

# La Rosa Elementary

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## SCHOOL HANDBOOK



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## A MESSAGE FROM THE PRINCIPAL

Dear La Rosa Parents and Guardians,

It's with great excitement that I welcome you to our 2022-2023 school year! We have been eagerly anticipating the return of our new and returning La Rosa Rascals. Please mark your calendars. The first day of school is Wednesday, August 24th. Our custodians and grounds employees have been hard at work deep cleaning and preparing for the opening of this new year. Our office staff has been assembling the necessary information to disperse to families. We truly are excited to open our school gates and welcome you all to an anticipated outstanding school year!

This marks my twenty-third year in education, fourth year as a school leader and principal, and second as a La Rosa Rascal. However, this school already feels like home and as a school community we strive to ensure your child and you feel invited.

La Rosa Elementary serves students from transitional kindergarten to third grade. We focus on nurturing and fostering a positive environment while providing academic rigor focused on the development of critical thinking through STEAM lessons and activities. Our mission is to provide students optimal learning opportunities through academic rigor, acceptance of self and others, and inspiration to become caring and contributing members of a global society. As a community of teachers and staff members, we work together to ensure your child receives an exceptional education here at La Rosa.

We have a strong commitment to the development of our students' social and emotional learning. We focus on promoting our Positive Behavior Interventions Supports (PBIS) program by teaching expected behaviors in given locations, reinforcing positive behavior, rewarding, and hosting character-building assemblies. Our teachers include morning meetings in their daily schedule to promote community building and healthy social connections. Our counselor is also a team leader in the social-emotional growth of our Rascals by providing one-on-one sessions, group sessions, and classroom lessons based on student needs.

La Rosa is dedicated to the development of 21st-century life learning. In addition to STEAM lessons and activities, our school continues to promote coding through various classroom activities, the usage of our wonderful Mac Lab, and after school coding program. Our library visits include the love of literacy and engaging opportunities with Ozobots, Bee-Bots, and Osmos. These robotic tools are easy to operate, promote problem-solving skills, and encourage sequencing.

As we prepare for this year, we encourage you to get involved and be part of your child's educational experience. A strong home-school connection is key to ensuring your child's success here and in the future. We thank you for choosing La Rosa as your school and look forward to your partnership.

The information in this handbook is intended to help you support your child and the school as we work together to provide a positive school experience for all students at La Rosa. Please do not hesitate to reach out to me if you have any questions, concerns, or ideas you would like to share. You can email me directly at [lheredia@tcusd.net](mailto:lheredia@tcusd.net).

Respectfully,

Ms. Linda Heredia, Principal



## **LA ROSA MISSION STATEMENT**

La Rosa Elementary School provides students optimal learning opportunities through academic rigor, acceptance of self and others, and inspiration to become caring and contributing members of a global society.

## **STUDENT CODE OF CONDUCT**

We at La Rosa School will Be Kind, Be Safe and Be a Positive Learner. By acting this way, we are capable, caring and contributing members of our community.

## **ATTENDANCE POLICY**

Regular attendance is crucial to your child's academic success. In the event your child will not be in class, please send an email to: [lpagliotti@tcusd.net](mailto:lpagliotti@tcusd.net); on the first day of the absence. Please state your child's name, reason for absence, and date. You can call the office at (626) 548-5076, leave a message if we do not answer. Absences not cleared by an email or phone call to the office will be considered unexcused and truant.

School begins promptly at 8:10 a.m. each day (8:05 a.m. for TK & Kindergarten students). At that time, children not in their seats will be considered tardy. Please allow plenty of time in the morning to allow for traffic or "slow movers" so your student arrives on time. Late arrivals affect everyone in the classroom. It is an unnecessary distraction, and latecomers often miss important information given at the beginning of the day.

According to California State law, students are expected to be at school every day unless illness prevents it. The State of California makes parents accountable for their children's attendance and considers more than five unrelated absences or tardies per grading period unacceptable.

Schools are expected to follow these attendance policies. If your child is absent or tardy more than five days per trimester (September through December, January through March, and April through June), you will be contacted and asked to attend a Student Attendance Review Team (SART) meeting.

The Student Attendance Review Team consists of the principal, the parents, and, in some cases, the student. Other school personnel (such as the teachers, counselor, etc.) may also be asked to attend. At the SART meeting you and your child will be asked to sign an attendance improvement plan.

If, after the SART meeting is held, absences or tardies continue to be excessive, you and your child will be summoned to a Student Attendance Review Board (SARB). The SARB process is a very serious matter, with representatives from the Los Angeles County Board of Education, Temple City Unified School District personnel, law enforcement personnel, and others in attendance.

We realize that students, particularly in the elementary grades, are susceptible to illness. No child should be sent to school when he or she is truly ill. If your child has a fever or vomiting, he

or she should remain at home for 24 hours after symptoms disappear. Obviously, a bad case of the flu/COVID or other long-lasting episodes of illness can run for several days. Serious illnesses such as these are not included in the five days per trimester guideline.

Please emphasize the importance of attending school regularly and on time to your child. If you find that your child repeatedly asks to stay home instead of going to school, issues other than illness may be affecting him or her. If that is the case, please let us know. All of us at La Rosa School are concerned about every child in our La Rosa family, and we have resources that can help you.

**BELL SCHEDULE**

Please make sure that your child arrives at school in time to be seated and ready to learn at the provided start times.

<b><u>TRANSITIONAL KINDER/ KINDERGARTEN</u></b>	
Regular Schedule	Minimum Day
8:05 am – 2:20 pm	8:05 – 12:00 pm
*Every Wednesday students are released at 12:45 pm	

<b><u>FIRST, SECOND, AND THIRD GRADE</u></b>	
Regular Schedule	Minimum Day
8:10 am – 2:30 pm	8:10 – 2:30 pm
*Every Wednesday students are released at 1:00 pm	

- **Students in TK/kindergarten must be dropped off and picked up by an adult**

**BIKES, SCOOTERS, SKATEBOARDS AND SKATE RULES**

Students in grades K-2 may not come to school by bike, scooter, skateboard or **skates** unless accompanied by an adult at all times. State law (VC 21212) requires all riders and passengers under the age of 18 to wear a helmet. Students will not be allowed to **leave the campus** on a bicycle without a helmet. For **safety reasons and** to allow traffic to clear, students riding bicycles **unaccompanied** by an adult, will not be **allowed to leave campus** before 2:45 p.m. Bikes must be kept locked at the bike rack located by the office. Scooters, skateboards and skates must be left in the student's classroom during the school day. None of the above items may be used on campus before, during, or after school.

**BIRTHDAY CELEBRATIONS**

Celebrations are an important component of our childhood memories. La Rosa teachers take this to heart and celebrate the children of our school for a variety of reasons throughout the year.

One such celebration is for your child’s birthday. Different classrooms have different traditions for recognizing a child’s birthday. In addition, the La Rosa PTA will be continuing its tradition of Birthday Books. During the month of your child’s birthday, he or she will be asked to come

to the office to choose a book to keep. It is a great opportunity for your child to make a visit to the principal's office for a positive reason.

Many families like to add to the celebration of their child's birthday by bringing treats to school. As much as we realize that your child's birthday is a special day, the distribution of cake, etc., takes away precious learning time and will not be allowed. Therefore, there are to be no birthday parties during instructional time. However, if you would like to bring something to share with the class, please be sure it is store-bought, individually wrapped, and can be handed out to students as they leave. Another suggestion is to purchase a book that your child can share with the class and then be donated to the classroom library.

### **CARE COUNSELOR**

La Rosa School is committed to student needs. Our Care Counselor works with students' emotional and social needs and is dedicated to helping our young students develop a secure self-concept and positive relationships with other students and staff.

Students may request to see the counselor during the school day to help resolve issues. Students may also be referred to the counselor at the request of a parent or staff member. If a family situation may be causing difficulties at school, parents are urged to contact the teacher for an appointment.

### **CELLPHONES/SMART WATCHES**

Cell phones, smart watches and any other communication devices **may not be used while on campus**. If you feel your child must have a cell phone, it must remain in their backpack, TURNED OFF while at school and during Extended Care. Texting and videotaping are not permitted anytime during the school day.

### **CHANGE OF ADDRESS**

If at any time during the school year it becomes necessary for parents to change their home address or phone number (including work or cell), this change must be reported to the school office. This information is needed to keep school records in order and up to date, and to contact parents in the event of an emergency.

### **CIVILITY**

Per our Board Policy 1313 on Civility, we believe that each person should be treated with dignity and respect in their interactions within the school community. We encourage parents/guardians and interested members of the community to visit the schools to view and discuss the educational programs.

To ensure minimum interruption of the instructional program, visits during school hours should

be arranged 24 hours in advance with the teacher, principal, administrator or designee of district facilities. The teacher and principal will determine whether proposed times and length for visitation or observation may be disruptive of instruction or not in the best interest of students.

To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register with the principal or designee upon entering school grounds. The principal or designee may refuse to register or may revoke the registration of any visitor if he/she reasonably concludes that the visitor's presence or acts would disrupt the school, students, or employees.

Civil behavior is polite, courteous, and reasonable behavior which is respectful to others and includes integrity, honesty, acceptance, timeliness, dependability, observance of laws and rules, and effective communication.

### **CLOSED CAMPUS**

La Rosa School has a closed campus. All gates except the office gate will remain locked during the school day. Students may not leave campus during the school day unless an early release form has been signed by a parent or guardian in the office.

La Rosa School is proud to implement the Raptor system! During the 2022-2023 school year, any person who enters our campus during school hours must present a valid state ID. This system allows us to keep track of exactly who is on our campus. It also gives us access to an offender database, thus keeping prohibited individuals off our school campus. We appreciate your cooperation in helping us take an extra precaution to keep our school campus and our students safe!

### **DRESS STANDARDS**

La Rosa School does not require students to wear uniforms to school. However, in accordance with the California Administrative Code, Title 5, Section 302, students should be neat, clean, and properly attired for school. The following are the standards of dress for students:

1. Students must wear shoes that are closed toed and fit securely at the heel. Students participate in physical activities daily, so high heeled, steel toed, or heeled shoes are not acceptable. Tennis shoes are ideal.
2. Hats may be worn on campus for sun protection only.
3. Cropped tops, strapless, spaghetti strap or halter style tops are not allowed (items may be worn under another full coverage top).
4. Items of clothing that risk exposure, such as short skirts and shorts or pants that fall down, are not permitted.
5. Clothing that advertises items that are illegal for minors (tobacco and alcohol), profanity, or suggested adult content, are not allowed.

**Students whose dress is inappropriate will be removed from class until dress is corrected.**

## **DROP OFF AND PICK UP PROCEDURES**

Please follow the drop-off and pick-up procedures. Caution, patience, and courtesy will ensure the safety of our students.

### **TK/Kindergarten**

Students in this grade must be dropped off and picked up by an adult at the assigned kindergarten gate on La Rosa Drive. Please drop off the student to a school staff or faculty member at the gate closest to the crosswalk in person before leaving. When picking up the student, a teacher or aide will release the student to you at one of the two kindergarten gates on La Rosa Drive.

It is very important that you are familiar with the release schedules. Every Wednesday, kindergarten is let out at 12:45 PM. On minimum days, release time is 12:00 PM. On regular days, it's 2:20 PM. You will need to park on La Rosa drive or nearby cross street (check to make sure you have not stopped in a No Parking or Drop-Off Only Zone). When needed, please use the crosswalk. Never double park on La Rosa Drive. Please find parking first, and drop off your TK/kinder student(s) at the kinder gate at 8:00AM. School starts at 8:05AM and kinder gate will be closed promptly at that given time. No adult other than staff may enter campus when dropping off students. If you have students in multiple grade levels, you may drop them off at the front of the school, drop off zone only. Your older child may accompany your TK/Kinder to class and then go to their designated area. If you are picking up or dropping off non-kindergarteners from multiple grade levels grades (1-3), we ask that you instruct all students to go to the gate of the youngest non-kindergarten child.

### **Grade 1**

Students in this grade are to be dropped off and picked up at the Front Gate. Please remain in your car and have your child's name card displayed on the windshield and or visible. A staff member will release your child to you. Please do not pull into the staff parking lot. Please exit through the Kennerly Street cul-de-sac with care and watch for pedestrians walking to school.

### **Grade 2**

Students in this grade are to be dropped off on Pentland Street situated on the north side of the campus and picked up at Alessandro Ave. east side of the campus.

### **Grade 3**

Students in this grade are to be dropped off and picked up at the gate on Pentland Street situated on the north side of the campus.

Please do not stop on the north side of the street and wave your student across. Students will not be allowed to cross the street unless they use the cross walk.



**Rainy Days-** pose a difficult situation since there is no shelter at the Pentland gate. On days



when it is raining above a light drizzle, please drop-off and pick-up 2<sup>nd</sup> and 3<sup>rd</sup> grade students at Alessandro Ave. Gate.

## **GAMES**

Students are expected to follow standard rules for playground games and participate as good team members. Students are not permitted:

- To use karate or other martial art forms.
- To play contact sports such as tackle football.
- To engage in play fighting.
- To play games that imitate or foster violence.

## **HOMEWORK POLICY**

Family commitment to education and excellence is a critical factor in your student's academic success. Not only do parents model and shape their child's behavior, attitudes, and values, they provide priceless experience and knowledge. We ask you to honor this teaching partnership by committing to our Home Study Policy, as we greatly value you as equal support partners.

**"What is Home Study Time?"** Home Study time is a consistent time set aside after each school day in which the student practices, applies, extends, enriches, and discusses the learning which has occurred in the classroom. Parents and guardians provide the link between school and home by enhancing student learning through setting clear expectations and asking questions about what was learned that day.

The teaching partnership of home and school gives students the clear message that excellence in education is a high priority both at school and at home.

### ***To maximize learning, your child should:***

- Budget time efficiently.
- Organize materials.
- Take responsibility for his/her own learning. Listen carefully to all home study directions and explanations.
- Ask questions if an assignment is unclear.
- Set a time and place for study.
- Begin an assignment promptly and turn it in when due.
- Produce his/her best, high-quality work.
- Take the initiative to make up work when absent.
- Refer back to the Agenda or assignment to make certain that the task has been thoroughly completed.

**Teachers want to see:**

- Completeness of work
- Neatness
- High-quality, student-produced work (parent-generated work is not accepted)
- Prompt return on the assignment
- Parent signatures, if applicable
- Evidence of understanding & quality work (not just "getting an assignment done")

**Make-Up Work:** Students who miss school due to an excused absence will be given the opportunity to complete assignments and tests. The amount of time given for make-up work to be turned in is equal to the total days absent.

*Recommended Times*

<u>TK</u>	<u>K</u>	<u>1<sup>ST</sup></u>	<u>2<sup>ND</sup></u>	<u>3<sup>RD</sup></u>
15 minutes of reading with an adult	20 minutes of reading with an adult	20-30 minutes of reading	20-30 minutes of reading	20-30 minutes of reading
Hands-on parent-assisted home study assignment	10 minutes of hands-on parent-assisted home study assignment	20 minutes of home study assignments	20 minutes of home study assignments	30-40 minutes of home study assignment

LA ROSA ELEMENTARY SCHOOL

HOME - SCHOOL COMPACT



This compact has been created as part of our school's Single Plan for Student Achievement and with the purpose of establishing a strong relationship between the school and every parent or guardian for the education of every student. The requirements of both the school and the parent or guardian in this educational process, are listed on this compact.

The following activities are **the responsibility of the school** in the education of the student:

- Delivery of instruction to meet grade level, district, and state standards.
- Maintain communications with parents including parent/teacher conferences on student's progress.
- Provide a safe, positive learning environment for the student while he/she is under the supervision of the school.
- Provide structure with clearly understood behavior limits for each student.
- Provide special programs to meet the identified special needs of students.

The following activities are **the responsibility of the parent** in the education of the student:

- Send your child to school each day on time, rested, fed, and properly clothed to participate.
- Develop open communication between the school and home and between the parent and child.
- Assisting the education of your student through
  - - Helping with schoolwork as needed.
  - - Providing family and community experiences which can enrich a child's life.
  - - Reading with your child.
  - - Providing consistency and stability at home.
- Be knowledgeable about school activities and participate whenever possible.
- Provide structure for your student with clearly understood behavior limits.
- Respect the school and the school day. Make appointments for after school hours and keep interruptions to a minimum.
- Send an absence note when your child returns to school, stating the date of the absence and the reason the child was absent.

The signatures below indicate that my child and I understand the information provided in the Home and School Compact.

\_\_\_\_\_  
Parent's/Guardian's Name

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name (Print)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Grade

## **ILLNESS**

It's hard sometimes to decide whether to send your children to school when they don't feel very well. Illness is very seldom convenient! As busy parent's, you have to consider work schedules, childcare arrangements, transportation and other family matters in that decision, and of course, you want what is best for your child's health.

### **“Should I keep my child home from school?”**

Please keep your child home if he or she:

- Has a fever of 100 or higher before taking medication to reduce the fever.
- Has been vomiting or having persistent diarrhea in the last 24 hours.
- Has excessive tiredness or lack of appetite.
- Has an intense headache, sore throat, body aches, chills or an earache.
- Has a persistent, productive cough, which has kept them up at night.
- 

### **“Does my child have the flu?”**

The flu can be serious. If your child is at high risk for flu complications, please contact your physician at the first sign of flu symptoms. Individuals at risk include those who are pregnant, has asthma or diabetes, have compromised immune systems, or have neuromuscular diseases. Symptoms of flu typically come on suddenly and can include:

- Fever
- Chills
- Headache
- Body aches
- Sore throat
- Nausea, vomiting
- Dry cough

### **“When should I send my child back to school?”**

Colds and flu can be contagious for at least 48 hours. Returning to school too soon may slow these recovery process and expose other children unnecessarily to illness. Please keep your child at home until:

- His/her fever has been gone for 24 hours without medication.
- He/she has not had vomiting or diarrhea during the last 24 hours without medication.
- If given antibiotics, he/she has taken the antibiotics for at least 24 hours.
- His/her appetite and energy level have returned to normal

**Keeping your child home when they are ill prevents other students/staff from becoming ill.**

**\*\*If your child has other symptoms such as headaches, cramps, sore throat, cough and/or thick mucus that do not require them to be out of school but that will make them uncomfortable during class, please discuss the use of over-the-counter (OTC) or prescription medications with your doctor. Remember you must follow the district requirements for giving medicine at school. Call the school nurse if you are not sure about those requirements.**

### **LEAVING CAMPUS PROMPTLY AFTER DISMISSAL**

All students are required to leave campus promptly at the dismissal time. All students should go directly to the exit gate provided for their grade level or to check-in with an after-school program. Playing on the playground after dismissal is not allowed.

For the safety of all students, no student may remain at school after dismissal. Students remaining 15 minutes after dismissal may be charged a fee or released to the Sheriff's Department.

### **MEDICATION AT SCHOOL**

If your child needs to take medication during the school day, you must follow the guidelines below.

1. A Medication Form must be obtained and signed by both the prescribing doctor and parent and placed on file in the La Rosa School Health Office.
2. An adult must bring the medication in the original container to the office.
3. The doctor's directions must accompany the medication. The student may come to the office at the specified time to take the medicine.
4. Students may not have medicines of any kind (including cough drops) in their possession while on campus unless explicit permission has been granted by the school district.

### **NUTRITION**

Good nutrition and learning go hand in hand. The Nutrition Services department is made up of a team of food and nutrition professionals that are dedicated to students' health, wellbeing and their ability to learn. We support learning by promoting healthy habits for lifelong nutrition and fitness practices.

Based on California Universal Meals, breakfast and lunch will be served daily at no cost. Breakfast will be available in the morning between 7:45 am-8:00am.

Due to food waste and limited time, we ask that students reframe from getting an additional breakfast/lunch sack if they already brought their own.

Please make sure to reference the lunch menu at <https://www.tcusd.net/departments/food-services/school-menus/elementary>.



## **STUDENT DISCIPLINE**

We recognize that our young students are developing their sense of self and basis for character. La Rosa students are expected to behave according to the La Rosa Student Code and adhere to the La Rosa Hands-off Policy. Students who choose to not follow these guidelines will earn consequences for inappropriate behavior to discourage future bad choices. These consequences may include:

- Warnings
- Time-out during recess
- Exclusion from school or classroom activity
- Suspension from the playground
- Call or note to parents
- On Campus suspension
- Suspension \*from school, or
- Expulsion\*from school

It is important for students to know that parents and the school are working together to support their development of behavior. \*Further information regarding suspensions and expulsions can be found in the TCUSD Handbook.

## **SUPERVISION BEFORE SCHOOL**

Students in grades 1-3 are not to arrive on campus before 7:45 a.m. for breakfast. At 8:00 a.m., two staff members will provide supervision on the playground. Students are to walk to their classroom lines and wait for the teacher.

Students in kindergarten are not to arrive on campus before 8:10 a.m. An adult must walk kindergarten students to the kindergarten gate on La Rosa Drive where students are dropped off in person to a school staff member. Students are placed in their classroom lines and picked up by teachers at 8:20 a.m. As a closed campus school, no adults other than staff are permitted to enter campus when dropping off students.

Please know that the school is not responsible for unattended children before and after school. The Sheriff's department treats unattended children as abandonment and neglect and the penalties on the parents can be very severe. The law is very clear on protecting children's safety.

Extended Learning Program is a service that provides childcare before and after school on our campus. You can contact them directly at (626) 548-5034.

## **SPECIAL EDUCATION SERVICES**

La Rosa has a dedicated Special Education staff to address specific student needs. Students may receive services from our Special Day Class and Resource Specialist teachers, Speech and Language Pathologists, Adaptive PE teacher or School Psychologist. Please discuss with your

child's teacher or school administrator if you feel your child may qualify for any of these services.

### **SCHOOL SITE COUNCIL**

The School Site Council is a parent/staff advisory committee. The purpose of this committee is to assist in the planning, implementation, and evaluation of the current programs at La Rosa School. The council meets once each month throughout the year.

### **TITLE 1 SERVICES**

Title 1 is a federally funded program that is designed to provide support to students who are at risk of not meeting grade level standards. At La Rosa, these funds are used to provide:

- Extra support in reading and or math
- Purchasing supplemental material
- Instructional assistant support in TK/K

### **TRAFFIC SAFETY**

Traffic safety is a constant concern at La Rosa School. We have a large amount of small children arriving and leaving our campus at the same time each day. This makes it imperative that all adults responsible for dropping off or picking up students from school are aware of and follow all traffic guidelines. Here are some tips to make traffic a bit easier and safe for everyone:

- Allow extra time when coming to or from school. You will be calmer and less apt to take dangerous shortcuts if you are not worried about being late.
- Make sure your child has all necessary materials in the car before you leave the house. You should not hold up the flow of traffic to retrieve materials from the trunk, get lunch money or sign notes or envelopes.
- Be courteous to the other drivers picking up or waiting for children. Do not try to cut into a traffic lane. If necessary, pull around the block if you missed your chance to get in the line.
- NEVER make a U-turn or pull into a driveway to turn around during drop off or pick up time! This is a moving violation and will be ticketed by the Temple City Sheriff's Department.

### **VOLUNTEERS/RAPTOR SYSTEM**

La Rosa is a home school community that fosters family. If you are available and can volunteer, please make sure to sign up. You can do so by contacting our home liaison and filling out the



necessary forms (volunteer form, show proof of vaccination and or a recent PCR test, and TB clearance). You will also need a copy of your ID when you check in the office.

La Rosa has the Raptor System, which is a visitor management system that enhances school security. Any person who enters our campus during school hours must present a valid state ID. This system allows us to keep track of exactly who is on our campus. It also gives us access to an offender database, thus keeping prohibited individual off our school campus. We appreciate your cooperation in helping us take an extra precaution to keep our school campus and our students safe!

**\*Hours:** 8:30am – 11:15am & 1:30pm-2:30pm. Closed for lunch from 11:15 am – 1:30 pm unless prior arrangements are made with the teacher. Wednesday 8:30 am – 11:30 am

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LA ROSA ELEMENTARY SCHOOL

**School Handbook Acknowledgement Form**

Please complete form and return to your teacher.

Student Name: \_\_\_\_\_ Room# \_\_\_\_\_

My signature indicates that I have received, read, and understand the School Handbook.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

My signature indicates that I have reviewed the School Handbook with my student and will help him/her be a successful member of the La Rosa Community.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_