

**Roseland Elementary School  
A Leadership Academy**



**FAMILY HANDBOOK**

950 Sebastopol Road  
Santa Rosa, California 95407  
(707) 545-0100 · fax (707) 542-2111

# Table of Contents

<b>Vision, Mission, Daily, Code of Conduct</b>	<b>4</b>
<b>How Roseland Accelerated Elementary School Operates</b>	<b>5</b>
10 Adopted Accelerated School Values	5
<b>Procedures And Policies</b>	<b>5</b>
Attendance	5
Tardy	6
Partial Day Attendance	6
Emergency Cards	6
Telephone	6
Cell Phones and Other Personal Electronics	6
Toys from Home	6
<b>Medication At School</b>	<b>6</b>
<b>Clothing</b>	<b>7</b>
School Uniform Policy	7
<b>Dismissal Rules/Bus</b>	<b>7</b>
Before and after School Supervision	7
Phones	8
<b>Revolution Foods- Meals at School</b>	<b>8</b>
<b>Healthy Class Celebrations</b>	<b>8</b>
<b>Skateboards, Bicycles, Scooters, Skates, and Rollerblades</b>	<b>8</b>
<b>After School Clubs and Sports</b>	<b>8</b>
<b>Independent Study</b>	<b>9</b>
<b>Gangs</b>	<b>9</b>
<b>Visitors and Dogs</b>	<b>9</b>
<b>Drug/Tobacco Free Campus</b>	<b>9</b>
<b>Lost &amp; Found</b>	<b>10</b>
<b>Concerns</b>	<b>10</b>
<b>Parent Participation</b>	<b>10</b>
<b>Report Cards</b>	<b>10</b>
<b>Homework Vision</b>	<b>10</b>

<b>Resources</b>	<b>11</b>
<b>Recognizing Student Achievements</b>	<b>12</b>
<b>Positive Discipline</b>	<b>12</b>
Principles Guiding Our Behavior and Decisions	13
Behavior Improvement Plan	13
Conditions for Continued Enrollment Plan	13
Disciplinary Action Report	13
Time-out	14
Detention	14
Suspension	14
Expulsion	14
Work Details	14
<b>Sexual Harassment</b>	<b>14</b>
Examples	14
<b>Emergency Procedures</b>	<b>15</b>
<b>Parental Notification Requirement.</b>	<b>15</b>
<b>Student Health</b>	<b>16</b>
<b>Immunizations</b>	<b>16</b>
<b>Head Lice</b>	<b>17</b>
<b>District School Directory</b>	<b>17</b>

**Roseland Leadership Academy**  
**Vision, Mission, Daily, Code of Conduct**

**Vision**

Roseland Elementary School is a safe, happy and healthy place where students, families and staff strive for excellence with an open **H.E.A.R.T.** ♥

**H –Healthy Choices**

We make the right choices to build healthy bodies and minds.

**E – Empowerment**

We control our own path to success.

**A – Academic Achievement**

We put forth our best effort to reach our individual learning goals.

**R – Respect and Responsibility**

We are respectful and responsible leaders.

**T –Teamwork**

We work together to be our best

♥Roseland Leadership Academy - the **HEART** of the community! ♥



**Mission Statement**

At Roseland Leadership Academy, in partnership with families and the community, students will become passionate, lifelong learners who are empowered to determine the course of their future.

Our students are immersed in a rigorous academic setting that fosters healthy choices and character development, while providing a broad range of self-discovery experiences.

**Daily Pledge**

“I promise to do my best today for myself, for my family, for my school, and for my community”

**Code of Conduct**

- Be Safe
- Be Respectful
- Be Responsible

## How Roseland Accelerated Elementary School Operates

**Accelerated Schools Project:** Roseland Elementary has actively participated in the Accelerated Schools Plus program for over 5 years. Accelerated Schools plus is a research-driven school improvement design that has been in practice for over 22 years. The Accelerated Schools philosophy and governance system was founded by Dr. Henry Levin at Stanford University.

**Accelerated Schools Vision:** *Accelerated Schools plus is a process for accelerating the achievement of all students by developing accelerated learning environments and empowering learners through academic rigor and inquiry-based instruction.*

### 10 Adopted Accelerated School Values

- |                                    |                        |
|------------------------------------|------------------------|
| 1. Equity                          | 6. Experimentation     |
| 2. Participation                   | 7. Trust               |
| 3. Communication and Collaboration | 8. Risk-Taking         |
| 4. Community Spirit                | 9. Community Expertise |
| 5. Reflection                      | 10. Respect            |

## 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! Should your child need to be absent from school, please let our office know. Please do not send an ill child to school. Either send a note when your child returns, or call our office at 545-0100. You may call during the evening or early morning and leave a message on the voicemail.

When a child is absent or tardy, your child loses out on important learning time. 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.

- Absences for the following reasons are considered **excused** (Education Code: 48205) and require notification : personal illness, quarantine, medical appointments, funerals for immediate family members

\*Unexcused Absences are subject to the SARB Process:

#### **SARB Process (School Attendance Review Board)**

Truancy Letter #1: (After 3+ unexcused absences)  
Concern shared with parent – no conference required  
Truancy Letter #2: (After 4+ unexcused absences)  
Required Parent Conference with Principal  
Truancy Letter #3: (After 5+ unexcused absences)

Required Conference with SARB Board and local law enforcement

\*If attendance contract is breeched after the Truancy Letter #3 meeting, the SARB packet must be forwarded to the District Attorney's Office

### **Tardy**

If a student arrives after school has started at **(8:25 a.m.)**, he/she must report to the office and obtain a pass to class.

- A tardy exceeding more than a 30 minute period during the school day without a valid excuse is a truant.

### **Partial Day Attendance**

We respectfully request that you do not schedule appointments for your child during the school day. Parents should inform the school of a doctor or dentist appointment before the absence occurs. If you have an appointment during the day, you must CHECK OUT THROUGH THE OFFICE. If your child needs homework due to absence, please call the office before 9:00 a.m. This gives the teacher time to gather needed materials

### **Emergency Cards**

Parents are asked to fill out an emergency card each year, 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.

### **Telephone**

Office phones are to be used for emergency cases only. Please make personal or travel arrangements before school. If parents need to leave a message for their child, our office staff will take messages or transfer the call to the classroom teacher's voicemail.

### **Cell Phones and Other Personal Electronics**

Cell phones and personal electronics are not to be used on school grounds and must be turned off at all times. Students who use them at school will receive a warning and then have them taken away and parents may pick them up in the office after school. Repeat offenses will result in a meeting with the school principal. Roseland School is not responsible for any lost, stolen, and/or damage personal items.

### **Toys from Home**

Children's personal toys are not allowed at school. This includes trading cards, electronics, and all other toys. Roseland School is not responsible for any lost, stolen, and/or damage personal items.

### **Medication At School**

If your child is required to take medication (prescribed or over-the-counter) 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.

## **Clothing**

Roseland Spirit Wear is strongly encouraged, rewarded, and available at our school office. Spirit wear details are available at the school office.

## **School Spirit Wear Policy**

We encourage all students to participate in our School Spirit wear! White or green collared shirts (without logos). Khaki, black or denim pants/shorts/skirts. Uniforms will also be available for purchase in the school office.

### **Please Note: Other 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.

Proper attire is the responsibility of the student and their parent/guardian, Monday through Friday during school hours. Roseland prohibits any form of attire that is obscene, offensive, dangerous or disruptive to the instructional program, as described below:

- a. Drug or alcohol promoting attire; threats of violence; obscene, vulgar, or lewd sexual pictures, images or words displayed on accessories, clothing, binders and backpacks.
- b. 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.
- d. Bottoms not reaching past students’ fingertips when standing with arms at their sides unless leggings are worn underneath, or with holes, rips or tears that are above the students’ fingertips when standing unless leggings are worn underneath.
- e. Display of undergarments (briefs, boxers, bras, athletic shorts etc.).
- f. Transparent shirts or tops, strapless tops, tops which expose midriffs.
- g. Swimwear.
- h. Hats worn inside school buildings.

## Dismissal Rules/Bus

We do ask that you not call the office to make changes in your child's schedule in the afternoon unless it is an emergency.

Students may:

- Walk home via the front of the school, by the school office
- Students may take the bus
- Students would attend Boys and Girls club report to room 29.
- All other students can be picked up in the following locations:
  - 4th-6th grade in the parking lot by the office (please do NOT park in the bus loop).
  - PreK-3rd grade outside of the cafeteria.
  - 4-6th grade siblings may wait with their 1st-3rd sibling in the cafeteria.

## Before and after School Supervision

Please note that yard supervision begins at **7:30 a.m.** There is no available supervision for students on the yard/cafeeteria before this time. Children are expected to leave school for home or day care immediately after school ends.

## Phones

Many students ask daily to use the office phone; students are allowed to use the office phone in the case of an emergency. With teacher permission, students can use the classroom phone during recess if deemed necessary.

- *All transportation arrangements should be coordinated with your child prior to the start of the school day.*

## Meals at School

Our Universal Breakfast program is available for all students before school and at recess. Breakfast is offered free to all students regardless of the lunch eligibility. This year, all students will also be able to receive lunch free at School!

To encourage healthy minds and bodies, students and families are asked to only bring fully prepared, healthy snacks to school. Please, no chips, soda or candy.

## Healthy Class Celebrations

**Birthdays-** No food of any kind will be permitted at school for birthday celebrations. Food brought to school for birthday celebrations will not be permitted in the classroom and returned.

**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, and Rollerblades

Students are 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. A bicycle area is provided for the convenience of students. Bicycles must be



parked in this area and should be **locked**. All students are **required** to wear helmets in order for them to ride their bicycle per California Law. Roseland School is not responsible for any lost, stolen, and/or damage personal items.

## 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.

## Independent Study

Independent Study is an optional educational strategy available for students who will be out of town or away from the classroom for 5-10 days.

1. Parents/Teachers complete the Independent Study Master Agreement form **at least 1 week prior to requested leave** and provide educational activities and materials necessary for the student to complete their work.
2. The parent's signature must be obtained **BEFORE** the Independent Study program begins.
3. A **copy** of the Independent Study Agreement is sent home with the student and/or parent along with the educational assignments.
4. The original copy of the Agreement should be turned into the office **BEFORE** the start of Independent Study.
5. 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. The student will be considered truant.

## Gangs

Gangs or gang related activities are strictly prohibited. Use of gang related symbols, 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 and Family Pets

School aged visitors, not part of an educational program, are not to be on a school campus without checking in at the school office.

Parents and community members are encouraged to visit our school 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.

**Pets are not allowed on campus, unless they are Service Animals.**

## **Drug/Tobacco 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 electronic hookah, 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 & Found**

The Lost & Found rack is located on the playground near Room 11. Items that are not collected at the end of each month are bagged and sent to a local charity. Student backpacks and jackets should be labeled with their names so that they can be returned if found.

## **Concerns**

If you have a concern regarding your child's education, you should first approach your child's teacher. If after this initial discussion you are not satisfied, please contact the principal. If after discussing your concern with the school administration and it is still not solved, you are welcome to contact the District Superintendent. Please do not hesitate to call the school for any concerns regarding your child.

## **Parent Participation**

We need parents who want to become involved in our school. The following activities are some ways parents can get involved:

- Parent club (8:30 a.m. last Friday of each month in the cafeteria)
- Site council and ELAC committee
- Various fundraising activities
- Classroom volunteers
- Field trip chaperones
- Library assistance
- Resource people in special interest areas
- Lunch time activities
- Other – please share suggestions with us

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

## **Report Cards**

Report cards are sent home with students at the end of each trimester in November, March and May. After fully reviewing report card, parents are to **sign** and return the envelopes to the classroom teacher.

# **Roseland School District - Elementary Homework Vision**

## **Homework Vision**

Homework is an efficient tool used for all students to review concepts, build fluency and responsibility, and develop/reinforce lifelong learning habits such as time management and study skills. Homework is developmentally appropriate and differentiated as needed so that students can complete homework independently, and homework is formatted uniformly so that students and parents understand expectations and assignments. All students consistently complete assigned homework, and students' homework performance is regularly communicated to parents.

### **Definition:**

- Homework is used to promote the mastery of and increase the fluency of previously taught concepts, not the teaching of new concepts. Students will have multiple opportunities to practice concepts in class prior to it being assigned for homework; this will allow students to be able to complete the practice of a skill independently at their level.
- Homework will consist of approximately 5 (no more than 10) practice problems per concept. Limiting the number of assigned practice problems ensures that students are not practicing problems incorrectly.
- Students will be given the opportunity to complete packets and project based assignments over the course of a weekend.
- Occasional project based homework throughout the school year is encouraged. Such homework is longer term in nature than nightly/weekly assignments, i.e. book reports, science projects, etc. When project based homework is assigned and required, it will be included within the Homework Completion Time Guidelines. If teachers assign project based homework in addition to the Maximum Homework Completion Time Guidelines, that homework will be optional/extra-credit.
- Parent Participation in project based homework may be encouraged but not required.

### **Maximum Homework Completion Time per Night Guidelines:**

<b>Grade Level</b>	<b>Total minutes of homework <u>4</u> nights per week.</b>
K	10 Min.
1	20 Min.
2	30 Min.
3	40 Min
4	50 Min.
5	60 Min.
6	70 Min.

**Grades K-2** will provide students with **weekly homework packets**. These packets will be assigned on Mondays and due by the following Monday.

**Grades 3-6** will assign **nightly homework 4 x's a week (Monday – Thursday)**.

## 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 Nurse:** We have a school nurse on our campus on a very limited basis, 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
- Full Inclusion Programs

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

## Recognizing Student Achievements

Roseland Leadership Academy strives to set and maintain high expectations and standards of performance in a positive and nurturing environment. We feel it is important to recognize on a regular basis the achievements of our students. This is done in a number of ways including:

- Monthly Recognition Assemblies where students are recognized for:
  - Outstanding effort and/or improvement
  - Academic Achievement
  - Other outstanding behavior
- Weekly Behavior Awards drawing for students who were recognized for having outstanding "Roadrunner" behavior.
- Honor Roll Ceremonies for grades 4 - 6
- Many individual classroom incentives.
- 6<sup>th</sup> grade Promotion Ceremony– is an earned privilege. Students, who are not in good academic standing, have had a recent suspension, or multiple DARS may not participate as per teacher/principal discretion.
- Dress for Success

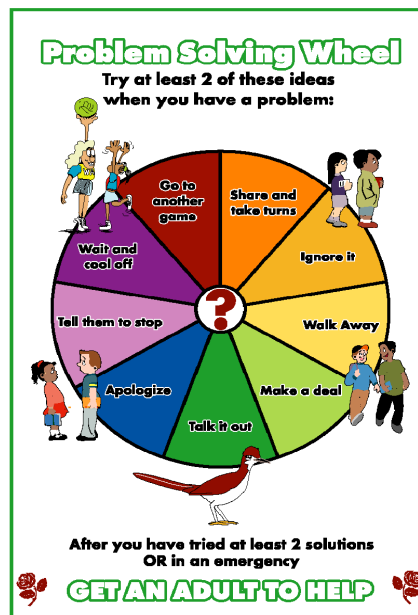
- Attendance- Students that have been present all month get a special gift, once they have collected all 10 gift, they will get a reward at the end of the year.

## Positive Discipline

At Roseland Leadership Academy, we firmly believe that the best approach to discipline is one that focuses on rewarding students for positive behavior, and taking personal responsibility for our actions.

## Principles Guiding Our Behavior and Decisions

1. We respect ourselves and others' feelings, rights and property.
2. We resolve our problems in a positive and respectful manner.
3. We respect and accept individual differences.
4. We treat others as we would like to be treated.
5. We keep our school clean and care for our school environment: books, materials and buildings.
6. We do our personal best at all times.
7. We walk quietly in school buildings and while passing all classrooms.
8. We follow all posted rules for specific areas
9. No gum allowed at school
10. Only healthy foods are allowed at school.



## 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 required for any misbehavior, the consequence of which may lead to suspension or expulsion . The DAR must 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.

### **Definition of Terms:**

#### **Behavior Improvement Plan**

A behavior improvement plan is developed whenever a student receives three Disciplinary Action Reports (DARs) or out-of-school suspension. Behavior Improvement Plan meetings may include the student, student's teacher, parent (or guardian), counselor, and an administrator.

### **DEFINITION OF TERMS**

#### **Behavior Improvement Plan:**

A meeting is required after three Behavior Improvement Plans have been implemented without successfully changing the behavior of the student. Conditions for Continued Enrollment Plan are developed by the student. A Condition for Continued Enrollment Plan is developed by the parents, staff, student, and an administrator. The plan identifies the specific behaviors, corrective actions and consequences to be taken by schools, parents, and student, and a time line for evaluation. The plan is signed by all parties. The school may recommend independent study, parental attendance with child at school, shortened day or expulsion.

#### **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 must be signed by the student's parent and returned to school the next day.

#### **Detention**

Detention is served at a designated location for not completing assigned homework or habitual missed classwork, and may be for 30 minutes after school.

**HEART plan meetings:** Staff and family meet together to brainstorm strategies to support students with academic/behavior challenges.

**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/Expulsion:** Although suspension is not our preferred action following first-time offences, a student's behavior can be so severe and serious that progressive discipline is not appropriate. In accord with school and District policies, 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, and similar conduct.

A student is required to be out of school minimally for the balance of the day and the next school day.

Students may be suspended for any of the following actions:

- Causing serious physical injury
- Possession of a controlled substance
- 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
- Repeated possession or use of tobacco
- Committing obscene acts or habitual profanity or vulgarity
- Significant disruption of school activities or willfully defying valid authority
- Repeated possession of electronic signaling device
- Serious harassment, threats, intimidation or participating in serious hate violence
- Sexual Harassment

A parent conference will occur as soon as possible prior to, or following, a suspension.

**Work Detail** is served under the supervision of a school employee or the student's parent. A student may be asked to clean tables, sweep, clean walls, pick up trash, pull weeds, etc. The work detail is generally related to the misbehavior.

### **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.

## **VIII. 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, slurs and any other actions or words, actual or perceived, are not permitted and could result in a school suspension. 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.

#### **A. 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.

#### **B. 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.

#### **C. 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: Héctor Rico, Superintendent  
Roseland School District  
1691 Burbank Avenue Santa Rosa, CA 95407  
(707) 545-0102 tel.  
(707) 545-5096 fax  
[hrico@roselandsd.org](mailto:hrico@roselandsd.org)

## **ROSELAND SCHOOL DISTRICT**

### **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.



## Education Code Section 48985 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.”*

## Student Health

The Roseland School District believes that parents are responsible for the health of their children. Every effort is made by the school to cooperate with parents so that the children will be healthy and happy. Please call the school at 545-0100 when your child has a communicable disease. Please do not let your child come to school when ill. Complaints of not feeling well should be checked by temperature and observation before sending the child to school. Please do not risk your child infecting other students.

### Symptoms which would indicate a child should not be at school include:

- Temperature of 100.4 degrees or higher
- Nausea, vomiting or diarrhea
- Severe headache
- Evidence of communicable disease such as rash and swelling
- Frequent sneezing, coughing, and sores, etc.

When a student is not feeling well at school, the office staff or nurse checks the student's temperature and contacts the student's parents. If a virus or other contagious disease is suspected, the parent will be asked to pick up the child.

## Immunizations

To comply with the California Immunization law, a parent, guardian, must make sure the student has had diphtheria, tetanus, pertussis (DPT), poliomyelitis, measles, mumps, Hepatitis B and Rubella immunizations BEFORE starting school.

**Parents can help maintain a high standard of health in our school by observing the following guidelines:**

<b><u>DISEASE</u></b>	<b><u>Incubation</u></b>	<b><u>EXCLUSION PERIOD</u></b>
Chicken pox	14-21 days	Minimum 7 days after onset rash, all blisters must have crusted and be dry
Conjunctivitis	1-3 days	Until prescribed medication has been administered 24 hrs. Eye is clear & pus free until clinically recovered and fever free for 24 hrs.
Scarlet Fever	1-3 days	Until clinically recovered and fever free for 24 hrs.
Strep Throat	4-10 days	After 24 hrs. of treatment with prescribed medication & fever free for 24 hrs.
Impetigo	4-10 days	Until lesion is dry
Ringworm	10-14 days	Until prescribed medication has been used for 24 hrs. Area should be covered with dressing when student returns to school

## **Head Lice**

Please contact the school office if your child has head lice. Students may return to school only when all have been removed.

## **District School Directory**



1691 Burbank Ave  
707-545-0102



**Sheppard Accelerated School**  
1777 West Avenue • 707-546-7050



**Roseland Elementary School**  
950 Sebastopol Road • 707-545-0100



**Roseland Creek Elementary School**  
1683 Burbank Ave • 707-543-2800



**Roseland Accelerated Middle School**  
1777 West Avenue • 707-546-7089



**Roseland Collegiate Prep**  
80 Ursuline Road • 707-528-1764



**Roseland University Prep**  
100 Sebastopol Road • 707-566-9990