

Rossmoor Elementary School

"Working together in partnership to inspire greatness"



Parent /Student Handbook

2024-2025

Rossmoor Elementary School

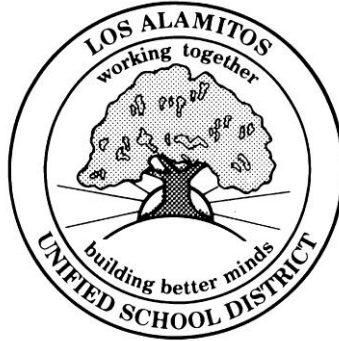
A 2023 California Distinguished School

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
Ondrea Reed, M. Ed. Deputy Superintendent, Educational Services
Ryan Weiss-Wright, Ed.D. Assistant Superintendent, Human Resources
Elvia Galicia, Assistant Superintendent, Business Services
Melissa Davis, M. Ed. Director of Assessment and Accountability
Grace Delk, M.S. Director of Special Education and Mental Health
Jerry Friedman, Ed.D. Director of Safety & Student Services
CJ Knowland, Director of Maintenance & Operations
Derrick Chan, Director of Information Technology

Board of Education

Meg Cutuli, President
Marlys Davidson, Vice President
Scott Fayette, Board Member
Chris Forehan, Board Member
Diana Hill, Board Member

Rossmoor Staff Directory ♦ (562) 799-4520

- ❖ **Principal:** Amy Coltey, acoltey@losal.org, ext. 75203
- ❖ **School Office Coordinator:** Tina Fenner, TFenner@losal.org, ext. 75200
- ❖ **Nurse:** Laura Younger, lyounger@losal.org, ext. 75204
- ❖ **Attendance Clerk:** Rena Immer, RImmer@losal.org, ext. 75202
- ❖ **Media Center:** Kendra Burch, kburch@losal.org, ext. 75206
- ❖ **Music:** David Anderson, DAAnderson@losal.org, ext. 75128
- ❖ **STEM Lab:** Melisa Baluyot, mbaluyot@losal.org, ext. 75129
- ❖ **Education Specialist:** Julia Stockman, jstockman@losal.org, ext. 75132
- ❖ **Education Specialist:** Justine Heriford, jheriford@losal.org, ext. 75934
- ❖ **Speech and Language Pathologist:** Camryn Davidson, CNguyen@losal.org, 75300
- ❖ **Speech and Language Pathologist:** Mia Israel, MIsrael@losal.org, 75300
- ❖ **Psychologist:** Tricia Acosta, TAcosta@losal.org, 75131
- ❖ **CDC-Preschool:** Sharyl Griffith, SGriffith@losal.org, ext. 75122
- ❖ **CDC Preschool Collaborative Class:** Cintia Macias - CMacias@losal.org, & Stephanie Dunn - SDunn@losal.org ext. 75121
- ❖ **Kids Korner:** Brandon Julian, bjulian@losal.org, ext. 75212

Transitional Kindergarten

Maureen Charlesworth, mcharlesworth@losal.org, ext. 75101
Kaitlyn Townsley, ktownsley@losal.org, ext. 75126

Kindergarten

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FIRST GRADE

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SECOND GRADE

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THIRD GRADE

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FOURTH GRADE

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FIFTH GRADE

Heather Askay, haskay@losal.org, ext. 75111
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Trent Vierra, tvierra@losal.org ext. 75110

Welcome to the 2024-2025 school year at Rossmoor Elementary!

Welcome Rossmoor Families,

I am absolutely thrilled to welcome you and your child to Rossmoor Elementary! Our entire staff, teachers, and community are dedicated to creating a place where the possibilities for our Rossmoor Knights are truly limitless.

We are incredibly proud to be a three-time National Blue-Ribbon School, a seven-time California Distinguished School, and a Gold Ribbon School. But what truly makes Rossmoor special is our close-knit community, which includes our dedicated staff, supportive parents, and wonderful community members. Together, we create a nurturing environment where our students can thrive academically, socially, and emotionally, helping them build the skills they need to succeed in our ever-changing world. Our classrooms are filled with opportunities for your children to explore critical thinking, communication, collaboration, creativity, and innovation.

At Rossmoor Elementary, there's something special happening every day! Our dedicated staff believes that every child can learn and succeed. Our teachers are passionate about providing rigorous academic experiences that challenge our Knights to grow, discover their strengths, and achieve their goals. You can feel the positive energy as soon as you step onto our campus—our Knights are eager to learn, excited to be challenged, and committed to reaching their goals.

We have so many wonderful ways for parents to get involved at Rossmoor Elementary. Whether you're volunteering in the classroom, attending monthly PTA meetings, participating in School Site Council, or joining our Friends of Rossmoor (FOR) parent group, your involvement makes a huge difference. Our home-school partnership is the cornerstone of our success, and your time and support mean the world to us!

On behalf of the Rossmoor staff, we are excited to welcome back our Knights for the 2024-2025 school year. We are so happy to have you as part of our Rossmoor family and look forward to working together to support the continued growth of our children. Please visit our school website at www.losal.org/rossmoor for the latest news, information about our programs, after-school activities, and the school calendar.

If you ever have any questions or concerns, please do not hesitate to reach out to me. It is an honor to serve as your principal, and I look forward to supporting our amazing community alongside our dedicated team of educators.

Let's Go Knights!

Mrs. Amy Coltey

SCHOOL HOURS

REGULAR SCHOOL HOURS

- UTK-Kindergarten 7:50 A.M.-1:15 P.M.
- 1st-5th Grades 7:50 A.M.-2:15 P.M.

MODIFIED DAY SCHOOL HOURS

- UTK-5th Grades (Wednesdays) 7:50 A.M.-12:50 P.M.

MINIMUM DAY SCHOOL HOURS

- UTK-5th Grades 7:50 A.M.-12:30 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 7:40am 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 7:50am. Children are considered tardy after 7:53am. 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 plan on using the Valet drop off, please drop off at (GATE 1 Front of School) at the yellow curb area reserved for loading and unloading only. The parking lot in the front and back of the school reserved for staff parking. Our staff parking is very limited so we appreciate that you do not park in the front parking lot between 7:00am- 3:00pm to ensure that Rossmoor staff members have an accessible parking spot when they arrive at school.

If you plan to stop and walk your child into school, you must use street parking and please utilize the following Gates for proximity.

Gate 2- 4th & 5th Grade Entrance (Shakespeare and Rossmoor Way)

Gate 3- 2nd & 3rd Grade Entrance (Kids Korner Gate-Montecito)

Gate 4- TK, K and 1st Grade Entrance (Round About on Montecito)

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 1:10pm after school. Students should not be on the upper playground after school hours unless they are accompanied by their parents or adult. As a reminder all families must exit campus & upper playground by 2:30pm (1:10pm on Wednesdays).

Extended Day Care Center (EDCC) Information

If child care is needed before 7:40am or after school, EDCC is available at an hourly rate. Our EDCC, is a non-profit, District-sponsored, child care program operates on the school campus from 6:30am 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 (Brandon Julian- BJulian@losal.org).

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 at their assigned gates (Gates 2, 3, or 4 depending on their grade level). If you decide to use Valet parking, instruct your child to wait near the valet pick up area at Gate 1 in the 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. Please pay attention to street sweeping signs so you do not get a ticket when parking near our school. However, we cannot control if they do decide to ticket cars on these days. Please remember not to block neighboring driveways.

If you utilize Valet Parking this means students may be dropped off and picked up in the drop off lane in the front office parking lot (Gate 1). All drivers MUST remain in the car when using the drop off lane and pull forward as vehicles move forward. Please for the safety of our students and neighbors, drive slowly approaching our school (speed limit is 24 miles per hour)!

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 Sydney Unger 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. This includes school events and notices of PTA meetings to provide information on school activities and events sponsored by the PTA & Friends of Rossmoor. Our dedicated PTA works hard to ensure our students have assemblies, field trips, instructional programs, Art and PE Supplies, 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 Lab (Science Technology Engineering and Math) teacher salary and the

STEM program at Rossmoor. In addition, they support our Rossmoor House System that focuses on friendly competition and bringing our school community together in a positive and fun way. 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. Our FOR President, Tiffany Kapp, friendsofrossmoor@gmail.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 Universal 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) —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 Mrs. Coltey 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 UTK/Kindergarten staff. Students in grades one through five may be referred to intervention during and after school depending on areas of need.

MIND-ST– All students participate in a program developed through the MIND Research Institute (Music, Intelligence, Neural Development). This innovative self-paced visual approach utilizes a learner's spatial temporal reasoning abilities to explain, understand, and solve multi-step math problems aligned to state stands. The language barrier to learning math is eliminated, while the program has proven to be uniquely engaging and effective with students at every level of math and language proficiency. MINDS use of Jiji the penguin through a game metaphor engages students who have struggled with conventional approaches in math and learning. The innovative games train students in multi-step problem solving. Students fall in love with Jiji as Jiji helps them master critical thinking and reasoning skills in math. Our goal is to have every student achieve at least 75% completion of the program by the start of state testing after Spring Break (April). MIND is an individualized instructional math program used for instruction. As always, academic honesty is expected at Rossmoor; students are not allowed to share accounts, answer Jiji questions or help each other without teacher permission. Thank you for your support at home and helping your child complete progress of ST Math throughout the year!

REFLEX Math- Thank you Rossmoor PTA for purchasing this program for our 2nd-5th Grade Knights! Reflex uses research-proven methods and innovative technology to provide effective math fact fluency practice in a fun and engaging way. Math fact fluency refers to the ability to recall the basic facts in all four operations accurately, quickly and effortlessly. When students achieve automaticity with these facts, they have attained a level of mastery that enables them to retrieve them from long-term memory without conscious. This allows students to free-up their working memory so they can put this energy toward problem solving and learning new concepts and skills. Reflex is a next generation math fact fluency development system that:

1. Covers the complete process of fact mastery, from initial acquisition of previously unknown facts through to automaticity.
2. Continuously differentiates instruction and adapts practice to each student's current ability and needs, throughout the entire session.
3. Generates a fun, motivational environment for students, one that encourages frequent use and reinforces the connection between effort and success in mathematics.
4. Provides educators with intuitive, insightful reports to monitor fluency gains and system Usage effort or attention.

Please have your Knight utilize Reflex Math to help them practice their math facts!

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 through (Youth Center Music) are offered to students to take lessons on a wind or string instrument with a qualified teacher for a small fee. Our teachers utilize an art program called Meet the Masters. Students learn a variety of art techniques and have many opportunities for creativity and self-expression in the classroom. 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 5 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 is a parent paid program and sponsored with financial support by the Outdoor Science Booster Club.

PHYSICAL EDUCATION – Students participate in a minimum of 200 minutes of physical education in a two-week period. 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 5th Grade 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 pathologists screen children based on teacher and parent referrals. Our speech therapists are Mrs. Davidson who is here five days a week and Ms. Israel is here Monday & Tuesdays. 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 that is here full time. 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 and Punctuality

Regular attendance and punctuality play a vital role in ensuring your child's academic success and personal development. Attending school every day and arriving on time are habits that instill responsibility and work ethic, setting the foundation for future success in both educational and professional endeavors. Each day of instruction is an opportunity for growth and learning, and your child's consistent presence contributes not only to their individual progress but also to the overall positive atmosphere within the school community. As partners in your child's educational journey, we encourage you to emphasize the

importance of regular attendance, as it significantly impacts their academic achievements. Thank you for your cooperation in adhering to the following the guidelines and procedures:

Reporting Absences and Procedures

Parents or guardians play a vital role in notifying the school when their child is absent. It is a requirement to call the designated attendance hotline either the night before or in the morning on the day of the child's absence. While notifying the child's teacher as a courtesy is appreciated, it is imperative to inform the office staff. Parents are strongly encouraged to call the attendance line before 8:00 a.m. on the morning of the absence. If no reason is given for the absence or if reported after 8:00 a.m., an automated system may trigger a phone call home. When reporting the absence, please clearly state the child's full name, your name, the child's classroom number, teacher name, and/or grade, the reason for the absence, and the anticipated length of absence.

Our Attendance line is available 24 hours a day, 7 days a week; (562)799-4520 x 75201

Excused Absences

According to the California Education Code, excused absences are those attributed to specific circumstances that are deemed legitimate and valid reasons for a student's temporary absence from school. These include:

1. **Illness:** Absences due to the student's own illness, verified by a parent or guardian.
2. **Medical or Dental Appointments:** Absences resulting from necessary medical or dental appointments, verified with a note from a healthcare provider.
3. **Attendance at a Funeral:** Absences related to the funeral of an immediate family member, verified by a parent or guardian (one day if the service is held in California and not more than three days if the service is held outside of California.)
4. **Justifiable Personal Reasons:** Absences due to an appearance in court, observance of a holiday or ceremony of the student's religion, attendance at a religious retreat, participation in a cultural ceremony or event, or to spend time with a member of the pupil's immediate family who is an active duty member of the uniformed services who is on leave, called to duty, or has immediately returned from deployment, when requested in writing by a parent or guardian.

Unexcused Absences

All other absences are considered unexcused. If a student is absent more than three days, or tardy more than 30 minutes, without an excuse for the above reasons, the student is marked truant. In accordance with California Education Code, parents/guardians may receive attendance letters for notification of truancy in public schools. These letters serve as communication to parents or guardians, emphasizing the importance of regular attendance and alerting them to their child's accumulating unexcused absences.

Excessive Excused Absences

In cases where students accumulate *excessive* excused absences from school, the school administration may request documentation from healthcare providers to validate the legitimacy of the absences. Providing such documentation ensures accurate recording of excused absences. Failure to furnish the required

documentation may result in the classification of these absences as unexcused. Accordingly, when these unexcused absences accumulate, and in accordance with California Education Code, parents/guardians may receive attendance letters for notification of truancy in public schools. These letters serve as communication to parents or guardians, emphasizing the importance of regular attendance and alerting them to their child's accumulating unexcused absences.

Short-Term Independent Study

Independent Study contracts may be requested if a student is expected to be out for three or more consecutive school days. Parents should provide the teacher and office staff as much advance notice as possible, in writing, prior to the absence in order to request an Independent Study contract. If granted, all work assigned during the independent study is due and expected to be completed upon the student's return. According to the California Education Code, students can be assigned Independent Study for a maximum of 14 days per school year.

Tardiness

Students arriving late (after 7:53am) must be signed in by a parent at the office to receive a tardy slip. Three unexcused tardies in excess of thirty minutes are equivalent to truancy. Excused tardies are those resulting from a medical appointment with a doctor's note. It is essential for parents to ensure their child arrives at school on time, allowing for the full utilization of instructional time.

Supports and Interventions for Excessive Absences or Tardies***

A pattern of excessive absences or tardies may initiate a meeting with the school administration and/or a referral to the School Attendance Review Board (SARB). SARB meetings are held bi-monthly at local Police Departments and/or the Los Alamitos Unified School District Office. The School Attendance Review Board (SARB) is a resource designed to support parents in enhancing their child's attendance by providing valuable suggestions and interventions. SARB aims to collaboratively address attendance issues and find solutions to ensure students benefit fully from their educational experience. However, in cases where attendance does not show improvement despite these efforts, more intensive measures may be taken. This could involve referrals to additional agencies, such as Truancy Mediation or the Orange County District Attorney's office. While SARB's primary goal is to assist and guide parents, these subsequent steps are implemented to underscore the significance of regular school attendance and address any potential legal implications associated with persistent truancy. The objective remains the welfare and educational advancement of the student.

****Please Note: Students attending Los Al Unified on Interdistrict Transfer Permits are subject to the terms of the Supplemental Agreement and may have their permit revoked for unsatisfactory attendance.*

Recognizing Outstanding Attendance

Regular attendance and punctuality play a crucial role in the academic success and overall well-being of our students. We take pride in recognizing and celebrating outstanding attendance. Throughout the school year, we may acknowledge students with exceptional attendance in various meaningful ways. This recognition serves to encourage a positive and consistent commitment to attendance, fostering a sense of responsibility and dedication among our students. We believe that a strong attendance record contributes not only to individual success but also to the overall positive atmosphere and learning environment within our school community.

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. *TK and Kindergarten Back-to-School Meeting is the day before school starts during the day to ensure families have information before school starts. (2024- Tuesday, August 13th at 5:30pm at Rossmoor Elementary)

1st – 5th Grade Back-to-School Night is August 22nd

- 1st, 2nd, and 3rd grade classroom presentations: 5:30-6:20pm
- 4th and 5th grade classroom presentations: 6:40-7:30pm

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. When near school we ask students get off and walk their bike/skateboard/or scooter on sidewalk and into the fenced area to ensure safety of individuals walking and on foot.

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 are not 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.

Transportation is provided to District pupils for a variety of programs throughout the District, including home-to-school, special education, field trips and events. If you need assistance with your student's transportation, please contact us at (562) 799-4700 ext 81111 or 81113

If you need a bus pass for your student, please contact us at (562) 799-4700 ext 80399

Or view the website: <https://www.losal.org/departments/fmot/transportation-information> Please contact our Director, CJ Knowland, at cjknowland@losal.org if you have specific questions.

BYOD-

Our 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. BYOD allows students and staff to bring and use their own technology during the day to enhance the learning experience. We expect all students and staff to be good digital citizens and support the District's Acceptable Use of Technology Policy. While Chromebooks are the most common BYOD device, Windows laptops/tablets, Mac laptops, and iPads can be used if they meet the [BYOD minimum requirements](#). The District's minimum requirements describe the technical needs of the device for connecting to and supporting school instructional material, which includes a physical keyboard and the ability to connect to our network. Security certificates are required when connecting to the network at every school site. Please click [here](#) to confirm a student's device has the required security certificates. , Families can review the **Acceptable Use of Technology & BYOD Agreement** for more information, which is included as part of Aeries Online registration each year. Parents and Guardians are encouraged to review our page on [Online & Digital Safety](#) for resources and safety recommendations for protecting children while using their device at home.

View District BYOD Resource Page: <https://www.losal.org/byod>

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 approved by principal and teachers for special instructional units that are planned well in advance.

CELL PHONES and other communication devices – 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. - 2:15 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 500 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 reinforces and instills conflict management skills as they work with and teacher them how to resolve problems and assist students in conflict resolution.

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 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 on the PTA Website <https://rossmoorpta.org/> Students wear their Rossmoor Shirts/House Shirts on Fridays when we have Spirit Assemblies and for assemblies and field trips.

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. During school hours, students will be released ONLY to a parent/guardian unless prior arrangements have been verified with the office. You must call the office prior to pick up if an emergency contact (grandparent, neighbor, nanny, etc.) needs to pick up your child during the school day. **There is NO exception.** This is for your child's protection. Please make doctor and dentist appointments after

2:30 p.m. or 12:50 p.m. on Wednesdays. ***Perfect attendance certificates will not be given to students who arrive late or leave early.***

EMERGENCY AND CIVIL DEFENSE INFORMATION-

School officials have a legal as well as moral responsibility to plan for the maximum safety and welfare of students and staff during the school hours. The Los Alamitos Unified School District coordinates its plan for handling emergencies directly with the Orange County Civil Defense authority. Fire and disaster drills are part of the school program. In the event of a real emergency, children will be kept at school and supervised by the school staff until parents or other authorized persons pick them up. In the event of an earthquake or other emergency, students will gather on the black top area of the playground. Classroom numbers are painted on the playground for all classrooms to assemble during an emergency. At the appropriate time students would be released at the gates near Montecito Drive (near Kids Korner/EDCC). All parents, those who work at home and outside the home, should make arrangements/ plan ahead of time with friends/family who can pick up and care for their child if this is ever needed during an emergency (in the event that parents are detained or injured). **It is critical that parents keep emergency information current at all times. Report all changes in address, home and work phone numbers, day care providers and emergency contacts as soon as a change may occur.** If you move outside the attendance area, a permit must be obtained as soon as possible. Falsifying or withholding information regarding residence can result in the student being immediately dropped.

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 Services:

The Health Services Team at Los Alamitos Unified School District provides comprehensive health care for students. Our Credentialed School Nurses (CSN) oversee health offices across all schools, ensuring standardized practices and coordinating state-mandated screenings for Hearing and Vision at designated grade levels. School offices are staffed by LVNs and/or Health Office Clerks who are trained in CPR and First Aid. The health office staff manage health records, administer medications, and handle minor injuries. In case of accidents or illnesses, the health office staff, or other qualified person such as front office staff, administers initial first aid, with parents notified thereafter. However, health office staff cannot treat, diagnose or provide on-going medical care for chronic or severe injuries that require a medical doctor's involvement and guidance. If a student becomes ill or injured while at school and needs to go home, parents or guardians are responsible for picking them up promptly.

Medication:

In accordance with California Education Code (Sec. 49423), the Los Alamitos Unified School District ensures that the administration of medication is conducted responsibly. Medical treatment remains the responsibility of parents and physicians, and medications are rarely administered at school, except in cases where it is absolutely necessary and not feasible for parents to administer outside school hours. The Health Office staff may not be available to administer medication, so the School Office staff (clerks, secretary, or principal) may assist as necessary, though this responsibility cannot be assumed unless essential.

*****All medications, including over-the-counter items like pain relievers (ibuprofen/acetaminophen/aspirin) and cough drops, must be stored in the Health Office and will not be dispensed without proper release forms (release forms can be obtained at the school office or the District website.)*****

For any medication (prescription or over the counter) to be administered by school staff, specific instructions must be provided by the student's physician on the "Authorized Health Care Provider Request for Administration of Medication" form, available at the school or on the District website. This request must detail the medication's name, purpose, dosage, and administration schedule, with updated forms required for any changes. A parent's signed authorization on the form is also mandatory. Parents are encouraged to educate their child on the responsibility of visiting the health office for medication at the appropriate times.

Medication may only be delivered and picked up by a parent or responsible adult in its ***original prescription container, labeled by the pharmacist with the child's details and administration instructions.*** Separate containers are required for different medications, and makeshift packaging like envelopes or zip-lock bags is not accepted. Parents are responsible for cutting pills if needed, and students are not permitted to carry medications on campus; please do not send pills, cough syrup, or any other medicine in your child's lunch.

Illness at School:

Students who do not feel well should promptly inform their teacher and request a pass to the office; those feeling weak or faint will be escorted. If a student needs more than a brief rest, parents will be notified to pick them up for care at home. No student may stay at school with a fever or any contagious illness; if symptoms arise overnight, please keep the child home. Staying home at the first signs of illness helps students recover faster and reduces the spread of germs.

In alignment with [California Department of Health Guidelines](#), parents should not send their children to school if:

- They have a temperature above 100.4° or higher (temperature taken under the tongue, on the forehead, or under the arm.) If the fever goes away the night before school (without fever-reducing medications) the student may return IF other symptoms are improving AND the student can participate comfortably in routine activities.
- They have experienced two or more episodes of vomiting and/or diarrhea in 24 hours.
- They have red eyes, crusted/matted eyelashes, or yellow/white drainage AND it causes pain and discomfort the student cannot tolerate.
- They have a rash or wound that is oozing, opened, and cannot be covered, or if the rash is rapidly spreading, dark red or purple, or increasing in size or tenderness.

Returning to school is allowed once symptoms improve, or with a doctor's note confirming non-contagion or treatment.

Head Lice:

When a student at school is found to have head lice, it is important to note that while they do not transmit disease, they are a nuisance. Discovering that your child or a classmate has head lice can be upsetting, but it is a common issue *unrelated* to hygiene or cleanliness. If you or your child is affected, immediate treatment is crucial. Notify the school health office and refrain from sending your child to school until treated with a pediculicide like RID, NIX, or Ovide. After treatment, your child can return to school, but ongoing daily nit removal at home is necessary. For guidelines and resources, visit the [California Department of Public Health](#) website or contact the school health office. The health office will discreetly monitor students with recent cases

for 1-2 weeks until the issue is resolved. If you have any concerns, please reach out to the health office for assistance.

Injury or Accident at School:

Every effort is made to ensure your child's safety and comfort at school. If your child has an accident or injury, immediate first aid will be provided to make them as comfortable as possible, with parents notified thereafter. It is crucial that current emergency contact phone numbers are accurate in Aeries and/or on file at the school office. Please inform the school office of any changes during the school year. In cases where parents, guardians, and/or emergency contacts are unavailable during emergencies, paramedics will be summoned for assistance.

****Following a severe injury, accident, or illness, the school requires a note from a medical professional that provided treatment indicating the child is cleared to return to school. This note must detail any necessary activity restrictions, such as the use of wheelchairs, crutches, or limitations on physical activities like playing on playground equipment. It is essential that this note is provided to the school office before the student can be readmitted to class.**** [Click Here for School Activity Orders Following Illness and/or Injury](#) form.

Communicable Disease Control:

Parents are strongly encouraged to follow California Health and Safety Codes and immediately notify the school when a communicable disease is suspected or diagnosed; this is crucial for disease control. Examples of reportable conditions include chicken pox, head lice, measles, mumps, pertussis, and impetigo. Children must receive clearance from the school office before returning to the classroom following any communicable illness or injury.

Homework for Elementary Grades

- In the primary grades (K-3), homework should consist primarily of reading and a limited number of independent exercises to reinforce previously taught skills and concepts in English Language Arts and Mathematics.
- At the upper grades (4-5), homework should primarily consist of reading, practice and application of key skills and concepts in English Language Arts and Mathematics, and application of writing skills, and beginning research across subject areas. At this level, homework should be designed to build independent study habits.
- Long-term assignments should be limited in number and duration. These assignments should include clear checkpoints to monitor progress towards completion.
- Homework at the elementary grades should not be assigned over the weekends. (Weekly homework packets can be assigned over a week and include a weekend but should be able to be completed without using nightly time on Friday, Saturday, or Sunday.)
- As a guideline, when teachers choose to assign homework, students might reasonably be expected to devote the following amounts of undistracted, focused time to nightly homework, including time devoted to long-term projects and reading.
 - Grade K = Occasional short homework and/or reading for pleasure
 - Grade 1 = 0-10* minutes average M-Th
 - Grade 2 = 0-20* minutes average M-Th
 - Grade 3 = 0-30* minutes average M-Th
 - Grade 4 = 0-40* minutes average M-Th
 - Grade 5 = 0-50* minutes average M-Th

*Nightly minutes are inclusive of all assigned work.

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 in front of the Media Center and Kids Korner. 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. We make every effort to return items labeled with first and last name.**

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.

Los Alamitos Unified School District will continue to participate in the Seamless Summer Option (SSO) of the National School Lunch & Breakfast Program that serves meals at **NO CHARGE** to all students. Since meals are **no charge**, we will not be sending meal applications to families. However, the District will need to establish eligibilities for **student supplemental funds** through alternative means- **HOUSEHOLD INCOME FORM**. This information is private and not shared with the school site.

- Breakfast meals are available 20 minutes before school starts at the cafeteria- 7:30am

Breakfast: No Charge

Lunch: No Charge

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 eat a school lunch if you cannot deliver their sack lunch to the office before their scheduled lunchtime.

Parents are not allowed to eat lunch with their student at the cafeteria tables, but may check into the school office as a VISITOR and eat lunch with their child at the bench right outside the school office. Only adults on a child’s emergency card may eat lunch with children during school hours.

- **Special Diets** - Students with special diets requiring reasonable accommodations in the cafeteria due to a disability or medical condition are required to submit a Medical Statement to Request Special Meals (found in the menu page/tab). For more information, please go to the Food Services website or call (562) 799-4592 x81115.

REGULAR LUNCH SCHEDULE

TK, Kindergarten & 1st grade	11:10 – 11:55
2nd grade & 3rd grade	11:35 – 12:20
4th grade & 5th grade	12:00 – 12:45

MINIMUM DAY LUNCH SCHEDULE

Kindergarten & 1st grade	11:20 – 11:50
2nd grade & 3rd grade	11:40 – 12:10
4th grade & 5th grade	12:00 – 12:30

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 two official report cards regarding their child’s school progress throughout the school year. Two will combine a parent/teacher conference with a progress report. At the end of the school year, only a report card will be issued. Our student progress reports and report cards help to share updates their child’s developmental progress over time, showing strengths and areas to work towards improving.

Parent/Teacher Conferences (12:30pm Dismissal)

Semester 1 – Conferences

Minimum Days – October 14, 15, 17, 18, 21. Please note Wednesday, October 16th, is a modified day with our regular 12:50pm dismissal.

Semester 2 – Conferences

Minimum Days – March 17, 18, 20, 21, 24. Please note Wednesday, March 19th, is a modified day with our regular 12:50pm dismissal.

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 be 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 depending on the needs of the teacher. 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 including 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. Child 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 90720