

ROSELAWN ELEMENTARY



ROSELAWN STUDENT & PARENT HANDBOOK

SCHOOL YEAR 2023-24

PRINCIPAL, MRS. LESLIE CATANÑO

SECRETARY, DEEDEE LUNA

SCHOOL OFFICE NUMBER: 575-746-2812

JOIN OUR FACEBOOK PAGE: [ROSELAWN PTO](#)

[WEBSITE: ARTESIA PUBLIC SCHOOLS \(BULLDOGS.ORG\)](#)

School Hours:

Morning Arrival:

7:55-8:15 a.m.

Breakfast in the Classroom

8:15 a.m.

Instruction Begins

Cafeteria Times:

11:00-11:20 a.m.

Access Program Students

11:10-11:30 a.m.

1st Grade Lunch

11:25-11:45 a.m.

2nd Grade Lunch

11:45-12:05 a.m.

3rd Grade Lunch

12:00-12:20 a.m.

4th Grade Lunch

12:15-12:35 a.m.

5th Grade Lunch

ACCESS Students Dismissal:

2:45 p.m.

Dismiss at Main Entrance/Exit Doors

General Education Dismissal:

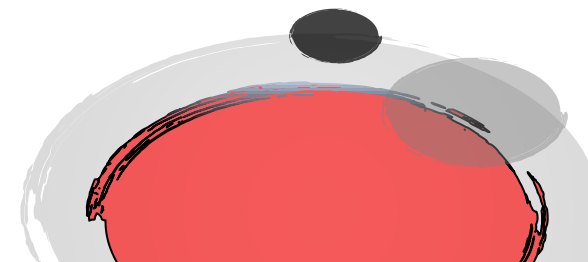
3:20 p.m.

1st Grade, 4th Grade, & 5th Grade..... Dismiss at Old Bus Shute (James Ave.)

2nd GradeDismiss at Main Entrance/Exit Doors

3rd Grade.....Dismiss at South Exit Doors (Facing
Roselawn Ave.)

For the safety of your student, please have them arrive after 7:45 a.m. (this does not apply to bus riders). If at any time you need to make other arrangements, please call the office.



ATTENDANCE

Important learning occurs every minute of every day in your student's classroom from bell to bell. Attendance is not only mandatory, but also key to your student's academic success. As parents, you are responsible for having your student in class, 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 in the morning (every day that the child misses) OR send a written note when the student returns stating the reason for the absence on the following day. 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 email/mail, when a student has had 3, 5, and 10 unexcused absences. 4) Parents will be required to attend a meeting with the Principal and Teacher to set up an attendance contract. 5) 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. Please refer to the district's calendar to set up these appointments.

Tardies

Being on time for school gives your child a good solid start to his/her day. Tardies are recorded in PowerSchool if they arrive after 8:20 a.m. If your student arrives late, you must check them in at the office before going to class. If your child arrives after 9:00 a.m., they will need to bring a lunch with them. Repeated tardies will result in home visits by the school principal and social worker. Please let the school office know how they can support any of your needs.

Levels of Student Absence Intervention (as required by NMSA 22-12A-1)

- Individual Prevention -- a student misses 5% (but less than 10%) or more of classes or days of school.
- Early Intervention – a student misses 10% (but less than 20%) or more of classes or days of school.
- Intensive Support – a student misses more than 20% of classes or days of school.

Parents serve as a role model for developing good character, values, and habits. Please help your child arrive at school on time, sustain a consistent pattern of attendance, and workmanship. Roselawn School appreciates and applauds every parent who models these valuable qualities for the benefit of their child.

BREAKFAST AND LUNCH

Lunch

All households (one per household) must complete a Lunch Application to qualify for "Free Lunches." Regardless of income status all students will still receive free breakfast and lunch. Please complete your Lunch Application as soon as possible. Applications may be submitted via <https://www.bulldogs.org/>

Breakfast

Breakfast for all Elementary Students will remain "Free" this year.



REPORT CARDS

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

1 st Grade	Receive a Progress (Data) Checklist, instead of a Report Card
2 nd Grade	Highest Honors (All-A's), Honor Roll (2-A's, no C's)
3 rd -5 th Grades	Highest Honors (All A's), Honor Roll (3-A's, No C's)

PARENTS AS PARTNERS IN EDUCATIONAL SUCCESS

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

- Rest/Sleep -Children need plenty of rest. At least 10-12 hours of sleep.
- Healthy Breakfast – Students need a wholesome breakfast each morning (free breakfast for all students).
- Hygiene & Good Grooming - Baths and clean clothes make children feel good about themselves and give them confidence with others.
- Daily Reading - Encourage reading time equally balanced with play, TV, and chores.
- Extra-curricular Participation - Encourage participation in group activities such as scouting, church youth programs, sports, etc. Children learn new skills, develop self-confidence, and social stability.

COMMUNICATION

Teachers will communicate with parents on the academic/behavioral progress of students through Parent Teacher Conferences (twice a year), Progress Reports (at least 4 x a year), data reports sent home, Home-School Communication Folders, text/phone messages, Class Dojo, Remind, email, or other. If for any reason you have concerns about your child's progress, please contact the teacher or leave a message and she will return your call during non-teaching times. Teachers may not be able to text or call parents back until they have finished their teaching duties. If it is an emergency, the office can give the teacher the message. Behavior concerns should be addressed with the teacher as the first point of contact.

Parents can sign up for online access to their child's PowerSchool account at www.bulldogs.org under the Parents tab and clicking on Parent/Student PowerSchool on the drop-down menu. You will need to download the PowerSchool app on your phone as well. This will allow you to check the grades, attendance, and lunch accounts.

School communication will usually occur through a mass text message through our Bright Arrow messaging system, PTO Facebook Page, and flyers. If you need to set up an appointment with the principal, please call the front office.

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 is not 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 their after-school hours, in order to balance play/recreation and home/study time.
2. Encourage your child to complete homework.
3. Give your undivided attention, if your child needs assistance.
4. Praise your child for working hard and doing a good job on their homework.
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 has been previously taught by the teacher and is a review/practice for the student.
3. Check that students understand what is required by the homework assignments.
4. Monitor completion and accuracy of homework assignments. Provide support when needed.
5. Inform parents when a student repeatedly fails to complete homework assignments.

Most homework should consist of:

- Nightly reading of a book
- Review practice of a skill
- Missed assignments from absences

SCHOOL SAFETY

- Students are never allowed to be released by anyone that has not had prior parent approval.
- Students should never walk down alleys.

- Students and adults should always use crosswalks and stay on sidewalks.
- Students should report any suspicious or unusual events to the principal and their parents.
- Parents should instruct their children on the safest route to and from school.
- During Dismissal Times, please park across the street if you need to enter the building and make sure to use the crosswalk. It is important that we keep traffic flow moving smoothly and efficiently.
- Students cannot bring toys to school, unless otherwise approved by the teacher for learning or activity purposes.

ASSEMBLIES

The majority of our assemblies are held in our school gym. Parents can enter through the “north-end” doors near gym area. Doors usually open 15 minutes prior to the start of assemblies. Your attendance is important to your child.

ROSELAWN ’ S SCHOOL-WIDE EXPECTATIONS AT-A-GLANCE

Every day at school, we:

1. GOLDEN RULE: Treat others the way you would like to be treated
2. Keep hands, feet, and objects to self
3. Always listen and follow directions
4. Work hard, then play
5. Respect, be kind, and have a positive attitude!

On the playground, we:

1. Share and take turns
2. Mindful of what we pick up (not rocks)
3. Use the equipment safely and correctly
4. Use conflict-resolution skills when a problem arises
5. Can only walk around the playground equipment (not run)

In the cafeteria we:

1. Eat our own food
2. Remain seated
3. Use quiet (Level 2) voices
4. Use manners and good eating etiquette
5. Clean up after yourself
6. Raise your hand for questions, give “ready” signal when all done

PBIS & RESTORATIVE PRACTICES

Roselawn Elementary School prides itself in its efforts to implement PBIS practices (Positive Behavior Intervention and Supports). This is a framework that outlines clear expectations for every area of the building while encouraging a culture of positivity and respect. Our schoolwide PBIS core values consist of:

P.A.W.S.

P – Practice Respect

A – Act Responsibly

W – Work Smarter

S – Stay Safe

We are in our third year of creating a culture of “Restorative Practice”. Restorative practices can help to promote positive relationships between both pupils and staff. Instead of focusing on traditional disciplinary actions and punishments, restorative practices help to resolve any conflict, repair harm that is done to individuals or the school community, and repair relationships. Restorative practices can help address the underlying reason for a student’s behavior. Students are encouraged to learn from their choices or mistakes and take ownership of their own behavior. They will learn how to resolve disagreements, empathize with others, show forgiveness and communicate more effectively.

VOLUNTEERS & VISITORS

Volunteers are valuable to the success of a school community. If you would like to become a regular Roselawn School volunteer, please apply online at www.bulldogs.org under Employment Opportunities. There is an easy, yet somewhat formal application process. If you need help getting started, please come to our school office. We would be happy to help you.

All visitors are required to sign in at the front office, provide a valid ID, and get a visitor badge. It is a priority of Artesia Public Schools to always keep our students safe.

HEALTH AND MEDICINE

Our school nurse is at Roselawn every day. She is always available to support family need and questions. 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 nurse.

DRESS CODE

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

The district’s dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, teach respect for authority, and prepare students for their future employment settings. Students shall be dressed and groomed in a manner that is clean, neat, not a health or safety hazard to themselves or others, and appropriate for the daily activities. The district

prohibits any clothing or grooming that, in the school administrator's judgment, may reasonably be expected to cause disruption of or interference with normal school operations, to present a clear and present danger to the student's health and safety, or to cause a material interference with the educational environment.

The following must be adhered to:

- Shoes must be worn at all times.
- The hemline for shorts, dresses, and skirts must be of sufficient length to cover body parts in a manner appropriate for school.
- Spandex-type material, Yoga pants, or Leggings are prohibited when worn as outer clothing. An outer garment (shirt, sweater, dress, skirt, shorts, etc.) must cover spandex, Yoga material, or Leggings, and the outer garment must be of sufficient length to cover body parts in a manner appropriate for school.
- Pant stride and waistline must be in the normal position. Sagging clothing is prohibited.
- See-through or off-the-shoulder clothing is prohibited. Tops/shirts/blouses must be of sufficient length to cover the top of the trousers, skirt, or shorts if the student's hands are raised about the head. Bare midriff is prohibited. Revealing tops such as halter-tops, spaghetti straps, half-shirts, tank tops, and muscle shirts are prohibited. Top/shirt/blouse must be one complete piece on the front, back, and sides (i.e., no cut-outs, rips, tears). No bras, bralettes, or bra straps may be visible.
- Clothing with inappropriate wording or pictures is prohibited. This includes but is not limited to pictures, emblems, writings, colors, and styles of clothing that are: lewd, offensive, vulgar, obscene, or sexual in nature.
 - Advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under state or federal law.
 - Refer to, symbolize, or promote racism, violence, cult, or gang activities.
- 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, or promote violence against others.
- Excessive piercings, spiked jewelry, or jewelry creating a health or safety hazard, or a distraction are prohibited.
- Chains are prohibited.

*The district and school-site discipline matrices should be utilized for dress code violations. When possible, a student should correct a dress code violation immediately and return to class. In-School Suspension and/or Suspension may be warranted for certain or repeat infractions.

STUDENT RECORDS – DIRECTORY INFORMATION & FERPA

Documents are available to parents under the **Registration and Immunizations Tab** on our school website.

Roselawn Student & Parent Handbook 2023-24

I have read and acknowledged the information stated in this Handbook. I have reviewed the meaning of its content with my child to help him/her clearly understand and establish a successful path this school year. Please turn in this page to your child's teacher.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Grade _____

We are excited to welcome our scholars to another great year of learning achievement! Please let us know how we can assist you and your family. We would love to collaborate with you on any ideas you might have for making our school better. Your voice matters to us! It's great to be a Roadrunner! ~Mrs. Catano