the appropriate intervention programs. The team creates a plan for strategies to use at home or school that help the identified student be successful.

SPEECH & LANGUAGE PROGRAM – The speech and language pathologist screens children based on teacher and parent referrals. Ms. Hall, Rossmoor's speech therapist, is on campus five days a week. Children who are eligible for speech and language services have individualized educational plans for speech improvement and language development.

SCHOOL PSYCHOLOGICAL SERVICES – Rossmoor has an on-site school psychologist two days each week. Teachers and/or parents can request psychological services if a child is having learning difficulties that might be alleviated through insight gained from a psychoeducational evaluation. Parental approval is required for any in-depth counseling or psychological testing.

POLICIES

(In Alphabetical Order)

ACADEMIC HONESTY CODE – Rossmoor Elementary School believes in cultivating citizens with integrity. Character matters every day and Rossmoor honors positive displays of character throughout the year. All students are required to demonstrate honesty and to abide by ethical standards in preparing and presenting materials, working on educational computer programs, participating in testing situations and their daily interactions with staff and peers. Academic progress should reflect the student’s own work in the fairest possible way. Academic dishonesty involves any attempt of a student to substitute the product of another, in whole or in part, as his or her own work, including work on MIND, Google Drive and other programs. It also includes (*not limited to*) theft, possession, or unauthorized use of any answer keys or model answers, forgery, and plagiarism. Violation of the Rossmoor Elementary School Academic Honesty Code will be subject to disciplinary action up to and including: detention, dismissal from student activities, suspension or expulsion. This policy covers all school related tests, quizzes, reports, class assignments, educational computer programs and projects, both in and out of class.

ANIMALS AT SCHOOL – Animals are NOT allowed at school at any time, as per district School Board policy. Parents are asked not to bring dogs on campus when walking children to and from school. This practice can be a problem as many students and staff members have allergies to animals, some students and family members are afraid of pets, and dogs can create a sanitation problem. **Please do not bring animals to the classroom for sharing.**

ATTENDANCE – The School Board is fully committed to California compulsory education laws. Under these laws, parents or guardians have the primary responsibility for keeping their child in regular attendance, recognizing that classroom attendance and punctuality are essential. There is probably no more important factor in a child’s education than maintaining regular attendance. Students gain direct instruction from the teacher and can ask questions to ensure understanding. With academic standards and high stakes testing, students need valuable classroom instruction. Regular attendance and punctuality teach work habits valued in school and in the work place. The only excused absences according to California State law are illness, quarantine, medical or dental appointments, attendance at a funeral of one’s immediate family, or exclusion for failing to meet immunization requirements. All other absences, whether verified or not are considered “unexcused” by the State. All absences, excused or unexcused cause the school to lose funding of approximately \$40.00 per day. Parents are urged to notify the school by phone for all student absences, as all absences must be cleared. Please call the 24 hour ATTENDANCE HOTLINE at (562) 799-4520 ext. 75201 the morning of your child’s absence or feel free to email absence along with child’s name and reason for being out at DGertjejansen@losal.org or khall@losal.org.

- **PLEASE DO NOT SCHEDULE VACATIONS DURING SCHOOL.** Many parents are unaware that “going out of town” or “family fun days” with their children are unexcused absences. The district must report to the California Department of Education three or more unexcused absences/truancies and/or unexcused tardies in excess of 30 minutes per year and send

Uniform Parent Letters. Independent Study contracts can be requested if a student is expected to be out 5 or more consecutive school days. **Parents must notify the teacher and principal in writing at least 5 days prior to the absence to request an Independent Study contract** be developed. All work is due and expected to be completed upon return from the Independent Study contract.

ABSENCES: All absences cause a loss of revenue to the school district. Rossmoor only receives money for children who are in school.

The following reasons for absence are excused:

1. *Student Illness*
 - a. If a student is absent more than 3 days a doctor's note is mandatory to return to school.
2. *Student has a Medical/Dental appointment* (note required)
3. *Death of a family member/Attending Funeral, Court – If student is ordered to appear (proof required).* **Absences for reasons other than the reasons listed above are unexcused.**

REPORTING ABSENCES

We verify all absences every day and appreciate your calling us with this information. For this reason, we prefer you call on the morning of the absence rather than sending a note. This procedure is necessary to meet state attendance requirements for all grade levels. If your child is absent, please call the attendance line before 7:50 a.m. and report the absence as well as the reason for the absence. If no reason is given for the absence or if you call in the absence after 7:50 a.m. the automated attendance will trigger a phone call home. When calling in, please state the child's name, your name, the child's classroom number or teacher, the reason for the absence, and anticipated length of absence. If you call the absence line, a note regarding the absence is not necessary. If you do not report the absence your child will be marked truant.

A pattern of excessive absences, as well as tardiness, will be referred to the School Attendance Review Board for possible legal actions. Because school ends at 2:05 p.m., parents are urged to schedule doctor and dentist appointments for after school hours. Students with excessive excused absences and/or excessive unexcused absences and tardies may be reported to the district's School Attendance Review Board (SARB). SARB meetings are held Bi-monthly at the Los Alamitos or the Seal Beach Police Stations. SARB was set up by the State of California to provide intervention measures related to attendance prior to more serious legal actions.

ABSENCE LINE – 799-4520 Ext. 75201
Available 24 hours a day

TARDIES

Getting to school on time is an important responsibility of parents and students. When a student arrives late, important instruction time is lost and becomes difficult to make up. Make sure your child arrives to school on time. If your child arrives late (after 7:53 a.m.), a parent must sign the student in to get a tardy slip from the office to go to class.

Please be certain your child gets off to a good start by arriving at school ON TIME. Three unexcused tardies is equivalent to truancy. **Excused tardies are those that are the result of a medical appointment.** All late students must check in with the office first and get an admit slip. Upon arriving at school, **a doctor's note must be presented to verify the appointment.** All others are unexcused.

BACK-TO-SCHOOL NIGHT – This is an opportunity for teachers to present an overview of their general program, homework procedures, and classroom standards. Attendance at this evening meeting will help you to better monitor your child's progress throughout the year. Please come to meet your child's teacher, parents of your child's classmates, and other staff members. Back to School Night is geared for parents, please arrange for childcare, as it is an adult only evening.

BICYCLES/SCOOTERS – Only students in grades 4 and 5 may ride their bicycle/skateboard/scooter to school without an adult, if their parents feel a safe route is available. State Law requires all students to wear a helmet in the state of California.

Bicycles/Scooters may not be ridden on school grounds or in the parking lot. They must be locked individually at all times. Safe practices must be followed at all times which include one person on a bicycle/scooter wearing a helmet, two hands at all times, and following the rules of the road. For the safety of the student, the first bicycle/skateboard/scooter referral will result in a suspension of privileges for three school days. The second referral will be suspension of privileges for one month. A third infraction will result in suspension of all privileges for the remainder of the year. Heelies (skate shoes) are not permitted on campus at any time. Students endangering others by inappropriate behavior with their transportation item will have their bicycle/scooter locked up for their parents to claim.

BIRTHDAYS – Birthday parties are not allowed in class. ***Goodies and food of any kind aren't allowed in classrooms to celebrate a student birthday. Please do not bring flowers, balloons, treats, birthday signs etc.*** These are a distraction in the classroom and should not be brought to school. Due to many food allergies, we ask you not bring any class treats for birthday celebrations.

BUS TRANSPORTATION – All bus riders are expected to exhibit good conduct and courtesy on the bus and at the bus stop. Bus citations are issued to students not following bus rules. A citation is a warning and means that the child has neglected important responsibilities to the point where the situation becomes one of maintaining order on the bus or at the bus stop. A serious infraction or two citations could result in a suspension of riding privileges. The school principal may suspend riding privileges. Non-bus riders are not allowed to ride on an occasional basis. Children may ride the bus to another home in the attendance area only if they normally ride the bus and there is available space on the bus. A note requesting this transportation

arrangement must be brought to the school office. This is a policy of the Transportation Department because of insurance liability.

Ride the Bus This Year

- We are continuing our reduced pricing for students to ride a school bus to and/or from school this year (\$1.00 per ride). As a result of increased ridership, we have added a stop for middle school students in the Rossmoor community at Rossmoor Park. In addition, we have made adjustments to the busing schedule.
- We invite you to join us in riding the bus as we continue to prioritize bus transportation in hopes that more students will ride the school bus to school. Riding the school bus is still one of the safest ways for students to get to and from school and has an additional side benefit in that it decreases traffic and pollution around our schools and community.
- These transportation opportunities are available to all students! Transportation information and the application for school bus transportation can be found under the parent tab and selecting the school bus icon at the following link: www.losal.org/parents. Please contact our Director, CJ Knowland, at cjknowland@losal.org if you have specific questions.

BYOD-

Beginning in the 2019-2020 school year, the 3rd-5th graders at Rossmoor will launch a Bring Your Own Device (BYOD) Chromebook program. Students will bring their own Chromebook to use in the classroom and at home. Teachers integrate instructional technology across the curriculum and students build 21st Century Skills.

The BYOD program will be a home-school partnership. For each 3rd-5th grade classroom, the school will provide an enhanced wireless network, secure storage and charging stations, Chromecast to display student work, and a small pod of Chromebooks to be used by students who do not have their own device.

Please access these resources for more information:

- District BYOD Resource Page: <https://www.losal.org/byod>
- Please access our website to see BYOD Rules of the Road and LAUSD BYOD Agreement that must be agreed to and signed before students bring and use their own technology at school.

CLASS PARTIES – Los Alamitos Unified School District Board Policy permits each class two parties during the school year. These are scheduled for the day before winter vacation and the last day of school. The Board's desire is to utilize the school day for instruction and **asks for parents' cooperation in not bringing food to school for unscheduled events such as birthday parties and special holidays.** Food should only be brought when requested by teachers for special instructional units that are planned well in advance.

CELL PHONES – District policy permits students to possess cell phones at school but their use, including text messages and taking photographs, is prohibited during school hours (7:50 a.m. - 2:05 p.m.) and their use is restricted to the school's perimeter and parking lots. Cell phones seen or heard during the school day will be confiscated and must be picked up by a parent, guardian or person listed on the student's emergency card.

COMMUNICATION PROCEDURES WITH SCHOOL PERSONNEL – The principal at Rossmoor School maintains an Open Door policy, meaning that parents are always welcome to discuss issues with which they have a concern. For the parents' convenience, it is better to call for an appointment due to the principal's busy schedule. **IF THE ISSUE IS REGARDING A CLASSROOM SITUATION, PLEASE TALK WITH THE TEACHER FIRST.** It is a professional courtesy to speak with the teacher prior to speaking with the principal. The teacher has firsthand knowledge of your child's behavior and academic performance. Teachers cannot be interrupted while they are teaching and they have a very busy schedule of meetings, conferences, and other professional duties. If you wish to have an appointment with the teacher, or speak with him/her regarding your child, please leave message on their voice mail and your call will be returned at their earliest convenience. **We ask parents not to interrupt teachers before or after school with informal conferences. This is very important planning time for the staff. Parents may not enter the classroom after instruction begins unless volunteer activities have been previously arranged.**

COMMUNICATION WITH YOUR CHILD – Please remember that the school office coordinator has over 600 students and 50 employees for whom she is responsible for telephone messages. When parents call during the day to request that a message be delivered to their child, it takes away valuable time from her responsibilities in the office. **Please make advance arrangements for your child's transportation and childcare and communicate those arrangements CLEARLY to your child PRIOR to their arrival at school.** The office is more than pleased to assist in times of emergencies; however, we respectfully request that you keep those kinds of calls to emergency situations. The school office phone is a business telephone and personal calls by students are not permitted except in cases of emergency.

Community Use of School - Parent or community groups may use school classrooms or the grounds by visiting facilitron <https://www.facilitron.com/res90720>. All requests have to be made through facilitron.

DISCIPLINE – The Rossmoor staff works to develop the whole child. As they learn curriculum, they are also taught how to work with others, take turns, and develop strong study skills and to be respectful and responsible citizens. Our most successful students are those whose parents work with the school as a team to reinforce these important concepts. It is so important that our children can see and hear that the adults in their lives hold the same high standards for their behavior.

A positive attitude toward school and self and long-term improvements in behavior are educational goals for each student at Rossmoor. The staff focuses on positive and effective approaches in building self-esteem and teaching children how to develop self-discipline. Knight PRIDE Awards, special events, spirit assemblies, and many opportunities for student recognition for positive achievement help to build school spirit and pride. The Rossmoor staff maintains high expectations for student behavior and utilizes a conflict management curriculum to teach students how to resolve problems and assist students in conflict.

DISTRICT POLICY ON DISCIPLINE – The Los Alamitos Unified School District is proud that most of our children fulfill their responsibilities at school. In order to develop high levels of self-discipline, parents, children, and school personnel need to continue to communicate and cooperate effectively.

I. RESPONSIBILITIES OF STUDENTS

- Respect the rights and property of others.
- Learn to accept consequences for judgments and actions.
- Learn and follow all regulations and policies of the school and community.
- Develop individual abilities, interests, and special aptitudes to the fullest potential.

II. RESPONSIBILITIES OF PARENTS

- Recognize that the home needs to assume the primary responsibility for the child's development.
- Maintain communication with the school and become actively involved in formulating and supporting school and community expectations and resolving mutual problems.
- Expand the child's awareness of his/her environment by cooperatively participating in many and varied experiences to assist the child in maintaining optimum physical and mental health.
- Assume responsibility for the propriety of the child's appearance.

III. RESPONSIBILITIES OF THE SCHOOL STAFF

- Accept each child as a unique individual and respect rights and property.
- Establish and maintain open communication between student, parent, and staff in diagnosing, planning, implementing, and evaluating learning experiences to meet each child's needs.
- Establish and maintain an educational program and environment, creating a safe atmosphere conducive to enthusiastic learning.
- Provide a maximum of opportunities for each child to make judgments, assume responsibility, and develop self-discipline.
- Provide supervision to ensure the safety of all students.

And, of course, for all stakeholders to consistently show their Knight PRIDE!

LEGAL RESPONSIBILITIES

To insure the rights of all persons, the State Education Code has identified specific student responsibilities:

- Students shall cooperate with school personnel. (Sec. 10602)
- Students shall avoid profanity or vulgarity. (Sec. 10602)
- Students shall not use or possess tobacco. (Sec. 10602)
- Students shall not use or possess narcotics. (Sec. 10603)
- Students shall not use or possess alcohol. (Sec. 25608)

Students shall respect public and private property. (Sec. 10606)

DRESS CODE – Students are expected to come to school dressed appropriately. The Rossmoor Elementary School Standards of Dress and Grooming has been created to provide students with the opportunity to choose clothing that helps support a positive learning environment. The goal of the dress standards is to offer choice of dress as well as make sure students wear clothing that is appropriate, functional and that does not cause a distraction. Clothing should be worn that will allow students to participate in all school activities, including physical education.

- Conservative and appropriate dress is required at all times.
- Clothing should be neat and clean and not distract from the educational program.
 - Unsuitable clothing includes: halter-tops, spaghetti straps, bare midriff, short shorts (including board shorts), open-toed or open heeled shoes and flip flop sandals, pajamas, slippers and skate shoes (heelies, etc.). Shoes should have a backing on them for safety concerns.
- Underwear style tank tops and clothing, which allows undergarments to be exposed and is considered too tight or too loose by school personnel is also not allowed.
- Hats are not allowed in the classroom and caps need to be worn correctly. Hats may be worn for sun protection at recess and should be removed once indoors or in the classroom.
- Any type of clothing, extreme hairstyle (hair cannot be colored) or accessory that is deemed unsafe, disrupts the learning environment, advertises or advocates alcohol, tobacco, drugs, gangs, profanity, weapons, violence, illegal activities, degrades cultures, genders, races, religions or ethnic values may not worn to school any time. Students wearing such clothing will be sent to the office to change.

Rossmoor School t-shirts and Spirit Wear can be purchased at the beginning of the school year or by contacting the PTA during the school year. Students wear their Rossmoor shirts on Fridays and for assemblies and field trips. Order forms for Spirit Wear are in the office for you to fill out and place in the PTA box.

EARLY RELEASE – In the event it is necessary for you to take your child out of school before the regular dismissal time, please come to the office to sign the release form. Your child will be released from the office and not from the classroom. Students will be released ONLY to those persons listed on the emergency card. There is NO exception. This is for your child's protection. Please make doctor and dentist appointments after 2:20 p.m. or 1:05 p.m. on Wednesdays. ***Perfect attendance certificates will not be given to students who arrive late or leave early.***

FOOD ALLERGIES – Please be aware we have several students with life-threatening food allergies. We have peanut and fish free tables in the lunch areas. Students bringing any peanut or nut products are encouraged to use hand wipes after eating. **Parents may not bring treats to classrooms.** We appreciate your cooperation in our endeavor to keep all students safe.

Health:

ROSSMOOR HEALTH OFFICE: Suzette Paige, LVN ☐ spaige@losal.org, ext 75204 -Hours 10a-1p
THE HEALTH OFFICE is located in the main office building. The office staff members have been trained in basic CPR and first aid. In case of an accident or illness at school, a qualified member of the office will administer first aid and the parents will be notified. Except for first aid at the time of a school injury, our health office staff cannot treat, diagnose or provide on-going medical care for chronic or severe injuries or conditions. Please seek the advice of a medical doctor for this. If it is necessary for a student to go home because of an illness or injury, it will be the responsibility of the parent or guardian to pick the child up from school as soon as possible.

Our school district employs a credential school nurse (CSN) to oversee the operation of the health offices districtwide and works to standardize health practices in the district. The CSN (district nurse) serves as a consultant to parents, teachers and administrators concerning the health needs of all students and coordinates specialized health service plans as needed. Throughout the year the district nurse coordinates state mandated hearing and vision screening for kindergarten, second and fifth graders.

ILLNESS AT SCHOOL – Students who become ill or injured at school will be isolated from others as soon as the accident or illness is noted. Your child will be sent home from school if they have a fever and/or vomits two or more times while at school or if vomiting is associated with other symptoms of illness.

It is the responsibility of the parent to notify school IMMEDIATELY when a communicable disease is suspected or diagnosed. This is an important step in the control of disease. Examples of conditions that should be reported to the school office include: head lice, measles, mumps, chicken pox, impetigo, ringworm, Fifth Disease, etc. Children recovering from communicable diseases such as those mentioned above must be re-admitted to school with a release from the physician and must be cleared by the office before re-entering the classroom.

Any student feeling ill should inform the teacher and ask for a pass to the office. Students feeling weak or faint will be accompanied to the office. If it appears that students are going to require longer than a 15-minute rest, the parents will be contacted and asked to come and pick up their child so they can receive proper care at home under adult supervision. No student will be allowed to remain in school with a fever or any contagious disease. If your student shows symptoms of illness during the night, please keep him/her home from school. Student who stay home at the onset of illness recuperate faster and miss fewer days of school overall. When the body is trying to fight an illness it is more likely to pick up other germs and remain sick for a longer period of time. Everyone enjoys better health when the number of sick people that others are exposed to is reduced.

Throughout the year, students are frequently exposed to upper respiratory infections and other illnesses. Your child should not be sent to school or will be sent home if the following are present:

1. A temperature of 101° or above (orally) or 100° or above (under the arm) within the last 24 hours.

2. Vomiting: 2 or more times in the past 24 hours.
3. Diarrhea: If child wears diapers, water stools, unable to contain in toilet, blood or mucus in stool.
4. Eye drainage: Purulent with white or yellow mucus. A child may return to school when the eyes are clear and/or there is a note from the doctor indicating that the condition is non-infectious or that treatment has begun.
5. A rash. A child may return to school when the rash has cleared or there is a note from the doctor indicating that the condition is not contagious or that appropriate treatment has begun. Some rashes will need to be covered at school even after treatment.
6. Head lice or nits. Request "A Parent's Guide to Head Lice" <https://goo.gl/YsLBQY> from the office. The District has a head lice policy that requires treatment and nit removal. If your child complains of feeling ill or seems "not themselves", please keep them home. You can observe your child and contact your family physician if the symptoms do not subside.

MEDICATION – The following information related to the administration of medication in the Los Alamitos Unified School District in accordance with California Education Code (Sec. 49423). Medical treatment is the responsibility of the parent and the physician. Medications are rarely given in school. The only exceptions involve special or serious problems where it is deemed absolutely necessary to give the medication during school hours, and where it is not possible for the parent to administer it to their child. Consequently, the parent is urged, with the help of the physician, to work out a schedule of giving medication outside school hours. The administration of medications may be fulfilled by our school secretary, or principal when the health office staff is not available. They cannot be expected to assume this responsibility unless it is absolutely necessary.

In order for school staff to administer any medication (prescription or over-the-counter) to any student, specific orders must be written and signed by your child's physician on the "[Physician's Request for Administration of Medication](#)" <https://www.losal.org/cms/lib/CA01000497/Centricity/Domain/64/Administering%20Medication%20in%20School.pdf> form which is available at the school or on-line at losal.org. This request must clearly specify the name of the medication, the reason for the medication, dose to be given, and the time it is to be administered. Whenever the medication, the dosage, or the time to administer is changed, a new form is required. Additionally, a signed agreement from the parent on the reverse side is also required.

You are strongly advised to teach your child to assume responsibility for coming to the health office to receive the medication at the appropriate time. Medication should be delivered to the school and taken home by the parent or responsible adult. Medication must be in an original prescription container, properly labeled by the pharmacist with the child's name, doctor's name, name of the medication, dosage, and time of administration. You may request two containers from the pharmacist, one for school and one for home. If a child gets more than one type of medication, each type must be in a separately labeled container. We cannot accept envelopes, zip-lock bags or other types of containers. The parent is responsible for cutting pills in half. Children may not carry their own medications on campus. Please do not send pills,

cough syrup, or any other medicine in your child's lunch.

LICE – Head lice are a very common nuisance that can affect any student. Head lice are reddish-brown wingless insects that crawl. They do not fly or jump. Their eggs are small grayish-white, oval shaped eggs glued to the hair shaft. Anyone can be infested with lice. It has nothing to do with cleanliness-in fact, lice like clean scalps. If your child has live lice, please do not send them to school. Treat their hair with a pediculicide (products like RID, NIX or Ovide) and notify the school. Your student may attend school after being treated. Nit removal is a difficult job. One must be diligent to comb nits out daily. There are agencies in the community that can assist you with nit removal. Home treatment guidelines and resources can be obtained from the school health office. Ask for the resource [A Parents Guide to Head Lice https://goo.gl/YsLBQY](https://goo.gl/YsLBQY) . Please call the health office if you have any questions or concerns.

INJURY OR ACCIDENT AT SCHOOL – Every effort is made to provide for your child's safety and comfort at school. If your child should have an accident or injury at school, first aid will be given immediately to make the child as comfortable as possible. If an injury is more serious than a simple bruise or scrape, parents will be called. It is, therefore, important that Emergency Contact information with current phone numbers are on file in the school office. If parents are unavailable in the event of an emergency paramedics will be called.

COMMUNICABLE DISEASE CONTROL – Parents are urged to adhere to the California Health and Safety Codes. It is the responsibility of the parent to notify the school immediately when a communicable disease is suspected or diagnosed. This is an important step in the control of disease. Examples of conditions, which should be reported immediately, are head lice, chicken pox, and impetigo. The school office must clear children before being allowed to re-enter the classroom.

ASSISTIVE DEVICES: such as splints, slings, crutches, casts, ace bandages, braces, wheelchairs etc. Students who come to school with such devices must have a doctor's release for school activity that details the nature of the injury and any activity limitations that must be followed.

HEALTH SERVICES – The Health Services Department, for the Los Alamitos Unified School District, is made up of two Registered Nurses, who share responsibility for all students in the district, and part-time health clerks or Registered nurses, who are in the individual health offices on a daily basis. The nurses oversee the operation of the Health Offices at each school site and work to standardize health practices in the district. They serve as consultants to parents, teachers and administrators concerning the health needs of all students and coordinate or perform the mandated screenings of Hearing, Vision and Scoliosis. The screenings are scheduled periodically throughout the year for designated grade levels.

Suzette Paige, our Licensed Nurse at Rossmoor, has received training in CPR and first aid. She takes care of health records, medication administration and minor injuries that may occur during school hours. In case of an accident or illness at school, a qualified person, such as Ms. Paige or the front office staff, will administer first aid and the parents will be

notified. Except for first aid at the time of a school injury, our nurse cannot treat, diagnose or provide on-going medical care for chronic or severe injuries or conditions. Please seek the advice of a medical doctor for this.

If it is necessary for a student to go home because of an illness or injury, it will be the responsibility of the parent or guardian to pick the child up from school as soon as possible.

HOMEWORK – Homework supplements, compliments, and reinforces classroom teaching and learning. Homework may or may not be a daily occurrence. Homework will reflect pupil and instructional needs. It will be given only when it will benefit the student, rather than simply occupy their time. Assignments should be clearly understood and completed within an hour.

HOMEWORK POLICY:

- If a student needs time complete class work not finished during the school day, homework times may be longer.
- Grades K-1 homework should average 15-20 minutes per day and consist of 3 to 4 assignments per week.
- Grades 2-3 homework should average 20-30 minutes per day and should consist of 4 to 5 assignments per week.
- Grades 4-5 homework should average 40 minutes per day.
- ALL STUDENTS ARE ENCOURAGED TO PARTICIPATE IN THEIR GRADE LEVEL READING INCENTIVE PROGRAM.

HOMEWORK RESPONSIBILITY OF THE STUDENT:

- Write down homework assignments and due date before leaving class.
- Make sure to fully understand the assignment and the concepts to be practiced. Ask your teacher to explain it again if you are not sure or if you have questions.
- Organize your materials. Take home the assignment and any necessary books or supplies.
- Do your homework away from distractions (i.e. T.V., friends). Stay on task.
- Demonstrate good study habits by budgeting the necessary time to complete the assignment.
- Demonstrate responsibility by neatly finishing your homework and by placing the completed work in a spot where you will see it before you leave for school each morning.
- Turn your homework in on time.

HOMEWORK RESPONSIBILITY OF THE PARENTS:

- Demonstrate that homework is a priority in your family by establishing regular time to study. Encourage your child to utilize this quiet time for pleasure reading even if there is no homework assignment.

- Do not allow your child to simply tell you that their assignments are completed. Ask for them to show you each assignment and check it.
- Avoid family arguments or power struggles over homework. If a conflict occurs please send a note to the teacher with the incomplete assignment. If you are not satisfied after the teacher has spoken with the student, schedule a conference with the teacher.
- Arrange a quiet environment for homework that is in a private, personal area. Provide a table or desk, chair, and lighting.
- Be available to assist the child with homework, but remain a “consultant” and not a “completer.” Parents who do the homework for their child are not only taking away from the learning that is intended, but more importantly are modeling dishonesty and enabling dependency. Encourage, be available for questions, and support your child with participation only when requested by the teacher.
- Encourage your child to read for pleasure. Either read to your child or provide a time every day for pleasure reading.
- Recognize that homework assignments are differentiated for students and refrain from comparing teachers.

HOMEWORK RESPONSIBILITY OF THE TEACHER:

- Provide assignments that are appropriately related to the instructional level and content of the classroom learning.
- Give clear, concise direction and check for understanding on all homework assignments.
- Provide regular and specific feedback to students regarding their progress in all academic and behavior areas.
- Conduct occasional checks to ensure that most students are able to complete their homework within one hour.

STATE ASSESSMENTS – Rossmoor School’s students participate in California State Assessments in the spring of their 3rd, 4th, and 5th grade year. These assessments demonstrate student achievement and are tools that teachers use to customize and modify instruction to best meet the needs of all students. Parents may opt out of a state assessment by submitting a request in writing to the school. In California, assessment results are linked to high school graduation, college access and career readiness.

KIDS KORNER (EXTENDED DAY CARE) – Parent-paid childcare services are available for students currently enrolled at Rossmoor. Hours are 6:30 A.M. to 6:00 P.M. Experienced personnel provide supervised homework, outdoor games, quiet indoor activities and crafts. For information about registration and availability, call Mr. Brandon Julian at (562) 799-4520 ext. 75212.

LOST AND FOUND – Lost clothing is stored at the end of Room 10 near the boy’s restroom. At winter, spring and end of the year breaks all unclaimed articles are sent to an organization for

the needy. This happens three times a year. Parents are requested to mark names on all sweaters, jackets, backpacks, lunch pails and sacks, and to urge their children to check the lost and found area periodically. **It is particularly important to mark names on clothing and items brought to school.**

LUNCH – Students may bring their lunches from home or buy them at school. Students may not go home for lunch unless the parent signs them out at the main office. Parents are encouraged to purchase school lunches in advance for their children if they don't plan on sending them with a lunch made at home. Make the checks payable to the Los Alamitos Unified School District (L.A.U.S.D.) Food Services for either ten or twenty lunches. The cost for each lunch is \$3.25. Checks should be turned in to the designated container in the school office. You can also set up an online payment account where you can electronically debited funds into your child's lunch account at www.k12paymentcenter.com. All students are assigned a PIN# to use when they go to the cafeteria to purchase lunch. Families may apply for assistance for the free and/or reduced lunch program through www.lunchapplication.com or download a copy of the application at <http://www.schoolnutritionandfitness.com/index.php?sid=2108072243594219&page=lunchaps> or get a hardcopy at the school office. Please do not send candy or soda for snacks or food and drinks in glass containers. Please do NOT bring Fast Food items for your child. They are not permitted at school. If your child forgets their lunch, direct them to use their prepaid lunch account if you cannot deliver their sack lunch to the office before their scheduled lunchtime. Money is not lent to students who have forgotten their lunch, but they are given a supplementary lunch from the cafeteria. Parents aren't allowed to eat lunch with their student at the cafeteria tables, but may check into the school office as VISITOR and eat lunch with their child at special tables in front of the office. Only adults on a child's emergency card may eat lunch with children during school hours.

| REGULAR LUNCH SCHEDULE | |
|------------------------------|---------------|
| TK, Kindergarten & 1st grade | 11:15 – 12:00 |
| 2nd grade & 3rd grade | 11:45 – 12:30 |
| 4th grade & 5th grade | 12:20 – 1:00 |
| MINIMUM DAY LUNCH SCHEDULE | |
| Kindergarten & 1st grade | 11:10 – 11:40 |
| 2nd grade & 3rd grade | 11:30 – 12:00 |
| 4th grade & 5th grade | 11:50 – 12:20 |

OPEN HOUSE – This is a terrific opportunity for your child to share what they have done in school with parents, grandparents, and other friends and relatives.

REPORT CARDS/CONFERENCES – Report cards are designed to communicate progress towards standards mastery to parents. Parents receive three official reports regarding their child's school progress throughout the school year. Two will combine a parent/teacher conference with a report card. At the end of the school year, only a report card will be issued. Our student

progress cards report to parents their child's developmental progress over time, showing strengths and areas to focus.

Parent/Teacher Conferences (12:20pm Dismissal)

Trimester 1 – Conferences

Minimum Days – November 4, 5, 7, 8 & 12th. Please note Wednesday, November 7th, is a modified day with our regular 1:05pm dismissal.

Trimester 2 – Conferences

Minimum Days – February 10, 11, 13, 14. Please note Wednesday, February 12th, is a modified day with our regular 1:05pm dismissal.

Trimester 3

Report Card goes home on the last day of school. May 28th

SCHOOL PROPERTY AND TEXTBOOKS – Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the equipment. Textbooks belong to the State of California. Upon issuing textbooks, each student is responsible for covering and maintaining the condition of the book all year. If textbooks are lost or damaged, students are required to pay for the loss or damage.

SCHOOL RULES – All students will be informed of school, playground, and classroom standards. Whenever a student is consistently violating any one of the rules, which are enforced to assure safety, and learning for all students, parents will be notified by phone or note soliciting their cooperation in preventing further violations. Each staff member establishes classroom rules and consequences, which are on file in the office as well as the substitute teacher folder. We utilize a guidance team approach for students with special problems by brainstorming ideas and solutions and referring students to appropriate specialists or programs.

STUDENT RECORDS – The schools of the Los Alamitos Unified School District maintain cumulative records for each pupil as are required by law, and any additional records that would be helpful in providing maximum educational opportunities. These records are available for parents to review. You must call the school office to set up an appointment with the principal if you desire to review your child's cumulative record.

SUSPENSIONS/EXPULSION – In general, students have a normal desire to be successful, well-liked, and conduct themselves in a proper manner. However, when student conduct becomes disruptive to the point of negatively impacting the educational opportunities of others and other means of correction fail to bring about a change in behavior, the school administrator may issue a suspension as part of the progressive discipline plan. Suspension in itself does not

solve the problem, but it does give time for reflection and planning for a new approach to the problem.

The following procedures will be followed in handling suspension:

- An administrator may suspend students for various infractions of Education Codes 48900 and 48915 and misdemeanors for periods from one to five days of school.
- For each suspension, a notification will be sent home and a copy to the Superintendent/designee listing the reason(s) for suspension, period of suspension, instructions to be followed by the student during suspension, and a request for a conference with the principal.
- The administrator shall require the parents or the guardian to attend a re-entry conference with the student before re-admittance after a suspension.
- A suspended student will make-up all missed assignments or tests upon returning from suspension.

EXPULSION – Students who bring any firearm, knife, explosive, or other dangerous object of no reasonable use to the student at school are subject to expulsion and must be reported to the Board of Education and the School District Superintendent. In addition, causing serious physical injury to a student, robbery, extortion, and sale of any controlled substance are causes for expulsion and must be reported.

TOYS AT SCHOOL/PERSONAL PROPERTY – Students will not bring personal items such as toys, MP3 players, headsets, skateboards, roller blades, cameras, balls, electronic toys, trading cards, laser pens, etc. to school. Items for sharing are to be placed in a bag labeled with student's name and left inside the room during recess and lunch breaks. Buying, selling and trading sports or game cards are not permitted at any time. All personal property brought to school by a student is at the risk of the student; the school is not liable for any personal property brought on campus. The school assumes NO responsibility for personal belongings. The following consequences will occur if a toy is brought to school.

1st offense - warning and toy will taken away for the day

2nd offense - parent will have to pick up the toy from the teacher/principal

(All items not picked up at the end of the year will be donated.)

VISITORS AT SCHOOL – Parents are invited to volunteer in the classroom and Media Center. Parents are welcome to observe their child at work within the classroom. One of the best ways to understand your child's classroom program is through visitation. Call ahead at least 24 hours prior to schedule an appointment that the principal can attend with you in order to visit or observe the classroom. In addition to professional courtesy, classes may be involved in an assembly, special event or with another class if a visitor comes unexpectedly. We do limit classroom observation to 20 minutes in order to insure instructional continuity and limit classroom disruptions. Check in with the office prior to visiting the classroom. We ask parents not to visit on campus during lunch hours unless a specific lunch related issue is a concern and it has been cleared, scheduled, and communicated with the principal ahead of time. **All visitors on campus must check in with the office this includes parent volunteers. Parent volunteers**

are asked to leave all issues related to student discipline to Rossmoor staff members. All parents will be expected to sign and agree to our Volunteer Expectations before volunteering.

CHILD VISITORS – Only children regularly enrolled may be in school and on campus during school hours. Visitors are permitted only under extreme circumstances with the principal's permission and prior approval.

WORK PERMITS – All employed minors under age 18 (including minors employed by parents) must have a Work Permit (ED.C. 49141). Work permits must be renewed at the start of each new school year or at the time the student obtains a new job. Work permits are required all year and not just when school is in session. It serves as an age certificate, verifies worker's compensation insurance, and states the maximum hours a minor may work (ED.C. 49160). Students applying for an Entertainment Work Permit must have satisfactory grades ("C" grade or better in all classes) and satisfactory attendance (no more than 10 absences during the school year). Entertainment Work Permit applications are available at the local State Department of Labor Relations Office or may be downloaded from the Internet at <http://www.dir.ca.gov/dlse/DLSEForm277.pdf>.

District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

For more information contact:

Nondiscrimination Coordinator: Mr. Jerry Friedman, Director of Safety & Personnel Services, jfriedman@losal.org, (562) 799-4700 x 80412, 10293 Bloomfield Street, Los Alamitos, CA 90720.
Section 504 Coordinator: Mrs. Grace Delk, Director of Special Education and Mental Health, gdelk@losal.org, (562) 799-4700 x 80420, 10293 Bloomfield Street, Los Alamitos, CA 9072