

Rosamond Elementary

School Handbook

Updated August 2022

Welcome to Rosamond Elementary School. The administration and staff at Rosamond believe we are a school where KIDS COME FIRST! Rosamond is a great school with outstanding staff, students and academic programs. The information in this handbook has been prepared to answer questions you may have about your school. If you have further concerns or questions, please feel free to contact us at (801) 254-8043. For more information about our school, please visit <http://rosamond.jordandistrict.org/>. We believe that if classroom practices and expectations are schoolwide, students feel more confident and better able to navigate the school environment. In an effort to streamline this organizational process, the staff at Rosamond will support the following expectations.

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Animals in the Building

Due to the prevalence of allergies to animals along with potential safety risks, classroom pets or non-human guests will not be allowed inside the building. Service dogs must be approved through the District Compliance Officer.

Attendance Policy

Punctuality and regular attendance are two important factors affecting school success. When students are absent from school or arrive late, they miss valuable opportunities to learn. Utah's Compulsory Education Law states that all school age children must attend school unless there is a valid and legitimate excuse (Utah Code 53-A-11-101). The law further states that every parent or guardian has the responsibility of sending his/her child to school. The administration and staff at Rosamond Elementary are committed to the success of every student. Student success can best be achieved when students, parents, teachers and school administration work together toward a common goal. ***Please keep students home if they are ill, as well as in compliance with recent Covid restrictions and guidelines.** Teachers will work with students under these circumstances.

Student responsibilities include:

- Be in school regularly and on time
- Check on work missed during absence

Parent responsibilities include:

- Ensure that student(s) attend regularly and on time
- Notify the front office of each absence
- Check student(s) in/out through the front office
- Understand the attendance policy

Teacher responsibilities include:

- Greet students at the door
- Promote and celebrate good attendance

Administrative responsibilities include:

- Be involved in tracking student attendance
- Notify parents of attendance/tardy problems
- Intervene according to Utah Code 53-A-11-101 when necessary

What is an Excused Absence?

We follow the state guidelines for possible reasons in which an absence would be excused: Illness or medical/dental appointments (*doctor's notes are no longer required*), family weddings and emergencies, death of a family member, family vacation or travel (*Educational Leave – defined below*) and court appearances. ***Please do not send children when they or an immediate family member are ill or on quarantine.**

Family Vacation or Travel (*Educational Leave*)

Students are allowed up to **ten (10) days** for travel/vacation each year. Please fill out an *Educational Leave* form in the office **PRIOR** to the vacation. Parents will be responsible for making arrangements with the teacher for making up work missed. However, students missing school will **not** qualify for receipt of any awards associated with attendance (*i.e., 100% attendance award, etc.*) ***Any attendance awards/incentives are suspended until further notice.**

Checking Students In and Out

- Students arriving at school after 9:00 a.m. are considered late, will be marked tardy by the teacher and will most likely need to enter the building through the front/main doors.
- Students arriving at school after 9:15 a.m. must check in at the front office and receive a check-in slip before going to class. Please bring in any medical/dental notes for excused check-ins.
- Parents should park in the front (west) parking lot and come into the main office to check out a child. You must show valid picture I.D. to check out a student. Students will be released only to those adults listed on their registration account. Depending on the time of day, it can sometimes take a few minutes to locate students and get them down to the office to check out. Thank you for planning ahead and allowing time for us to safely release your child to you.
- If a student must leave school during the day, they are required to use a school phone, not a personal cell phone, to contact their parent.

Before / After School

For safety reasons, **please do not send students to school before 8:45** (students who eat school breakfast may come at 8:30). Teachers are planning for the day and are not available to supervise students prior to that time. Students are allowed to play on the playground until the first bell rings at 8:55, at which time they should line up at their grade-level doors or portable, until invited inside by the teacher on duty. When cold (below 23 degrees) or wet weather occurs before school, students are welcome to come inside the building to wait in their classrooms until the bell rings. They should enter through the front doors, as all other doors remain locked.

Bicycles, Scooters and Skateboards

Students must walk their bikes/scooters and carry skateboards when on school property. The student is responsible for securing their ride in the bike rack. We would prefer to keep all scooters out of the building; in rare circumstances, they may be carried inside. Lost or stolen bicycles, scooters and/or skateboards are not the responsibility of the school personnel.

Big 3 – Roadrunner Code of Conduct

Students are expected to exhibit the BIG 3 expectations (**RESPECT, RESPONSIBILITY, SAFETY**) in all areas of the building. *See matrix on the last page for details regarding those expectations.* All students at Rosamond have incredible capacities to learn and demonstrate success. Each student who enters our doors will receive a quality education in a safe environment. The staff of Rosamond expects that each student will have the responsibility to refrain from inappropriate or distracting behavior that endangers themselves or others, or that interrupts classroom instructional activities.

Busing

Students who live 1.5 miles or further from the school qualify outright for busing. Details regarding qualification and bus stop locations can be found at <http://planning.jordandistrict.org/boundaries/>. Students who live within 1.5 miles of the school do not qualify for busing to school and are encouraged to use the safe walking route detailed on our school's website. Students who live within 1.5 miles of the school may fill out an application for a "space available" permit that will be granted to students who live furthest from the school as there is space available, after all qualified students have a reserved seat. Those applications are accepted from the first day of school to the 15th day of school. It can take up to 10 days for an application to be approved, so please plan accordingly. Submitting an application does not guarantee approval.

Closed Campus

Rosamond Elementary School is a "closed campus". Students are to remain on campus throughout the school day unless they have been properly checked out of school according to procedures outlined above. Under no circumstances may a student leave school without permission from the office.

Communication with the Student, Parent and Teacher

Good communication between home and school will facilitate each student's success. Communication may occur through: phone calls, emails, student planners, progress reports, report cards, appointments and through Skyward (*the online grade book*). At no time should a parent be in doubt of their child's progress. **It is highly recommended that a parent contact their child's teacher to review an issue or concern, prior to calling the school administration.** Information such as grades, lunch balances, attendance and much more can be instantly accessed from home by visiting <https://skystu.jordan.k12.ut.us> "Skyward."

Dangerous or Disruptive Conduct

We strive to turn discipline situations into learning opportunities whenever possible. The administration will use a hierarchy of interventions to support the student in acquiring the skills necessary to improve behavior. For more severe or repeated behaviors, a white slip will be issued or further action may be taken according to district policy AS67. A parent phone call may be made if deemed necessary by the administration.

Dangerous or Disruptive Conduct (continued)

District policy states (AS67): *JSD students and employees are entitled to a learning/working environment which is free from unlawful and violent actions. Students whose actions pose a threat to the health and/or safety of a student or staff member shall be suspended and/or referred to a District Hearing.* The following conduct is defined as “dangerous or disruptive conduct” and is prohibited on school property or while traveling on the bus:

- Possessing (regardless of intent), using, selling or attempting to possess any firearm, weapon, knife, explosive device, fireworks, chemical or martial arts weapon or other instrument including those which eject a projectile or substance of any kind, any replica or facsimile of any of the above, whether functional or non-functional, whether designed for use as a weapon or for some other use. This includes toy knives, toy guns and squirt guns.
- *Bullying* is aggressive behavior that is intentional and that involves an imbalance of power or strength. A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students. It can take many forms: (1) *Physical bullying*: hitting and/or punching (2) *Verbal bullying*: teasing or name calling (3) *Non-verbal or emotional bullying*: intimidation through gestures, social exclusion and relational aggression (4) *Cyber-bullying*: sending insulting, threatening or harassing messages by phone or computer, or electronic messaging. Bullying is not to be tolerated at school and should be reported by any victims or bystanders to a teacher or administrator.

Dress Code – (see complete updated policy AA419-C)

- Clothing should be clean, neat and in proper repair.
- No bare shoulders or bare midriff tops.
- When a student is standing, their shorts should reach the tip of their fingers when their hands are to their side.
- Footwear should be designed for active outdoor play.
- Hats and hoods should not obscure the face of a student, or disrupt learning.
- Gang-related clothing of any kind is not allowed.
- T-shirts depicting violence, use of drugs, alcohol or other inappropriate slogans are not allowed.

Drop-Off / Pick-Up Procedures

We would like to thank our Rosamond parents in advance for their cooperation in helping us achieve the goal of making the parking lot safe for children and more convenient for each of you. **Please follow these safety guidelines to ensure that you can get in/out quickly and safely.**

- Please have your child ready to exit the vehicle when you arrive at the school. It is hard to keep the flow of traffic running smoothly when we have last-minute problems being fixed in the cars at the curb. We do understand that there may be a day when you are running behind. If you need a few extra minutes with your child, please park in the parking lot and escort them across the crosswalk.
- When you need to cross the street/thru-lane, please **cross at the crosswalk** for safety.
- Please **pull all the way forward** when you drop your child off. We understand how convenient it is to drop off at the crosswalk or playground, but it makes it very difficult for our other parents to drop off their children. If everyone pulls as far forward as they are able, we can get more cars in/out of the drop-off lane quickly and safely.
- Please have your child exit out the **right side of the vehicle**. It is not safe for them to exit on the left as they are then exiting into a thru lane. Please never stop in the thru lane, especially to let your child out. This not only impedes the traffic but is VERY dangerous for your child.
- There is no parking in the red zone. If you have to exit your vehicle, please park in the parking lot.
- Students are not allowed to enter the parking lot or crosswalk without a parent in hand.

Emergency Drills

Emergency drills are required at regular intervals. Whenever the school is evacuated, students and teachers will follow INCIDENT COMMAND procedures. In the event that a real emergency occurs, you will need to check your student out in an orderly fashion as directed by the office staff in order for us to safely account for our students.

Field Trips / Background Checks

Students may have the opportunity to participate in various field trips that are fun and geared toward reinforcing classroom learning objectives. **Any adult volunteering in a classroom or on field trips who has access to children, needs to undergo a free background check at the district office.** The prospective volunteer will simply need to stop by the office to fill out a form, get it signed by an administrator and take that form along with photo I.D. to the Human Resource department at the district office (7387 S. Campus View Drive West Jordan, UT 84084). We appreciate your willingness to help out at school. We also appreciate your willingness to have this background check completed for the safety of our students. You only need to participate in this background check once (as of July 1, 2015), but you will **need to fill out a volunteer form each year** in the front office.

Gum

Gum is not allowed on school grounds or in the school building at any time. We take pride in our building and would expect the same of our students and any visitors.

Health / Allergies

Parents can assure their child's effectiveness in school by providing good nutrition, adequate rest, cleanliness and medical and dental care. It is imperative that your child's immunizations are kept up-to-date as required by state law. If immunizations are incomplete, parents will be notified. Please communicate your student's health needs to your teacher and the front office staff. We have a school nurse who is available to meet with you to discuss these needs, provide training to our staff, and create a plan to ensure that your student's needs are met.

Lunch Program

Menus can be accessed from the school's website or picked up from the office. Student lunches cost \$1.75 (*subject to change*), reduced lunch cost is \$0.40 and milk costs \$0.25. We also offer breakfast at Rosamond, served from 8:30 – 8:45 each morning. Regular cost is \$0.80 and reduced is \$0.30. The cost for milk alone at breakfast or lunch is \$0.25. Students will use their student I.D. number as their school lunch number. Payments can be made with cash/check at the school or online through Skyward by clicking on the "Food Services" tab, once logged in at <https://skystu.jordan.k12.ut.us>.

Medications

All medications at school need to follow District Policy AS85-Medications in the School Setting. Prescription and over-the-counter medications are to be kept in the front office in the original container with specific directions, along with a form that needs to be filled out and signed by the parent and the physician. **These forms must be resubmitted each year.** Required medication forms are available in the front office. The student is responsible for remembering to take his/her medicine. Please speak with your child's teacher so he/she can support your child in remembering to go to the front office at the appropriate time(s) for medication dispensing.

Personal Items at School

Jordan School District is not responsible for any personal property that is lost, stolen or vandalized. Though recess equipment is available at school, some may choose to bring a ball from home. Please understand that the ball may be shared with peers. Equipment that poses safety risks should be left at home (*i.e. baseballs, lacrosse equipment, bats, etc.*) Cell phone & smart watch use during school hours is prohibited. Toys or distracting items should not be brought to school. Please identify your child's items (winter clothing, lunch boxes, etc.) with permanent marker on the INSIDE so that we can return lost items directly to the students rather than simply adding them to the Lost and Found. Know that a few times a year (after Parent-Teacher Conferences, and intermittently as needed), unclaimed items from the Lost and Found are donated to local charities.

PTA

Rosamond Elementary has an active parent-teacher association that works cooperatively in the interest of your child and the school. A small voluntary membership fee is collected during registration. Your support of the PTA is appreciated. All parents are welcome and invited to join, and to participate to the degree to which you are comfortable. There are a variety of volunteer options that can match your schedule and availability. The support of the PTA enables our students to go on field trips, assists with kindergarten orientation, runs the school carnival, and numerous other projects, events and activities throughout the year.

Recess

When students go out to recess, they are encouraged to wear proper footwear to prevent unnecessary injury. There is blacktop space, playground equipment and plenty of grassy area for students to play. Students should include others in games and follow the school rules to ensure that they are respectful, responsible and safe while at recess. When the temperature drops below 21 degrees Fahrenheit or when the weather is very wet, students will have their recess indoors. When the temperature is 21- or 22-degrees Fahrenheit (*the wind chill temp.*) students will have a "Modified Inside Day." On a Modified Inside Day, students will come inside 10 minutes early at lunch recess and will have a 10-minute afternoon recess. Students are encouraged to dress appropriately and plan on participating in recess, even on cold or snowy days.

School Community Council

Rosamond Elementary has an active School Community Council, which provides the school with valuable community input and insight. This group consists of parents, teachers and administrators who meet at least quarterly during the school year. The members of the community elect the council members.

Skyward Access

Our school district uses Skyward as the web-based system for the online grade book, tracking student information and tracking/paying lunch accounts. There is one login for each family that gives you access to each of your student's information K-12. If you are unsure of your login information, please contact the office.

Student Illness

A student who becomes ill during the school day will report to the front office. The student or an office staff member will call the numbers listed on the registration account completed by the parent/guardian at the beginning of the school year. **If this information is inaccurate, please come in as soon as possible to update this information.** In case of an emergency, emergency responders and the student's parents will be notified. **Under no circumstances may a student leave school without permission from the front office.**

Student Recognition and Success Programs

Student recognition programs at Rosamond Elementary provide an opportunity for students to be acknowledged for positive behavior. Special incentives are awarded to students for demonstrating that they care about themselves, their community and their school. The following programs are designed to recognize deserving individuals:

Tickets – Students can earn tickets by demonstrating good behavior, following our Big 3, and exhibiting leadership or kindness. Once students have collected 5 tickets, they can turn them in at the main office for a token to be used in our Token Tower. A drawing for larger prizes may be held occasionally. Students must be present at school to win.

Classroom Incentives – Each teacher will use classroom incentives for students who follow the classroom expectations. See your child's teacher for more details.

D.A.R.E. Graduation – Fifth grade students who successfully complete the D.A.R.E program during the year will be invited to go through a graduation process and be recognized by the administration, the D.A.R.E. officer, and their parents.

Enrichment Activities at School – Choir, Student Council, Orchestra, Safety Patrol, Art, S.T.E.M., etc. (These activities may vary year-to-year, as they are teacher-led.)

Supply Lists

Grade level supply lists can be found on the school's website, or are available from individual teachers. Please keep in mind that students in Utah are entitled to a Free and Appropriate Public Education, so these supply lists are all optional items that you are welcome to send with your student(s).

Technology

Each classroom is equipped with a digital projector, a digital document camera and an Apple TV. Teachers have the ability to enhance learning opportunities by projecting information, graphics and videos onscreen with an iPad or a laptop. Students have access to our school's computer lab and various mobile laptop labs throughout the building. We are always trying to find ways to improve our students' access to technology and the learning benefits it offers.

Telephones / Cell Phones / Smart Watches

The office telephone is a business phone and should be used by students for emergencies only. **Parents should not call students at school except in emergencies.** After school arrangements should be made by families **prior to the school day beginning** to alleviate an inordinate amount of calls being answered and made by students at the end of the school day. Students are welcome to use their cell phones **before or after school**. Cell phones may not be used or displayed during the school day. Smart watches are treated like cell phones at school and are not to be worn during the school day. Lost or stolen cell phones and smart watches are not the responsibility of the school personnel. **No photos or audio or video recordings should be taken on school property, and social media should not be accessed.** **Our school policy is as follows: the first time a student has a cell phone or smart watch out at school, the student may pick it up from the teacher at the end of the day; the second time the student may pick it up from the office at the end of the day; if there is a third offense, a parent will need to pick it up from the office.**

Our goal is to provide a safe, instructional environment that is free from distractions and that is aligned with guidelines in our district policy. The exception to this rule are those with a medical purpose that have worked things out with the teacher and the administration. Students are welcome to bring cell phones and smart watches to school as long as they are put away while on school property. They can certainly keep them in their backpacks and put them back on or use them while walking home for convenience and safety, but during the day we have plenty of phones and clocks available for use at the school.

Textbooks

The school furnishes books to students with the hope that students and parents will recognize the books as a major investment and will safeguard them accordingly. Normal wear is expected as a result of daily use. Fines will be charged for unreasonable damage or loss of textbooks.

Teacher Requests / Student Placement

Please be advised there is a form available on our website or in the front office called "Learning Environment Request" that provides an opportunity for you to make us aware of any specific learning needs your child has. **Please note this is not a way to request a specific teacher, but rather a way for us to make an informed and intentional placement for your child to maximize their potential for success.**

Vacations

We encourage you to schedule family trips and absences when school is not in session. Occasionally, there are times when this is not possible. Students are allowed up to 10 days of excused vacation each year. Please pick up a form from the office and fill it out **PRIOR** to leaving on vacation. It is the stance of the school that is impossible to replicate the learning experiences missed due to absences. Students and parents should work with the classroom teacher to discuss making up any critical work missed due to absence.

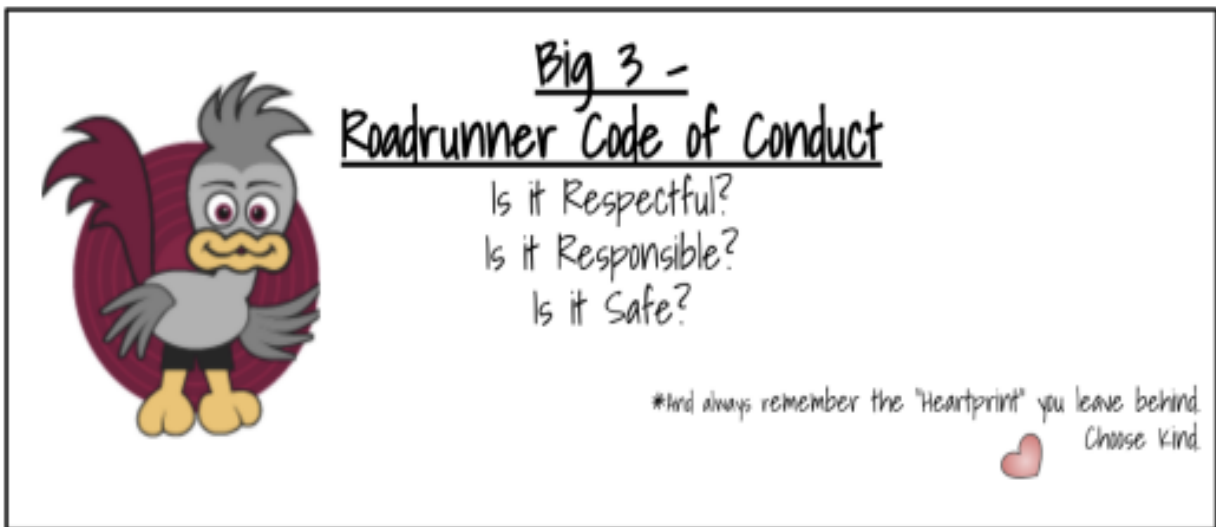
Visitors

ALL VISITORS MUST REPORT TO THE MAIN OFFICE, SIGN IN AND RECEIVE A VISITOR'S PASS. Please have I.D. ready to show office staff upon entrance. Don't forget to sign out at the office before you leave.

Volunteers

Thank you for being willing to volunteer your time for the benefit of our students and our school! Volunteers are valuable in helping to support the educational process in the classroom. Volunteers who are unable to come during the day are encouraged to support the teacher and PTA with work that can be accomplished in the evenings. In order to keep the routine of the school day running smoothly, and to allow the teachers and students to do their work, we ask that parent volunteers limit their time to one hour per class per day, unless a special exception has been made, with prior administrative approval.

Following District Policy DE502 - any adult volunteering in a classroom or on field trips who has access to children, needs to undergo a free background check at the district office. The prospective volunteer will simply need to stop by the office to fill out a form, get it signed by the administration, and take that form along with photo I.D. to the Human Resource department at the district office (7387 S. Campus View Drive West Jordan, UT 84084). We appreciate your willingness to help out at school. We also appreciate your willingness to have this background check completed for the safety of our students. You only need to participate in this background check once (as of July 1, 2015), but you will **need to fill out a volunteer form each year** in the front office.



| | | | |
|------|---------------|----------------|---------|
| Area | Be Respectful | Be Responsible | Be Safe |
|------|---------------|----------------|---------|

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| All Common Areas | <ul style="list-style-type: none"> Follow adult directions the first time given Use kind words and actions Clean up after self Always take off your hat in the building | <ul style="list-style-type: none"> Follow school rules Remind others to follow school rules. Take proper care of personal belongings and school equipment | <ul style="list-style-type: none"> Walk facing forward Keep hands, feet, and objects to self Get adult help for accidents and spills Use all equipment and materials appropriately |
| Cafeteria | <ul style="list-style-type: none"> Allow anyone to sit next to you Use quiet voices Be polite Always remove your hat | <ul style="list-style-type: none"> Clean up after yourself Get all utensils, milk, sauces, etc., when first going through the line | <ul style="list-style-type: none"> Keep all food to self Sit with feet on floor, pockets on bench, and facing table Exit using determined route |
| Playground/Recess | <ul style="list-style-type: none"> Play fairly Include others Follow directions the first time given Play on the blacktop, playground, and fields | <ul style="list-style-type: none"> Use hall/bathroom pass for leaving the area Return equipment to proper areas Follow playground and recess rules | <ul style="list-style-type: none"> Stay within boundaries Be aware of activities/games around you Use playground equipment as directed |
| Passing Areas, Halls | <ul style="list-style-type: none"> Hold the door open for the person behind you Use quiet voices in hallways | <ul style="list-style-type: none"> See "All Common Areas" | <ul style="list-style-type: none"> Walk facing forward See "All Common Areas" |
| Bathrooms | <ul style="list-style-type: none"> Give others privacy Use quiet voices | <ul style="list-style-type: none"> Flush toilet after use Return to classroom promptly Use bathroom pass | <ul style="list-style-type: none"> Keep water & soap in sink Wash hands Put towels in garbage can |
| Arrival & Dismissal Areas | <ul style="list-style-type: none"> See "All Common Areas." Use sidewalks and blacktop | <ul style="list-style-type: none"> Arrive on time Leave on time Lock up scooters and bikes in the bike rack | <ul style="list-style-type: none"> Walk when using sidewalks & crosswalk Wait and walk in designated areas Walk your wheels |
| Media/Gym/Computer Lab | <ul style="list-style-type: none"> Use quiet voices | <ul style="list-style-type: none"> See "All Common Areas" | <ul style="list-style-type: none"> See "All Common Areas" |
| Special Events & Assemblies | <ul style="list-style-type: none"> Use audience manners Sit on pockets Enter & exit silently | <ul style="list-style-type: none"> See "All Common Areas" | <ul style="list-style-type: none"> Wait for arrival & dismissal. See "All Common Areas" |
| Office | <ul style="list-style-type: none"> Wait your turn Use kind words & actions Follow adult directions 1st time given | <ul style="list-style-type: none"> Get adult assistance Use phone and office passes Follow directions | <ul style="list-style-type: none"> Ask for help |
| Inside Recess | <ul style="list-style-type: none"> Use inside voices Keep hands, feet, & objects to self | <ul style="list-style-type: none"> Take proper care of classroom materials See "All Common Areas" | <ul style="list-style-type: none"> Be seated in assigned areas See "All Common Areas" |