



Rosewood Elementary School Parent and Student Handbook

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Columbia, SC 29205
Phone: 803-343-2930

RICHLAND COUNTY SCHOOL DISTRICT ONE MISSION

*We are Richland One, a leader in transforming lives through education,
empowering all students to achieve their potential and dreams.*

ROSEWOOD ELEMENTARY SCHOOL MISSION

*Rosewood Elementary School will prepare every student to be a successful, contributing
citizen in a global society by providing an effective and high-quality education.*

2026-27 Rosewood Elementary Parent and Student Handbook

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About Rosewood

Rosewood serves students from kindergarten through fifth grade. Students receive language arts, mathematics, social studies, science, and health. Weekly art, music, physical education, and Spanish classes are provided by related arts teachers. We have a strings program open to 5th graders (space limited). A resource room and, beginning in third grade, an advanced academic program (AAP) is available to meet the specific learning needs of students. Also available at our school are specialists (for students who qualify) that provide reading intervention, speech & hearing services, physical & occupational therapy and mental health services.

Newsletter

A parent newsletter (SMORE) is emailed home every Thursday that includes important dates and information about all the weekly and monthly happenings at Rosewood Elementary School. Please let the front office know if you are not receiving them. Also, please check our webpage at <http://rosewood.richlandone.org> for information and calendar of events.

PARENT and TEACHER ORGANIZATION (PTO)

The Parent and Teacher Organization (PTO) is an important part of our school. The faculty and parents of students attending Rosewood Elementary are automatically members.

The PTO's annual fundraiser is the Eagle Run. This will occur in September and details on how to donate and help make this successful will be sent home. This fundraiser supplements the school's budget for such things as instructional supplies, equipment, and field trips, as well as pay for PTO sponsored activities.

The PTO sponsors several programs yearly: an Open House in September, a Fall Carnival in October, Science Night in March, and a School Picnic in May. The PTO also provides volunteer support.

Information about PTO events will be sent home with your child throughout the year and will be posted on the bulletin board across from the school office. The PTO times will be sent out for the year through our digital communication. Please let us know if you are interested or have any questions. Please use the PTO email address or Instagram handle below.

rosewoodptol@gmail.com; @rosewoodeagles_pto

Educational Foundation

Founded in 1995, the Rosewood Educational Foundation reflects our school's deep commitment to community and collaboration. We bring together parents, teachers, and board members—all working as volunteers—to help ensure our students and faculty have the resources they need to thrive.

Each year, the Foundation raises funds to support the school. Part of these funds go into a long-term endowment that helps secure Rosewood's future. The rest is used annually to meet current needs, including school enhancements, faculty support, and programs like the Parent-Teacher Organization (PTO).

Web Page/Social Media

<http://rosewood.richlandone.org>

Rosewood Facebook: [Rosewood Elementary | Columbia SC | Facebook](#)

Rosewood Instagram: [Rosewood Elementary School \(@rosewoodelementaryeaglessc\)](#) • [Instagram photos and vide](#)

Transportation

Arrival/Dismissal Procedures

Arrival logistics

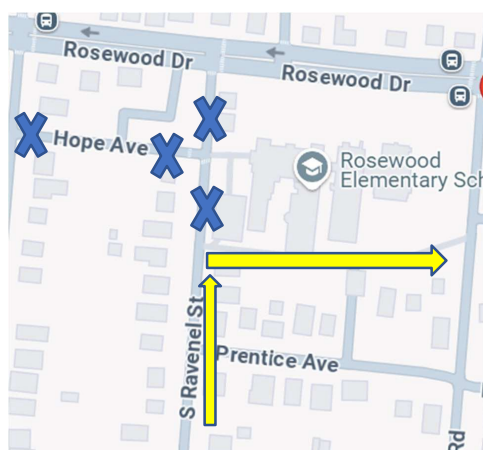
1st bell rings at 7:25 a.m.

Tardy bell rings at 7:30 a.m

BUS RIDERS	CAR RIDERS	WALK UPS/WALKERS
Bus drops off at the end of our carline. Students are met by a staff member and walked up to our Cafeteria doors.	7:05-7:25 student(s) drop off in the yellow zone of our carline, are greeted by a staff member and enter the doors closest to their classroom 7:30 park in front of school and must sign student in office	7:05-7:25 greeted by a staff member & enter through our front doors 7:30 parent/guardian must sign student in office

1. School opens at 7:05 a.m. No student can be dropped off on campus until adult supervision is in place.
2. Designated staff members and safety patrol members will assist with greeting students through our front doors and opening car doors in the carline.
3. The carpool line moves very quickly from 7:05 – 7:20. Parents & guardians need to be in the carpool line no later than 7:20 to avoid being tardy. First bell is 7:25. Our instructional day begins at 7:30 with our morning meetings.
4. Walkers please use the **sidewalks and crosswalks** while approaching school and while on campus. For safety reasons, please do not walk through or ride bikes through our parking lots.
5. Parents/guardians arriving after 7:30 must come into the building to sign tardy students into school.
6. In order to keep our students safe, parents are not permitted beyond the security doors, and are not permitted to walk their children to the classrooms.

****Note: Only students in a.m. clubs (morning show, safety patrol, fitness team, disc golf team, etc.) may have special drop off access. The supervising staff member will arrange this with you.**



Xs=no car drop off zone (walkers/bicycles only)
follow arrows for carline drop off (behind school)

Dismissal logistics

We can only dismiss students to the care of their parents or legal guardians. We can release students to another adult only if we have parents' permission in writing to do so. In such a case, the non-parent must present picture identification.

BUS RIDERS	DAY CARE VANS	CAR RIDERS*	WALK UPS/WALKERS**
Students dropped off at bus entrance by grade level teacher	Students dropped off in auditorium, dismissed with staff member upon van arrival	2:25 seated with grade level teacher in carline Student called to #1-5, safely load into car by staff member	2:30 seated with grade level teacher in library. Student(s) called to the door for pickup.

*CAR RIDERS

- From 2 to 3 p.m. S. Ravenel Street and Hope Avenue are one way just as they are from 7 to 8 a.m. Cars should approach S. Ravenel Street from behind the school and turn into our driveway.
- When you are in this line, you can help by driving as close as possible to the right side of the street.

**WALK UPS/WALKERS

- Walk ups/walkers will be picked up in the library. Parents will need a Rosewood Walker Card (which can be obtained in the office) for pickup. If you do not have a Rosewood Walker Card, you will need to enter the office with identification to sign your student out. Please form a line around the library door and windows so we can dismiss students in an orderly and efficient manner.
- Please use the S. Ravenel **crosswalk and sidewalk** to pick up and leave with students. We cannot stop traffic except at the S. Ravenel St. crosswalk. It is not safe to cross the road between cars, between buses and outside of the crosswalk area. This is a huge safety concern and one we appreciate your attention and support.
- If you choose to walk up to pick up your student(s), please be mindful from 2 to 3 p.m. cars may not park on S. Ravenel Street in front of our school entrance. In the afternoon, this area is reserved for school buses and day care vans.
- Students approved to walk home independently must meet the designated staff member. The designated staff member will safely facilitate the students' departure from the school campus. Parents must give written permission for students to walk home independently (3rd grade and up).

Alternate Dismissal Procedures

Parents must establish routine dismissal plans for students at the beginning of the school year. If the need arises to change this plan, a written request must be submitted to the office. No telephone calls can be accepted to change dismissal plans with the exception of family emergencies. **No requests for change can be honored after 2:00 p.m.**

As part of the routine dismissal plan, parents will create an approved pick up list of persons who will be allowed to sign a student out of school at any time. Changes to this list must be submitted in writing to the front office.

Early Dismissal Procedures

If you must pick up your child from school before 2:00 p.m. due to an appointment, please send a note to that effect to school that day. A student can only be dismissed early when an adult has come to the office to sign the student out of school. Students will not be dismissed after 2:00 p.m. so we can prepare for regular dismissal.

Emergency Dismissal

Local television, radio stations, district social media and our school messenger system will announce any school closing or changes in school hours due to extraordinary weather conditions or events. Information is generally posted quickly on the Richland County School District One website.

After School Programs

In accordance with district guidelines, only students engaged in approved after school programs and activities should remain on district property after school dismissal. Approved after school activities and programs begin at dismissal and continue throughout the afternoon, Monday through Friday. Upon dismissal from school, only students enrolled in approved after school activities or programs should remain on school grounds.

Crossing Rosewood

Students who must cross Rosewood Drive may do so at the intersection of Ott Road and Rosewood Drive or S. Walker and Rosewood Drive. Columbia Police Department provides a crossing guard to control traffic at these intersections from 7:00 to 7:30 a.m. and 2:25 to 2:45 p.m.

For student safety, students who walk home and cross Rosewood Drive should leave at dismissal time and go directly to the crosswalk to meet the crossing guard. Students should stand on the sidewalk while waiting for the crossing guard to stop traffic. The crossing guard will signal when they are ready for the children to cross. Under no circumstances should a child attempt to cross Rosewood Drive without the assistance of the crossing guard.

Bicycles

Students may ride their bicycles to school and lock them up on the bicycle rack located on the patio next to the parking lot. Students should walk, not ride, their bicycles while on campus and obey the posted signs. Students should obey all traffic laws while riding bicycles on the road.

Riding The School Bus

We have two bus drills/school year to ensure the behavior expectations are clear during normal operation and in the event of an emergency. Students will be expected to behave courteously while riding the school bus. Students failing to comply with the expected bus behavior while waiting for the bus, riding the bus and during loading/unloading are subject to disciplinary action to include suspension and revoking bus riding privileges. It would then be the parent's responsibility to arrange transportation for the child to/from school during the suspension period.

School Bus Emergencies

If the school bus is late in picking up or dropping off your child, please call student transportation at 803-695-5491, 803-695-5504 or 803-695-5505. For all bus delays, Richland School District One uses MyRideK-12 app to update and track most school buses. The Student Transportation website has all the information including how to download the app.

Transportation Changes

Parents often call with messages for their children to change their p.m. dismissal transportation. For the safety of our students, we require any changes regarding your child's dismissal to be in writing. Please email the child's teacher and the front office staff.

Please try to finalize changes to normal after-school dismissal routines before your child leaves for school in the morning because, while we will do our best to get messages to students, we cannot guarantee that messages regarding dismissal received after 2:00 p.m. will get to your child's teacher. Also, while we are happy to assist with delivering messages, interrupting classes to deliver individual student messages is disruptive to student learning.

Academic Information

Report Cards

Report Cards and Interim Reports will be available to parents/guardians through the Parent Portal. Report cards are available at the end of each quarter, and interim reports are available at the midterm of each quarter.

First and Second Grade - First and second grade report cards use the numbers 4, 3, 2, 1 and PC (for parent conference requested) in reporting children's academic progress.

Third, Fourth, and Fifth Grade – Third, fourth and fifth graders receive traditional letter grades. The grading scale is 90-100% = A, 80 – 90% = B, 70 – 80% = C, 60 – 70% = D, below 60%= F

Conferences

Parent and teacher communication is encouraged and so important to the healthy development of our students. Students do a better job when they know their families and teachers are working together. Conferences can be arranged by contacting teachers via phone, email or talking points. Conferences must be arranged in advance as teachers cannot stop classroom instruction to meet with parents.

District designated parent-teacher conference dates are October 8, 2026, and March 19, 2027. In addition, teachers and parents may schedule parent conferences throughout the school year.

State Testing

Each spring during the final month of school, South Carolina public school students in grades 3 through 8 are administered state mandated tests to assess student performance in the areas of ELA, Writing, Science, Social Studies, and Math. For spring 2027, students in grades 3, 4, and 5 will be administered assessments in Writing, ELA, and Math, and 4th grade students will be assessed in Science.

Attendance/Registration

Attendance Policy

The State of South Carolina and Richland District One have mandated that attendance be given high priority. Showing up for school has a huge impact on a student's academic success starting in kindergarten. Even as children grow older and more independent, families play a key role in making sure students get to school safely every day and understand why attendance is so important for success in school.

Richland One expects each student to attend his/her assigned school every school day except in cases of illness, family emergency or other reasons specifically stated.

For any unexcused absence one of the following must be remitted within 48 hours of the absence:

- Medical Excuse
- Parent Note – Illness that does not require a doctor visit (10 allowed per year)
- Religious Holiday Excuse
- Bereavement - Obituary

Ways to Remit Excuses*

- Provide to Teacher
- Provide to Front Office
- Email – sarah.assaley@richlandone.org
- Fax – 803-929-3849
- Online – Rosewood Elementary Website – Attendance- Absence Form

*Parent Note – Include student name, reason/date of absence, teacher name and parent signature

Parent Notes

Students are allowed to have 10 parent notes a year. Beyond 10 parent notes, these are considered unexcused. Once a student has reached 10 parent notes any unexcused absence after that will remain unexcused (unless a medical, religious or bereavement excuse is provided)

Vacations

Vacations during the school year are not excused absences and will remain an unexcused absence and are subject to truancy.

Attendance Contracts

Once a student reaches 10 absences excused/unexcused, an attendance contract will be put into place. A meeting will be held with parents/guardians, an administrator, and the database specialist to discuss why a student has been absent and whether additional resources are needed to ensure that the student is in school.

Attendance Intervention Plans

Once a student has accumulated 3 consecutive unexcused absences or 5 cumulative unexcused absences, an Attendance Intervention Plan (AIP) is put into place. A meeting will be held with parents/caregivers, an administrator, the database specialist and our social worker to discuss absences and develop a plan to ensure no other unexcused absences are accumulated. Once the plan is in place, should the student accrue additional unexcused absences, a petition will be completed requiring the parents/guardian to attend Family Court. Any student placed on mandatory attendance via a court order and continues to miss school is in contempt of court and this will be filed against the parents/guardians with the Solicitors Office.

Attendance Zone

The Richland One web page has a feature called School Zone Locator to assist with school zone and transportation information.

Registration

Registration of all new students for the 2026–2027 school year will be online through the district's registration system. To register your child, you must have your child's birth certificate, South Carolina Certificate of Immunization (DHEC Form 4024), two proofs of residency documents and driver's license. Two proofs of residency documents must be in parent/guardian's name and dated within 30 days, to include lease/mortgage and utility bill.

If your family is living with another family, relative or friend then a Shared Housing Affidavit will need to be completed and can be picked up from the office or found on district website via Registrar's Office page.

Transfers/Withdrawals

If a student needs to be withdrawn from Rosewood to attend another school, please see our database specialist to complete the withdrawal form. Once the withdrawal form is completed, parents will receive a copy to take to a new school so that they can send request records. Records will be sent to the new school within 24 hours of receipt of the request.

Changes in Personal Information

If you move to a new address at any time during the current year, you must present the office with two proofs of residency documents (lease/mortgage and utility bill) in parent/guardians name dated within 30 days. If the school receives return mail, an address verification will take place requesting that proof of residency documents be submitted to the office.

Please inform us immediately of any changes to phone numbers or email addresses as the school communicates via these avenues on a regular basis and in the event of an emergency.

Health Room Guidelines

The Health Room is a stepping stone to help students return to class or go home when they are sick or injured. Please notify the school immediately of any changes to your child's health needs or to update your contact information.

Medications

- No Stocked Medications – All Medications **MUST** be provided by the parent/guardian
- Required Forms
 - Over-the-Counter Medications:
A Non-Prescription Medication Form, fully completed and signed by the parent/guardian, must accompany any over-the-counter medication. The medication must be age appropriate.
 - Prescription Medications:
A Prescription Medication Form must be completed and signed by both the prescribing physician and the parent/guardian. Prescription medications cannot be administered without this form.
- Medication Forms are on the Rosewood Elementary website under the Nurse's tab and outside the Health Room door.

Parent Contact Information

Parents/guardians must keep all contact numbers up to date throughout the school year. Alternate contact numbers must be provided in case parents cannot be reached. If a student becomes ill or injured during the school day, parents will be contacted; therefore, accurate and current contact information is essential

School Exclusion Policy

Rosewood Elementary and Richland County School District One follow the School Exclusion List published annually by the South Carolina Department of Public Health.

General School Information

School Wide Behavior Expectations

Student safety is our priority. Our behavior expectations emphasize clear, positive standards for student conduct. This approach effectively teaches appropriate behavior, promotes intrinsic self-regulation, and supports a collaborative, non-punitive school culture where everyone is supported to learn and grow. When incidents arise that disrupt the teaching and learning environment, the administration follows the Richland County School District One Code of Conduct. All parents/caregivers are provided access to this electronically and paper copies (upon request).



Responsible Thinking Center

The Responsible Thinking Center (RTC) is a place for responsive behavior intervention. It provides a space for an immediate reset, offering a quiet space for disruptive students to calm down. It provides classroom protection, minimizing learning interruptions for the other students. It also provides a time for behavior reflection, helping students to refocus on learning expectations before returning to the classroom. A teacher who refers a student to RTC will contact the parent/guardian.

Breakfast and Lunch Programs

Students may be dropped off for breakfast beginning at 7:05 a.m. Breakfast cards need to be displayed in the driver side window. Students will be dropped off at the end of the carline (cafe doors). Full breakfast and lunch for students are provided at no cost to students. Milk is served with school lunches. Water can be substituted for milk only if we receive a note from a doctor stating that your child cannot drink milk for medical reasons. Students may bring lunch from home. Please pack nutritious food that does not require heating to eat.

Recess

Students will have a daily outside recess unless the temperature is below 32° Fahrenheit. Therefore, on cold mornings please send your child to school in warm clothing. Don't forget to put your child's name on their outerwear!

Field Trips

During the year, teachers plan field trips to extend students' learning opportunities. For students to participate in field trips, we must have a form signed by a parent or guardian granting permission for a student to go on each trip. **Without a signed permission form, a child will not be allowed to leave school.**

Entering Classroom Before/After School

For safety and security reasons, students and parents should not attempt to enter the school after hours to retrieve forgotten items from classrooms. After students are dismissed from the regular school day, afterschool programs and activities continue at school. Supervision in the hallways, restrooms, and school grounds is not provided for students after they are dismissed from school.

Dogs

Dogs are not allowed on the school grounds at any time.

Library

Lost Books

Overdue material notices are emailed to parents on a monthly basis along with a paper copy that is sent home in the student's communication folder. If books are lost or damaged, please submit payment in the form of cash (the exact amount), check or money order payable to Rosewood Elementary School. Please do not purchase a book from a retail store to replace a lost or damaged library book.

To minimize accruing fees for lost or damaged books, students who have unpaid fees from previous school years will not be able to check out books until the books are returned, or the fees have been paid or resolved. Unpaid fees for lost or damaged books will follow students as they continue their education with Richland County School District One. If there are any questions or concerns regarding missing, lost, or damaged books, please contact the librarian.

Students will not receive their last report card if a lost or damaged book is not paid for by the end of the school year. Please make every effort to locate and return lost books before the last day of school.

Laptops

Students in kindergarten through 5th grade will be issued a Richland County School District One laptop to support and enhance student learning. Each student will receive an orientation on Richland County School District One's Acceptable Use Policy and how to properly care for their laptop by the assistant principal and librarian.

A laptop will be assigned to each student and will remain at the school unless approved by the school administration to go home for school use. For example, laptops may be sent home due to inclement weather and/or an eLearning Day.

Classroom Ready

Class Preparedness

Students should come to school prepared with the necessary tools for learning, including pencils, paper, books, and homework assignments. We are building a strong foundation for your student as an independent learner. Students will not be allowed to call home for homework left at home.

Cell Phones & Electronics

Please do not send cell phones or electronic devices with your child to school.

As of January 1, 2025, Richland One students will not be able to use their cell phones or other personal electronic devices during the school day. Under the school board policy, students will be prohibited from using their cell phones or other personal electronic devices, such as smart watches, tablets, AirPods and gaming devices, during the school day – from the start of the school day until dismissal – unless authorized for classroom use. We will not assume responsibility for any cell phone or electronic devices lost or stolen during school hours. This is a direct violation of the school board's policy. A parent or guardian who has an emergency and needs to contact their child during the school day should call the main office.

Homework

Students will be assigned homework regularly. Homework can have a positive effect on a child's progress at school. Homework also serves as one of the best ways for us to communicate with you regularly about what your child is learning at school.

Students should be able to complete their homework alone without your help. If you find that is not the case, you should consult your child's teacher

Backpacks

We encourage you to purchase a backpack for your child. Bookbags with wheels are discouraged as they present safety issues and can damage the wood floors

Dress Code

We ask that you send your children to school dressed simply, modestly, and safely.

Parents/caregivers may be contacted to bring alternative wear by teacher or administration. A few guidelines:

- Students have recess daily and P.E. twice a week. To ensure safety at our school, students should wear safe, rubber soled shoes, preferably sneakers. Flip-flops/slides/slip on crocs are not allowed. Hard plastic heels and soles scrape and scratch our hardwood floors.
- Students may not wear make-up (lipstick, eye shadow, mascara). Chapstick is allowed.
- Students should wear clothes that are appropriate and comfortable for learning. Students may not wear clothes that bare their torso. All shorts, skirts, and dresses must be of adequate length, extending to at least mid-thigh.
- Students may not wear pajamas/hats/bandanas/hoods in school, unless permission given.

Water Bottles

Students may bring an empty water bottle to school to fill. Our hallways and cafeteria have water fountains and refilling stations for water bottles. **Only water is allowed in water bottles.** Please do not send any other beverages to school with your student (ie. Sodas, juices) as this creates a mess on our hardwood floors and does not follow the Smart Snack guidelines (see District student nutrition website for more information).

Gum/Candy

Our district follows the USDA guidelines for Smart Snacks. Students may not chew gum or eat candy at school or on the school bus. Please make sure your child leaves school in the morning without gum/candy in his/her mouth, pockets, or bookbag.

Toys

Items such as toys, stuffed animals, video games, fidget spinners, etc. are disruptive to the learning environment and are not permitted at school, except as approved by the teacher and/or administration. We cannot be held responsible for these items. At no time, should a facsimile of a weapon be on school grounds – this includes water guns, cap guns, plastic knives, army toys/gear, etc.

Selling Items

Children may not sell items or raffle tickets at school. Although your child may be selling for a worthwhile cause, such activity tends to disrupt the educational process at school.

Parent/Guardian Information

Helping Your Child Grow

School is one of the first major experiences that provides children the opportunity to trust other adults and work with their peers in a safe setting. Beginning the second week of school, students should say good-bye to their parents outside of the school. School staff will be able to assist any student who may be hesitant to go by themselves into the school. Likewise, at the end of the school day, parents should meet their children outside of school, not inside the school. We welcome parents to come have lunch with their child. Allowing children to have independence throughout the day serves the best interests of the developing child.

Visiting

When visiting the school, sign in at the office upon arrival so we know that you are on campus. You must pick up a "Visitor's Badge" before you leave the office and wear it while conducting your business at school. You will be asked to present a valid state issued driver's license or picture ID for entering into the system.

Security Checks on Volunteers/Adults

All parent volunteers and adults working with students at our school must undergo a background check. We hope that you will consider volunteering at school or serving as a chaperone on field trips. Please check with Mrs. Spivey in our main office to see if you are already an approved volunteer. You can apply to become an approved volunteer by visiting the district's website and clicking on the Volunteering and Mentoring department link.

Lunch with Student

All visitors must sign in at the main office. Lunch visitors may enjoy lunch with their child on the outside patio or in our cafeteria, at own table if choose to. **Due to allergies and other food restrictions, visitors may not give food to children.** Please remain in the cafeteria/patio and then check out with our office staff once lunch is over.

Birthdays

Birthday treats can be brought in to be shared at lunchtime but must be store bought, prepackaged and clearly labeled with ingredients. Please check with homeroom teacher for student allergies. Homemade items are strictly prohibited.

Parent Portal

Parents can easily access PowerSchool Parent Portal to get student information such as grades and attendance. You can customize your account to receive notifications from the Parent Portal if desired. Parents can contact Sarah Assaley at 803-733-3048 for additional assistance in setting up this feature.

Lost & Found

We understand students leave items behind on our hallway hooks, cafeteria and playground. These found items are hung on our Lost & Found rack. At the end of each month, we donate to a local charity any unclaimed items. On average last year, 30 items were donated monthly. **Please write your child's name on all jackets, sweaters, coats, backpacks, lunch boxes, water bottles, etc. brought to school.** This makes it easy to reconnect items to their owners.