

Roseland District

Elementary Schools:

Roseland Leadership Academy



Roseland Creek Elementary



Sheppard Elementary



STUDENT and FAMILY HANDBOOK

PROCEDURES AND POLICIES

Attendance:

We strongly advocate for regular daily attendance in school. Students who arrive to school on time each day are much more likely to be successful in school, socially, emotionally, and academically! However, please do not send an ill child to school. If your child is going to be absent from school, please let our office know. Either send a note when your child returns, or call the school office. You may call during the evening or early morning and leave a message on voicemail or message on ParentSquare. Student absences can only be excused for illness, Dr. appointments for the student, death in the family, or quarantine. Absences can only be excused with proper documentation within 2 weeks after the absence.

When a child is absent or tardy, we lose important money from the state, and the student misses critical core education. Please make every effort to ensure that appointments for your children are made in the afternoon whenever possible, and that your children arrive on time each day.

Tardies: If a student arrives after the morning bell has rung, he/she must report to the school office and obtain a pass to go to class.

Truancy: Truancy, is defined as “a student who misses, without valid excuse, any combination of three full days of school or is tardy more than a 30 minute period during the school day on three occasions in one school year.” After a student has 3 unexcused absences a truancy letter will be sent to parents. On the 5th unexcused absence, parents must attend a formal School Attendance Review Board (SARB) meeting. If attendance contract is breached after the Truancy Letter #3 meeting, the SARB packet will be forwarded to outside agencies, including the District Attorney of Sonoma County.

First Day Packet: Parents are asked to fill out a first day packet online for each child. This packet includes an emergency card, so that in the event of an emergency, the school personnel will know where to reach the parents. It is very important that these records be kept up-to-date. If the information you have given the school is no longer correct, it is imperative that you inform the school of these changes. The First Day Packet also includes insurance information, internet/computer and library usage forms, media release, lunch forms, and other important documents.

Cell Phones and other personal electronics: Student use of mobile communication devices is prohibited during the school day, including during instructional and non-instructional time. Devices must be turned off or silenced and kept out of sight, including but not limited to placement in backpacks or other designated storage areas.

TK–6 students may access mobile communication devices only after the end of the school day and only in designated areas approved by School administration. See full policy here.

Toys From Home: Children’s personal toys are not allowed at school. This includes trading cards, electronics, and all other toys. The school is in no way responsible for any toys that are lost, stolen, or damaged on school grounds.

Medication At School: If your child is required to take medication or use an inhaler during the school day, the school can assist the child by administering it providing:

1. The medication or inhaler, properly labeled with the child’s name, type of medication, and the exact dosage, in the current prescription container, is brought to the school office.
2. An “Authorization for Administering Medication” form must be completed and signed by the physician and also signed by a parent/guardian.
3. All medications are kept in a locked drawer or cabinet in the health office. In some instances, a student may keep an inhaler in the classroom or with him/her at all times – if that is the case, the doctor must specify on the authorization form, and the teacher and student should be aware of where the inhaler is to be located.

Field trips: Field trips are educational outings that support in-class curriculum. Parent chaperones are highly encouraged. Parents **must be** cleared through our Be a Mentor system. Teachers will notify parents if they have been selected to chaperone. The responsibilities of the chaperones are to supervise all students to ensure student safety. Younger siblings are not able to attend these instructional outings.

Spirit Wear and Dress Code Policy:

Roseland Elementary Schools encourages school spirit wear. Spirit Wear consists of: Any school created/sold shirts with the name or logo or school colors.

Clothing Guidelines:

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance. In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. This dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students’ gender, sexual orientation, race, ethnicity, household income, or body type or size.

The following clothing is strictly prohibited:

- Drug or alcohol promoting attire; threats of violence; obscene, vulgar, or lewd sexual pictures, images or words displayed on accessories, clothing, binders and backpacks.

- Clothing with racist, threatening violence, or derogatory remarks toward any protected group or individual that may intrude on the rights of protected classes of students to learn. Protected classes are disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, including immigration status.
- Undergarments must not be showing (briefs, boxers, bras, swim wear, etc.).
- Open toed shoes, flip flops, or shoes with high heels (safety related)
- Any attire that could be considered gang related is strictly forbidden by our district.

Parents of students wearing prohibited clothing will be contacted and asked to bring appropriate clothing to school for their child. In the meantime, students will be required to turn clothing inside out, or wear borrowed clothing as deemed necessary.

Parking: Parking is only allowed in designated parking spaces per fire code. Please, never leave your car unattended anywhere that is not a designated parking space, as this would restrict emergency vehicle access, and is prohibited by CFC 503.1.1, and CVC 22500. Violators are subject to tow.

Dismissal Rules/Bus:

- Please be sure to pick up your children on time. Students not involved in an after-school program must go directly home. ALL Wednesdays are minimum days. ALL students will have early dismissal.
- Students waiting for the bus should line up in the area designated for their bus.
- All students waiting to be picked up must wait in their designated areas

Cafeteria:

- Glass containers are not allowed in the cafeteria or anywhere else at school.
- We are not able to heat up lunch or breakfast from home for students.
- Students must sit at their assigned table.
- Parents may volunteer in the cafeteria if they are cleared through Be a Mentor. However, students need to remain with their classmates at their designated tables and not be pulled to eat by themselves with their parents. Parents may not sit with their child and/or feed your child. Lunch is a time to promote social interactions amongst peers.

Meals at School: Our breakfast program is available for all students at morning recess. All students will also be able to receive lunch free at school! Students are encouraged to only bring healthy lunches and snacks to support healthy minds and bodies. Fast food is discouraged.

Please do not send:

- caffeinated or sugary drinks
- candy

Classrooms will not be called to notify a student if a lunch is dropped off for them. Please communicate this information with your child in advance. Drop off lunches at the lunch cart outside the office and exit campus immediately. You may not stay on campus without being a cleared volunteer.

Healthy Class Celebrations per our Wellness Policy:

Birthdays- Per our District Wellness Policy, no food of any kind will be permitted at school for birthday celebrations. You are invited to bring non-food related items to celebrate birthdays. Please do not bring cupcakes or a cake for your child's birthday.

Classroom Celebrations: Non-birthday classroom celebrations (ex. holiday celebrations) will offer at least one healthy alternative food and beverage option in addition to the food offered with the celebration.

Skateboards, Bicycles, Scooters, Skates, E-bikes, And Roller Blades: For the safety of all, everyone is asked to walk bikes, scooters, and skateboards upon entering school grounds. Skateboards, roller skates, bicycles, scooters, shoes with wheels and inline skates are not allowed to be ridden on campus at any time. The district assumes no responsibility for theft and/or damage to these items at school. A bicycle area is provided for the convenience of students. Bicycles must be parked in this area and should be **locked**. Students are to stay away from the bicycle parking area except when parking or taking their own bicycle. All students are **required** to wear helmets in order for them to ride their bicycle per California Law.

After School Clubs and Sports: In order to attend after school clubs or play inter-schools sports, students must maintain a 70% of completion of classwork and homework, during the season. Students who are not meeting the 70% expectation will be removed from the club or team until improvement is made. Students with inappropriate behavior may be removed as well. Students who are absent from school, or were excused from P. E., are ineligible to play on that day unless an IEP or Section 504 Plan provides otherwise. Students are required to let coaches know of ineligibility to play. Failure to do so will result in removal from the team.

Participation in a sports team requires regular attendance at all practices and games, as per our Athletic Eligibility and Sports Policies. Other clubs and extracurricular programs will determine their own attendance requirements.

- All clubs and extracurricular programs need to clearly communicate attendance requirements when the club begins.
- Clubs and programs in which a commitment of regular attendance is required will develop a "Club Policies" form to be signed by parents and students, specifically stating attendance requirements.

Students who have committed to a particular club or sports program will be allowed to change their mind one time per year (to drop their current club/program for another). However, students will not be allowed to flip flop or change their commitment multiple times in any given year.

If a student decides to renege on their commitment to a club/program to opt for an alternative club/program, the student will not be allowed back into their original club/program that they chose to leave.

Independent Study: Independent Study is an optional educational strategy that may be available for students who will not be able to attend school for a minimum of 3 consecutive days and no more than 14 days per school year. Independent Study is only granted if the principal deems it to be in the student's best educational interest, and should not be used for vacation purposes. Independent study will not be granted during testing windows and can be denied based on attendance, academic needs, and past history of Independent Study.

1. Parents **MUST** complete the Independent Study Master Agreement form **at least 2 weeks prior to requested leave** and provide educational activities and materials necessary for the student to complete their work.
2. A copy of the Independent Study Agreement is sent home with the student and/or parent along with the educational assignments.
3. The student must return completed work to school at the end of the Independent Study period; In order to receive excused absences. Incomplete work is a violation of the contract and will not be accepted. In the case that work is not satisfactorily completed, the student will be considered truant.

Internet Policy:

We want to ensure that students and staff use our Internet resources efficiently and appropriately.

1. Students are responsible for good behavior on the school computer networks
2. The network is provided for students to conduct research and communicate with others.
3. Inappropriate use will result in a suspension or cancellation of Internet privileges.
4. Users are expected to abide by their generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online.
5. Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material. Users must respect all copyright laws that protect software owners, artists and writers. Plagiarism in any form will not be tolerated.
6. Physical or electronic tampering with computer resources is not permitted.

Gangs: Gangs or gang related activities are strictly prohibited. Use of gang related symbols, behaviors, wearing gang related apparel defined by Santa Rosa Gang Crimes Team, gang related conversation, and drawing of gang related symbols on books, binders, backpacks, or school property is prohibited. Gang activity of any kind will result in immediate consequences and a conference with the student, parents, teachers, principal and a law enforcement officer.

Visitors: School aged visitors, not part of an educational program, are not to be on a school campus

without a parent signed liability waiver. Student volunteers must wear a volunteer badge. Parents and community members are encouraged to visit our campus. Visits are not to be distracting or interrupt the instructional program. **All visitors** are to sign in at the school office and wear a visitor's pass at all times. This includes parent visitors/volunteers.

DOGS and pets are not allowed on campus.

Volunteers: Roseland District Elementary Schools value our community and welcome volunteers in many capacities. Volunteers are required by the District to be cleared through our Be a Mentor system. Volunteers are required to wear a badge and sign in and out at the office whenever they come to school. They are expected to use adult bathrooms. Volunteering is a privilege, not a right.

Parent Participation: We strongly encourage parent involvement in our school. The following activities are some ways parents can get involved:

- Parent Meetings (days and times TBD)
- Site Council
- ELAC
- Various fundraising activities
- Classroom volunteers
- Field trip chaperones
- Other – please share suggestions with us

Please contact the office or your child's teacher or the school office if you are interested in any of these activities.

Drug/Tobacco/Vaping Free Campus: *Possession, use or sale of narcotics, alcohol, tobacco (including vape and/or electronic cigarettes,) or other controlled substances is **prohibited and strictly enforced** at all school activities. Other vapor-emitting electronic devices, such as e-cigarettes, with or without nicotine content, that mimic the use of tobacco products, are also prohibited. Records will be forwarded to local law enforcement, and school sanctions may result from violations. Our school is a Tobacco Free School. Tobacco, vape devices or electronic cigarette use is prohibited at all times. Disciplinary action will be taken.*

Lost and Found: **Parents are requested to mark with a permanent marker all sweaters, coats, jackets, and other student belongings.** Students often leave these articles on the playground and in their classrooms, etc. There is a lost and found location on each campus. Every two to three months, unclaimed articles are given to charity.

Where To Go With A Problem Or Concern: If you have a concern you should first approach your child's teacher, then the principal/student services manager, superintendent, and the governing board members, in that order.

Report Cards: Report cards are sent home with students at the end of each semester, in January, and May.

Quarter Progress Reports: In the middle of each semester, parents are sent a brief report stating how their child is progressing.

RESOURCES

School Psychologist: Our school psychologist provides services to children, consults with parents, staff and community agencies and coordinates Educational Assessments.

School Counselors: School Counselors are available to assist students with short term counseling to assist them with problem solving and other school related social/emotional needs.

School Health Assistant: We have a Health Assistant on our campus primarily for the purpose of screening students' health, hearing and vision as needed and required.

Special Education: A full range of programs and services are available to students as deemed appropriate by the Individual Education Plan (IEP) team. Services may include, but are not limited to:

- Speech and Language Services
- Resource Specialist Services
- Special Day Class Programs

Student Study Team: Student Study Teams (SST) bring the staff and family together for the purpose of working to enhance a student's strengths and to help with student challenges.

6th Grade Promotion Ceremony:

Our 6th grade Promotion Ceremony is an earned privilege intended to celebrate their elementary school accomplishments and a successful school year. Students who have had a recent suspension or multiple DARS, may not be allowed to participate in the ceremony. These students will be required to present their case for participation to the Promotion Panel, which will consist of school personnel, including the school principal. Student participation will be determined by the Panel.

Discipline Procedures

For the vast majority of students minimal interventions are required. However for a few students there is a need to use progressive discipline.

Progressive Discipline: A verbal warning is given to students for minor violations of the rules. If the student continues the behavior, or if the behavior is more than a minor violation, then a Disciplinary Action Report is given to the student.

Disciplinary Action Report: A DAR, or Disciplinary Action Report is a written report that states the type of misbehavior and the consequence for the misbehavior. The DAR should be signed by the student's parent and returned to school the next day.

Exceptions to Progressive Discipline: Some behavior is so serious that it may require immediate suspension or expulsion, and other corrective actions will not be applied first. Examples of this are conduct that endangers others, weapons possession, or drug possession/selling.

Student Incident Report Form: In some cases a student will be required to fill out a Student Incident Form. The form requires the student to tell what happened, what were the key issues, what actually caused the problem, and how, in the future, to handle similar situations differently.

Behavior Support Meeting: Staff and family meet together to brainstorm strategies to support students with academic/behavior challenges.

Detention is served either in the school office, classroom, the cafeteria, or at a designated location after school.

Restorative Practices: When deemed appropriate, restorative practices may be used to help students understand the harm and develop empathy for both the harmed and the harmer and to encourage accountability and responsibility through personal reflection within a collaborative planning process. Restorative practices also support caring climates and healthy communities.

Suspension: Although suspension is not our preferred action following first-time offenses, a student's behavior can be so severe and serious that progressive discipline is not appropriate. Below are actions likely to result in suspension or expulsion. Law enforcement agencies will be notified if the offense is believed to be a violation of the law such as having a weapon, stolen property, controlled substance, etc.

Students may be suspended for any of the following actions:

- Causing physical injury
- Possession of a controlled substance or paraphernalia
- Serious intentional damage to school property or private property
- Stealing or attempting to steal a significant amount of school or private property
- Knowingly receiving a significant amount of stolen school or private property
- Possession or use of tobacco/controlled substances
- Committing obscene acts or habitual profanity or vulgarity

- Significant disruption of school activities or willfully defying valid authority
- Repeated possession of an electronic device
- Serious harassment, threats, intimidation or participating in serious hate violence
- Sexual Harassment

Expulsion: The removal of a student from a school or district by action of the School Board. A student's privilege to continue attending the school is terminated.

Searches: School officials may search any individual student, their property, or school property under their control when there is a reasonable suspicion that the search will uncover evidence that they are violating the law, Board Policy, Administrative Regulation, or other rules of the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, desks, purses, backpacks.

At Roseland School District, everyone has the right to feel safe, respected, and welcome at school.

Harassment: We do not discriminate, or tolerate discrimination, on the basis of race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parent status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, a 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; or any other legally protected category in its programs and activities. All forms of discrimination, harassment, intimidation, bullying, and cyberbullying are prohibited. Verbal, physical, sexual or electronic harassment will not be tolerated. Physical, verbal, non-verbal, electronic, or written harassment, physical abuse, profanity, racial slurs and any other actions or words, actual or perceived, are not permitted and could result in a school suspension. Using hateful or harmful language—including any racial slurs such as the N-word—causes pain and makes people feel unwelcome and unsafe. Even if a word is said “as a joke” or copied from a song or social media, it is still hurtful and unacceptable at school. Harassment based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, immigration status, gender, gender identity or expression, or genetic information or other basis protected by federal, state, or local law, ordinance or regulation to the extent protected by law is prohibited.

Hate Speech Compact

Electronic Harassment (Cyber-bullying): Any student who engages in cyberbullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline in accordance with charter school/District policies and regulations.

Sexual Harassment: Sexual Harassment cannot and will not be tolerated on our campus in any form. Students need to be aware that their actions can be considered sexual harassment whether or not their intention was of a sexual nature.

EXAMPLES OF CONDUCT WHICH CONSTITUTE SEXUAL HARASSMENT INCLUDE:

- Unwelcome leering, staring, sexual flirtation or propositions.
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexual degrading descriptions,
- Unwelcome graphic verbal comments about an individual's body or overly personal conversation.
- Unwelcome sexual jokes, stories, drawing, pictures, or gestures.
- Unwelcome spreading or sexual rumors.
- Unwelcome touching of an individual's body or clothes in a sexual way.
- Cornering or blocking of a sexual nature of normal movements.
- Displaying sexually suggestive objects in the education environment.

Complaint Procedures: Students who feel they are victims of harassment (including sexual or electronic harassment) intimidation, bullying, or cyber bullying of any type must immediately report orally or in writing to a staff member. The staff member will either gather information or seek assistance and then notify the principal. The principal or designee will then take the appropriate action to ensure conduct ceases. It is against the law to retaliate against any employee or student who in good faith reports or provides information related to harassment (including sexual harassment).

Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on their association with a person or group with one or more of these actual or perceived characteristics, should be filed in accord with our Uniform Complaint Procedure, which can be found here: <https://www.roselandsd.org/District/Department/11-Board-of-Education/929-Uniform-Complaint-Form.html>

In addition, complaints of sexual harassment for both Roseland School District and Roseland Charter School compliance should be sent to:

Title IX Officer:
Roseland School District
1691 Burbank Avenue Santa Rosa, CA 95407

(707) 545-0102 tel.
(707) 545-5096 fax

EMERGENCY PROCEDURES (Natural disaster, community emergency): We have established procedures in the event of an emergency in order to keep our students, families, and staff safe. All personnel receive training on Emergency Preparedness and are offered classes in CPR and First Aid, but in order to be fully prepared we need family support. The areas of concern for our schools are emergencies such as fires, earthquakes, or community emergencies that may require your child to remain at school until a parent, or other authorized adult, can safely sign them out.

Please review this information with your child, so that your family will know the proper procedures during an emergency.

1. Stay calm, all district staff has been trained for emergencies.
2. Bring a photo ID (students will only be released to adults that are listed on their emergency card).
3. Park your vehicle as far away from the school as possible as emergency vehicles will need close access.
4. Find the “Student Release” area where trained school personnel will provide further instructions.

Please do not attempt to go to your child's classroom.

Security Cameras

In an effort to enhance campus security we have installed security cameras (please see annual notification for more details). Images and recordings from the camera may be used in disciplinary proceedings or may be referred to local law enforcement, as appropriate. Cameras are not placed in areas where students, staff, or community members have a reasonable expectation of privacy (such as bathrooms or private offices). Audio will not be recorded on these devices. Video will be recorded 24 hours a day, 7 days a week and 365 days in the year. The images and video will not necessarily be actively monitored at all times (so someone may not be watching the video feed at all times); however, there are times where the video feed will be actively monitored. In addition, the video will be recorded and later, potentially, used as evidence on an as-needed basis.

Roseland School District Parent Notification / Notificación para los Padres



Parental notification requirement.

In a public school, serving any grades K-12, where 15 percent or more of the pupils enrolled speak a single primary language other than English as determined from the census data submitted to the Department of Education pursuant to Section 52164 in the preceding year:

“All notices, reports, statements, or records sent to the parent or guardian of any such pupil by the school or school district shall, in addition to being written in English, be written in such primary language, and may be responded to either in English or the primary language.”

Código de Educación Sección 48985 Requisito de Notificación para los Padres

En escuelas públicas que proveen clases a partir del jardín de niños hasta la secundaria, cuando el 15 por ciento o más de los estudiantes inscritos y que su primer idioma es otro que no sea el inglés, como lo determina el censo de información presentado en el departamento de educación de acuerdo a la sección 52164 en el año precedente:

“Todas las noticias, reportes, declaraciones y/o expedientes enviados a los padres o guardianes de cualquier niño/a que la escuela o distrito escolar deba, además de estar escrito en inglés estará escrito en su idioma principal y puede ser contestado en inglés o en su primer idioma.”