

**ROSELAWN ELEMENTARY SCHOOL DAILY SCHEDULE**

7:45 – 8:00 a.m.	***	Morning Recess
8:00 a.m.	***	Breakfast in the Classroom
8:20 a.m.	***	Class Begins
11:15 a.m. - 12:00	***	Lunch-1 <sup>st</sup> & 2 <sup>nd</sup>
11:45 a.m. - 12:30	***	Lunch-3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup>
3:20 p.m.	***	Dismissal

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For the safety of your student please have them arrive after 7:45 a.m. (unless they ride an early bus) and go home immediately after school. If at any time you need to make other arrangements, please come by the office.

Classes at Roselawn School are dismissed at 3:20. Your child needs to attend the full day, every day. If at some time you must pick up your student early, we appreciate no pick-ups between 3:10 and 3:20 p.m. Your cooperation will help keep dismissal organized, orderly, and safe.

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**ATTENDANCE**

Important learning occurs every minute of every day in your student’s classroom. Attendance is not only mandatory, it is key to your student’s academic success. As parents you are responsible for having your student in class, on time, every day. We will adhere to a very strict attendance policy this year: 1) If your student is absent from school, you are required to call the office (every day that the child misses) OR send a written note when the student returns stating the reason for the absence. You have 24 hours to

report an absence. 2) The principal and the school social worker will make home visits to check on students who are habitually absent. 3) Parents will be notified, by mail, when a student has had 5 absences. 4) Absences that exceed 10 days will be referred to the truant officer and juvenile probation officer. 5) Parents will be required to attend a meeting with the Principal and Teacher to set up an attendance contract. 6) Failure to comply with an attendance contract will be reported to the proper authorities. We would also like to ask that all routine doctor and dentist appointments be scheduled after school or as close to the end of the school day if possible.

Tardies are recorded in the office. If your student arrives late they must check in at the office before going to class. If your child arrives after 9:00a.m., they will need to bring a sack lunch with them. Repeated tardies will result in home visits by the school principal and social worker.

**Parents are the child's role models concerning the importance of education and responsibility, including the importance of attendance and showing up on time. Roselawn School appreciates and applauds every parent who models these valuable qualities for the benefit of their child.**

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### **BREAKFAST AND LUNCH**

Breakfast - No charge for Breakfast in the Classroom

Lunch - \$2.50 (\$ .40 reduced) Adults - \$3.50

Milk - \$.40

It is recommended, especially for younger students, that lunch money be sent in a sealed envelope.

## **REPORT CARDS**

Report cards are sent home at the end of each quarter. In addition, progress reports will be sent home midway through each of the first three quarters. Please check with the teacher at any time you have questions regarding your child's progress.

## **PARENTS AS PARTNERS IN EDUCATIONAL SUCCESS**

Parents play a key role in a child's educational success. Here are some things you can provide to help your child have a successful year:

1. Plenty of rest – children need 10-12 hours of sleep.
2. A wholesome breakfast provided in the classroom.
3. Good grooming – baths and clean clothes make children feel good about themselves and give them confidence with others.
4. Encourage reading time equally balanced with play, TV, and chores.
5. Encourage participation in group activities such as scouting, church youth programs, sports, etc.

## **HOMEWORK**

Homework is an important part of a successful educational experience. Students, parents, and teachers all share in the responsibilities of homework.

### **Student Responsibilities**

1. Listen carefully to the teacher's directions regarding homework and ask questions if something isn't clear.
2. Take the assignment and/or necessary materials home.
3. Take enough time to complete the assignment.

4. Complete the homework carefully and neatly.
5. Return homework to the teacher as requested.

#### Parent Responsibilities

1. Help your child schedule the after school hours in order to balance play/recreation and home/ study time.
2. Encourage the child to complete homework.
3. Give your undivided attention if your child needs assistance.
4. Praise your child for assignments well done.
5. Contact the teacher if there are questions about the assignment.
6. Sign homework if requested to do so.

#### Teacher Responsibilities

1. Plan homework that is related to classroom activities and is appropriate for the student's maturity, level of learning, and attention span.
2. Assign homework that requires approximately fifteen minutes for primary students and thirty minutes for intermediate students.
3. Check that students understand what is required by the homework assignments.
4. Monitor completion and accuracy of homework assignments.
5. Inform parents when a student repeatedly fails to complete homework assignments.

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### **SAFETY AT SCHOOL**

WHEN YOU PICK UP YOUR CHILDREN FROM SCHOOL, PLEASE PICK THEM UP IN THE BUS SHOOT. WE WOULD LIKE TO KEEP TRAFFIC FLOWING STEADILY AND MAKE THIS TIME OF DAY AS QUICK AND SAFE AS POSSIBLE. Students are never to go with anyone that has not had prior parent approval. Never walk down alleys. Use crosswalks and stay on sidewalks. Report any suspicious or unusual events to the principal and your parents.

We encourage all parents to instruct their children on the safest route to and from school. Our crossing guard is on duty every morning and afternoon on Roselawn Street. Please park across the street if you need to enter the building, and please make sure to use the crosswalk.

Students may not bring guns or knives (toy or other) to school at any time.

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### **ROSELAWN'S SCHOOL RULES**

In the building and in all classrooms, we:

1. GOLDEN RULE: Treat others the way you would like to be treated.
2. Keep your hands, feet, objects, and all ugly words to yourself.
3. Listen and follow directions.
4. Work before play.
5. Respect all adults.

On the playground we:

1. Keep hands, feet, and ugly words to yourself.
2. Do not pick up/throw rocks.
3. Use the equipment correctly.
4. Boys and girls should not play together.

In the cafeteria we:

1. Eat our own food.
  2. Remain seated.
  3. Use quiet voices.
  4. Save playing for the playground.
  5. Respect other people.
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### **HEALTH AND MEDICINE**

Our school nurse is at Roselawn one day a week. She will be available for emergencies on the remaining days. If your child becomes ill, we will call you at the number you have given our office. Please keep that information up-to-date. If you do not have a telephone, please list a friend or relative to contact.

No medication should be carried on a student's person or kept in a classroom. A doctor's form (available in our office) must accompany medicine sent to school. All medications are kept in the nurse's office and are administered by the principal or the nurse.

### **SUPPLIES**

A list of supplies requested by your child's teacher is available from the secretary. Please check with your child and their teacher from time to time to see if these supplies need to be replenished.

### **DRESS CODE**

All students will adhere to the dress code for the Artesia Public Schools. A copy of the dress follows:

## **SECTION III, SCHOOL ORGANIZATION AND PERSONNEL**

## Artesia, NM

### PROPER DRESS FOR STUDENTS

The right to attend public school is not absolute. It is conditioned on each student's acceptance of the obligation to abide by the lawful rules of the school community until and unless the rules are changed through lawful processes. Student dress and personal appearance is an activity that is subject to regulation by law. The Artesia School Board has the duty and the responsibility to encourage and insist upon proper dress for the school community. The Artesia Schools feel that proper dress is necessary in order to ensure sound character development, quality learning, and the discipline that is necessary to accomplish these goals. For these reasons, students shall abide by the regulations for proper dress as outlined below.

The school has the right and the responsibility to intervene at any time that it feels the appearance of any individual does not conform to proper standards of dress. The dress code shall apply to all children who attend the Artesia Public Schools. All details of enforcement and judgment in disputes over dress codes are delegated to the Superintendent of Schools who may delegate this responsibility to building principals. Appeals will follow the line of command from principals to the superintendent to the Board of Education.

#### A. Student Dress Code

The citizens of the Artesia Public School District are dedicated to the concept of a comprehensive education for all students. The Artesia Board of Education, elected by the citizens and held legally responsible for this comprehensive educational program, must have certain rules and regulations that will maintain a climate conducive to the learning process. The Artesia Board of Education believes that student appearance and dress have a direct relationship to student learning; therefore, the Student Dress Code adopted includes the following concepts:

- 1) Safety of the students
- 2) Health of the students
- 3) Acceptable standards of decency
- 4) Dress and appearance that is not distracting to the student involved or to other students.

#### B. Girls

- 1) Hair must be neat, clean, and well groomed. The hair style must not be one that will create a hazard to the student's health or safety, and it must not be distractive to student learning.
- 2) Shoes must be worn at all times.
- 3) The Artesia Public Schools believe that our students should dress appropriately for school. The students should not wear clothing which would detract from the learning process. The

hemline for dresses, skirts, and shorts must be of sufficient length to reach mid-thigh/fingertip length or longer. Blouses with buttons are to be buttoned at all times with the exception of the top button which may or may not be buttoned. Blouses or shirts are to be tucked in unless the shirt or blouse was designed to be worn outside. See-through clothing or off-the-shoulder blouses may not be worn. The School recommends that girls should wear dresses or skirts and blouses when possible. If the recommended clothing is not worn, the following must be adhered to:

a) Shorts must meet the hemline requirements for dresses and skirts. Cutoffs and biker shorts are not acceptable for school. Pants or pant coordinates may be worn to school.

b) Shirts are to be tucked into pants unless they are specifically tailored to be worn outside the pants. Tank tops may not be worn (shirts with straps only over the shoulders). Shirts must be of sufficient length to reach to top of the trousers, skirt or shorts.

c) Any wearing apparel deemed indecent or distracting to student learning will not be allowed. Clothing with inappropriate wording or pictures cannot be worn.

d) No student on or about school property or at any school activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang.

e) Spandex or Spandex-type material shall not be worn as outer clothing.

### C. Boys

1) Hair must be neat, clean and well groomed. The hair style must not be one that will create a hazard to the student's health or safety, and it must not be distracting to student learning. Hair must not cover the eyes. Length of hair may be to the bottom of a standard dress shirt collar.

2) Boys must be clean shaven. Sideburns may not extend below the ear lobe.

3) Shoes must be worn at all times.

4) Boys are to wear shirts at all times. The shirts shall be buttoned with the exception of the top button. Shirts are to be tucked into trousers unless specifically tailored to be worn outside. Tank tops may not be worn (shirts with straps only over the shoulders). Shirts must be of sufficient length to reach the top of the trousers.

5) The Artesia Schools recommend that the most appropriate dress for schools is a shirt and pants. The school system believes that students should dress appropriately for school. If the recommended clothing is not worn, the following must be adhered to:

a) Shorts may be worn if the length is at least to mid-thigh/fingertip length or below. Cutoffs and biker shorts are not acceptable for school.



b) Any wearing apparel deemed indecent or distracting to student learning will not be allowed. Clothing with inappropriate wording or pictures cannot be worn.

c) No student on or about school property or at any school activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang.

d) Spandex or Spandex-type material shall not be worn as outer clothing.

Board Approved: July 9, 1991

The staff at Roselawn believes that parent involvement and support is key to student success. We look forward to working with your children, and we welcome your input and ideas.

**LET'S HAVE A FANTASTIC SCHOOL YEAR!!!**