

*PARENT and STUDENT
HANDBOOK
2018-19*



ROSEWOOD ELEMENTARY
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August 20, 2018

Dear Rosewood Parents,

Welcome to the 2018 -2019 school year! I hope you all had an enjoyable summer and are ready for an exciting year of learning at Rosewood Elementary. To promote a safe and productive school environment, please take time to review our parent handbook.

This year, we are excited to welcome several new and returning faculty members to our Rosewood family. Mrs. Jennifer Goetzman is our new kindergarten teacher, and Mrs. Shawnta Davis will be our reading coach. We welcome back Mrs. Tiffany Smith who will teach math, and Mrs. Lesa Scurry who will be a first grade teacher. Also, this year, Mrs. Michelle Woodyard and Mrs. Melissa Rainsford will teach second grade. Ms. Abby Tyson will teach kindergarten, and Mr. Mike McCaulley will teach 5th grade.

Parents and the community are our most valuable resources to the children and faculty of Rosewood Elementary. Working together with our parents and the community, we are committed to providing our students a safe, caring, academically challenging and diverse learning environment that will develop productive citizens for a changing world. As part of our digital initiative, our 3rd – 5th grade students will have access to laptop computers, and opportunities will be provided for students to utilize their devices as learning tools. This year we will continue our focus on reading as we implement our school reading plan which is a requirement of the South Carolina Read to Succeed Act. Each child at our school will continue to receive 120 minutes of ELA instruction daily as well as an additional 30 minutes of reading instruction and support. In addition, as part of the Read to Succeed Act, any third grade student who is not reading on grade level by the end of the third grade year will be retained at that grade level. Throughout the year, you will receive on-going communication about our school reading plan and the Read to Succeed Act. With the support of our Rosewood Educational Foundation along with school resources, each teacher was able to select additional high interest books to add to their classroom libraries for student use.

I encourage each of you to partner with us and be involved in your child's education. If you ever have school related questions or concerns, please contact us so that we may work together for the benefit of our students. In the first few weeks of school, you will be receiving information from the PTO about its' activities and volunteer opportunities. Family activities planned for this year include Science Day, Fall Carnival, student performances, and the Spring Picnic. While there are many opportunities to be involved or support our teachers and students through the PTO, SIC, or Rosewood Educational Foundation, I also encourage parents and community members to consider sharing time with our students promoting literacy and reading skills by serving as a Rosewood Reader, promoting fluency in math by volunteering to work with students on math facts, or serving with our new arts committee as we promote arts opportunities and experiences for our students. We hope to see you around Rosewood and that you will consider offering your time or talents to assist and support Rosewood Elementary School.

It is always exciting to begin a new school year! I look forward to the year ahead, getting to know our new students and parents, and being a part of the many wonderful things that will take place for our children at Rosewood Elementary School.

Sincerely,

Elizabeth Williams
Principal

2017- 2018 ROSEWOOD ELEMENTARY PARENT AND STUDENT HANDBOOK

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ABOUT OUR SCHOOL

Rosewood serves students from kindergarten through fifth grade. From their grade level teachers, students will receive instruction in language arts, mathematics, social studies, science, and health. Weekly art, music, physical education, and Spanish classes are provided by related arts teachers. A resource room and, beginning in third grade, an advanced academic program (AAP) are available to meet the specific learning needs of students. Also available at our school are specialists who provide psychological testing and speech therapy.

ABSENCES

The State of South Carolina and Richland District One have mandated that attendance be given high priority. Attendance and truancy procedures will be strictly enforced.

Reasons for excused absences include:

- Contagious illness.
- Serious illness.
- Death in the family or illness.
- School sponsored field trips.
- Any other reasons must be approved by the principal in writing in advance.

When your child is absent from school, you must provide a written excuse within 2 days after he/she returns to school.

- A doctor's note is the best excuse. Please ask for one if you take your child to the doctor or dentist.
- Send the excuse to your child's teacher or bring the excuse to the office.
- Fax the excuse to 929-3849.
- E-mail an excuse to sheila.spivey@richlandone.org

Include in the note:

- Child's full name.
- Reason & date(s) for the absence(s).
- Teacher's name.
- Your signature.

Attendance and Truancy Rules:

- After a student is absent for **three** consecutive days, or for a **total of five** days, the school will set up a conference with the parent/guardian to develop an Attendance Intervention Plan to improve the student's attendance.
- A school social worker may assist in contacting the parent/guardian and developing a plan.
- **If a student's absences continue after an intervention plan has been developed, the parent/guardian and student will be summoned to appear before a Family Court judge.**
- Following a Family Court hearing, if the parent/guardian does not adhere to the court order, the school is required to file a contempt of court complaint against the parent/guardian with the Solicitor's Office.
- After a student has accumulated an excessive amount of absences due to illness, the

school may require a doctor's excuse for any such further absences.

Copies of the attendance policy are in the office. You can come by the office if you would like a copy.

AFTERNOON DISMISSAL – CHANGES IN PLANS

If afternoon dismissal plans deviate from a child's established mode of dismissal (i.e. going home with a friend, not getting on a bus or van, etc.), we must receive written notification of the change in dismissal **by 1:00 p.m.** **Changes in dismissal plans must be communicated in writing.** You can send a note with your child to that effect or fax a note to the school office (Fax: 929-3849) as teachers do not always have a chance to check their emails during the school day.

ALTERNATE PICK-UP PERSON FOR STUDENTS

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

ATTENDANCE ZONE

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

BACKPACKS

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

BEING PREPARED FOR CLASS

Students should come to school prepared with the necessary tools for learning, including pencils, paper, books, and homework assignments. Students will not be allowed to call home for homework left at home.

BICYCLES

Students may ride their bicycles to school and lock them up on the bicycle rack located on the patio next to the parking lot. Students should walk, not ride, their bicycles on the campus.

Bicycle students crossing Rosewood Drive must exit the school grounds through the gate at South Ott Road and Rosewood Drive.

BIRTHDAY CELEBRATIONS AT SCHOOL

In order to guarantee smooth functioning of our daily school routine and to avoid hurt feelings, we ask that you adhere to the following guidelines:

1. Balloons, flowers, or other items may not be delivered to students at school.
2. Parents may bring cupcakes, cookies, or other treats to be enjoyed by all children in a homebase class. These should be sent in the morning so that they can be given to the child's class as a dessert treat during lunch. **DUE TO STUDENT ALLERGIES AND OTHER FOOD RESTRICTIONS, HOMEBASE TEACHERS SHOULD BE NOTIFIED IN ADVANCE OF ANY FOOD ITEMS BEING SENT TO CLASSROOMS.**
3. A student may not distribute birthday party invitations at school unless there is an invitation for each of the students in his or her homeroom class.

BREAKFAST AND LUNCH PROGRAMS

Breakfast is served from 7:00 a.m. to 7:15 a.m., and students may eat breakfast in the cafeteria between 7 – 7:25 a.m. Except when a school bus is late, no student will be allowed in the cafeteria after 7:15 a.m.

Milk is served with school lunches. Water can be substituted for milk only if we receive a note from a doctor stating that your child cannot drink milk for medical reasons. Students are not permitted to use the cafeteria microwave to warm their breakfasts or lunches.

Full breakfast and lunches for students are provided at no cost to students. Adult breakfast is \$1.80, and adult lunches are \$3.00.

CELL PHONES AND ELECTRONIC DEVICES

Students are not permitted to bring cell phones or other electronic devices to school. Exceptions to this rule can only be granted by the principal.

CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER

If you move to a new address at any time during the current year, you must present the office with two proofs of your new address. It is a district requirement to establish proof of residency as a part of each student's permanent record. If the school receives returned mail, your child's schedule will be dropped until proof of residency in the Rosewood attendance zone is verified.

Please inform us immediately of any changes in your personal or work telephone numbers. It is the only way we have of notifying you in case of an emergency involving your child.

CHESS CLUB

Fifth graders are eligible to join our chess club that meets after school on Tuesdays during the spring semester. This club is sponsored by the PTO and is coached by parent volunteers. If you would like to volunteer for the club, please inform the principal.

CONFERENCES

Parent and teacher communication is encouraged. Students do a better job when they know their families and teachers are interested in their academic progress. Conferences can be arranged by contacting teachers. Conferences must be arranged in advance as teachers cannot stop classroom instruction to meet with parents. If you have problems contacting teachers, please call the guidance counselor for help.

Designated parent-teacher conferences dates are November 1, 2018, and April 4, 2019. In addition, teachers and parents may schedule parent conferences throughout the school year.

CROSSING ROSEWOOD DRIVE

Students who must cross Rosewood Drive should do so only at the intersection of Ott Road and Rosewood Drive. The Police Department provides a crossing guard to control the traffic at this intersection 7:00 to 7:30 a.m. and 2:25 to 2:45 p.m.

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

DIGITAL LEARNING ENVIRONMENT

Richland One's Digital Learning Environment (DLE) expands the integration and use of technology as powerful tools for teaching and learning. Student and parent responsibilities are outlined in the DLE Handbook which includes that each student is required to pay a \$30 insurance fee per school year. The fee covers potential loss, theft or damage to the device. The fee does not cover the cost of the charger. Students return the devices, which are the property of Richland One, at the end of the school year.

DISCOURAGING TEMPTATION THROUGH SIMPLICITY

Small items which students bring to school often become "misplaced." Regrettably, sometimes, these items are taken by other students. Sometimes we are able to retrieve the item; sometimes we are not able to do so.

Also, if your child brings home something that is not his, please inquire and follow-up in a responsible manner.

DOGS

Dogs are not allowed on the school grounds. If you walk to school with a dog, do not enter the school grounds.

DRESS CODE

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

1. Students should not wear high heels or make-up.
2. Fifth grade students may not wear shorts that are more than four (4) inches above the knee. Students may not wear hats or bandanas in school.
3. Hats should be worn to school only for health reasons (such as protection from the sun or from the cold) and not for fashion.
4. Students should wear safe shoes to school, preferably sneakers and socks. Flip-flops are not safe for running around the playground at recess.
5. Students should only wear soft rubber-bottomed shoes to school. Hard plastic heels and soles scrape and scratch our hardwood floors.

DROPPING OFF AND PICKING UP STUDENTS BY CAR

Morning Drop-Off

1. Students should arrive at school by 7:20 a.m. Students who arrive between 7:10 to 7:20 should proceed to the auditorium where they will be supervised until 7:20 a.m.
2. South Ravenel Street is closed to southbound traffic from 7 to 8 a.m. Hope Street, between South Ravenel and Walker, is closed to eastbound traffic also at this time.
3. Cars must enter South Ravenel Street from behind the school.
4. There are **two** drop off points: the supervised location behind the school on the sidewalk near the cafeteria and at the entrance gate on South Ravenel Street.
- 5. Do not drop off your children prior to 7:10 a.m. if they are not eating breakfast at school. Supervision in the auditorium begins 7:10 a.m.**
6. South Ott Road is not a student drop-off area.

Afternoon Dismissal

1. From 2 to 3 p.m. South Ravenel Street and Hope Avenue are one way just as from 7 to 8 a.m.
2. Cars should approach South Ravenel Street from behind the school and turn into our driveway. NOTE: We cannot prevent homeowners from parking on South Ravenel Street. So, at times parked cars may narrow the path of traffic, making it difficult for school buses

and day care vans to pass the line of cars.

3. When you are in this line, you can help by driving as close as possible to the right side of the street. At 2:20 p.m. we will dismiss day-care students, school bus students, and car riders. To avoid congestion, walkers may be picked up in front of our Rosewood Drive portico for parents who wish to meet them on the school grounds and then walk together to their parked cars. This will relieve the congestion on the South Ravenel Street portico, as bus students and day-care students are exiting the building.
4. From 2 to 3 p.m. cars may not park or pick up students on South Ravenel Street. In the afternoon, South Ravenel is reserved for school busses and day care vans. The driveway is basically one lane. If at 2:25 p.m. your child is not at the sidewalk waiting for you, please drive around the block again to maintain the orderly and efficient flow of traffic.
5. Please impress upon your child the importance of being ready for pick-up when you arrive. School is over at 2:30 p.m. **Please note that we do not provide supervision after 2:30 p.m., and, for safety and supervision reasons, students will not be allowed to re-enter the building once they have been picked up by their parents.**
6. Do not park on South Ott Road to pick up students. Students should not be dropped off or picked up on South Ott Road.

EMERGENCY DISMISSAL

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

ENTERING CLASSROOMS BEFORE AND AFTER SCHOOL

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

Secretaries and custodians should not be asked to open locked classrooms.

FIELD TRIPS

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

Sometimes, a student finds it difficult to consistently display appropriate behavior. In order to provide safe field experiences for all students, it is very important that students attending field trips follow school rules and expectations. Therefore, if a student demonstrates a pattern of not

following school rules and expectations, his/her parent (or an adult stand-in for the parent) will be required to accompany the student on the day's outing.

Because many of our field trips require advance planning, reservations, and deposits, please note that payments for out of town or overnight trips may not be refunded if you decide your child will not attend a trip after reservations have been made for your child.

To promote student safety, all parent chaperones must go through a background check. Mrs. Drake can provide you with the needed application if you would like to volunteer to chaperone a trip. For the privacy of students, parents attending school functions are urged to avoid videoing and taking pictures of students and posting those images through social media.

EDUCATIONAL FOUNDATION

The Rosewood Foundation's mission is to raise funds for the school. Part of these funds are placed into an endowment for the school and part are spent annually to support needs of the students and faculty.

GUM

Students may not chew gum at school or on the school bus. Please make sure your child leaves school in the morning without gum in his/her mouth, pockets, or bookbag.

HEAD LICE, RINGWORM, ETC.

From time to time at all schools throughout the world, students may contract head lice, ringworm, etc. .If you should have any of these problems in your family or learn of a case at school, call the school nurse. Students who have had head lice may return to school with a parent note following the child's first lice removal treatment.

Please emphasize the following to your child:

Do not share jackets, hats, and scarves.

Jackets, coats, sweaters, and hats should be hung on the hangers in the hallway.

Do not share hair items such as combs, hairbrushes, bows, and headbands.

Avoid head to head contact with friends.

HEALTH CARE AT SCHOOL

Medical Emergency Cards - It is important to complete and return the school emergency card that tells us how to reach you or an alternate person in case of a real emergency.

Dispensing of Medicine at School - Richland School Board Policy JGCD and JGCD-R mandates that whenever medication is to be given during school hours, instructions by the physician and a permission form signed by a parent must be on file in the school before any prescribed medication will be dispensed. Without this permission form, medication will not be given at school.

HELPING YOUR CHILD GROW

School is one of the first major experiences that provides children the opportunity to emancipate themselves emotionally from their parents and begin to establish an independent identity within the context of teachers and peers.

Beginning the **second** week of school, students should say good-bye to their parents outside of the school. Likewise, at the end of the school day, parents should meet their children outside of school, not inside the school. While parents may come have lunch with their child for a special occasion such as a birthday, parents should not linger for recess. Allowing children to have independence throughout the day serves the best interests of the developing child.

HOMEWORK

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

In assigning students homework, we will follow the "ten-minute rule," which translates into ten minutes homework multiplied by a student's grade. So, first graders would be assigned ten minutes homework, third graders – thirty minutes, etc.

We also expect your child to read for leisure thirty minutes each evening, and spend ten minutes memorizing math facts.

Students should be able to complete their homework on their own without your help, with the exception of drilling your child on math facts for ten minutes. If you find that is not the case, you should consult your child's teacher.

HOMEWORK AND SCHOOLWORK DURING ABSENCES

Students are absent from school for various reasons. The majority of these absences are due to illnesses. Reasons for excused absences include contagious illness, serious illness, death in the family or illness, and school sponsored field trips. Any other requests for excused absences must be submitted in writing and approved by the principal in advance.

Absences Due to Illness

It is not necessary to obtain classwork or homework for students who are absent one or two days. After three consecutive days of absences, upon your request, teachers will put together a packet of schoolwork and homework for your child. You should make your request by telephone one day in advance. A packet will be ready by 3:00 p.m. for you to pick up in the school office.

Absences Due to Vacation

Plan family vacations during school breaks. **Family vacations do not qualify as excused absences from school.**

Making Up Work Upon Return to School

Students, returning to school after an extended absence for any reason, will be given sufficient time to make up any necessary work.

HONOR ROLL

Third, fourth, and fifth grade students who earn all A's and B's in Language Arts, Mathematics, Science, Social Studies, and Health will receive an Honor Roll Certificate along with their report card.

INSURANCE FOR STUDENTS

Each year our students are offered medical and dental accident insurance benefits. Parents/guardians who would like to purchase school insurance will use a dedicated and secure website to enroll (<http://markel.sevencorners.com>).

LIBRARY

Our library operates on a flexible schedule allowing students and teachers to use it as often as possible. Students are also welcome to use the library 20 minutes before school and 30 minutes after school on a first-come, first-serve basis. Please let us know if you feel that your child does not have the opportunity to visit the library on a regular basis during school.

LOST AND FOUND

At the end of each month we will donate to a local charity any lost clothing in the Lost and Found Box. We suggest the following:

1. Write your child's name on all jackets, sweaters, coats, backpacks, lunch boxes, etc. brought to school.
2. Avoid having your child bring money to school except when absolutely necessary. Remind your child to keep the money in a pocket until it is given to the cashier in the cafeteria or teacher upon arrival at school.
3. Remind your child not to bring valuable possessions or toys to school.

LOST BOOKS

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

LUNCH DELIVERY

Lunch or other forgotten items brought to school by a parent should be placed on the table in the main office. These items will be placed on a table in the cafeteria before lunch. It will be the student's responsibility to check the table in the cafeteria for forgotten items.

Teachers will go over this procedure with their students; you should go over this procedure with your child as well.

LUNCH WITH YOUR CHILDREN

If you are joining your child for a special occasion at lunch, please call the cafeteria (343-2934) before 8:30 a.m. to order a lunch for yourself on the day you are eating with your child. This lunch reservation is important if you are eating cafeteria lunch.

Lunch visitors may enjoy lunch with their child only - either in the cafeteria or patio. All visitors must sign in at the main office. **Due to allergies and other food restrictions, visitors may not give food or candy to children.** Lunch visitors should remain in the cafeteria or patio areas during lunch time and should not go to recess with students.

NEWSLETTER

A school newsletter is sent home at the end of each month. The newsletter contains important information for the coming month. Also, please check our webpage at <http://rosewood.richlandone.org> for information and calendar of events.

PARENT and TEACHER ORGANIZATION (PTO)

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

The PTO's first project of the year is a fundraiser to supplement the school's budget for such things as instructional supplies, equipment, and field trips, as well as to pay for PTO sponsored activities. Please support this fundraiser.

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

Information about PTO events will be sent home with your child throughout the year and will be posted on the bulletin board across from the school office. The PTO Executive Committee meets the first Monday of each month and evening PTO meetings will be held at 7:00 p.m. Any parent is welcome and encouraged to attend. There will be two morning PTO meetings scheduled for November 13, 2017, and March 12, 2018, at 7:45 in the cafeteria.

This year's PTO president is Geni Brame (email address is genirosewoodpto@gmail.com).

PICKING UP STUDENTS EARLY

Students should remain in school until dismissal. However, if you must pick up your child from school before 2:30 p.m. due to an appointment, please send a note to that effect to school that day. A student can only be dismissed early when an adult has come to the office to sign the student out of school.

POWERSCHOOL PARENT PORTAL

Parents can easily access PowerSchool Parent Portal to get student information such as grades and attendance. You can customize your account to receive notifications from the Parent Portal, if desired. To access PowerSchool Parent Portal, use the same username and password that were used for the Infosnap registration process, or you can contact Mrs. Spivey at 733-3048 for additional assistance in setting up this feature.

RECESS

Students will have a daily outside recess unless the temperature is below 32° Fahrenheit. Therefore, on cold mornings send your child to school with a warm coat.

Recess is a time for students to socialize and play with each other. Parents may have lunch with their child on special occasions but should not go to recess.

REGISTRATION

Registration of all new students for the 2018–19 school year will be on-line through the district’s InfoSnap Registration System. To register your child, you must have your child's birth certificate, South Carolina Certificate of Immunization, and two (2) proofs of your address. One must be the lease or purchase agreement/mortgage statement.

REPORT CARDS, INTERIM REPORTS AND GRADES

Report cards will be sent home at the end of each nine-week period. Please sign the report card jacket and return it to school with your child the following day.

First and Second Grade - First and second grade report cards use the numbers of 4, 3, 2, 1 and PC (for parent conference requested) in reporting children’s academic progress. Your child’s teacher will explain the evaluation system.

Third, Fourth, and Fifth Grade – Third, fourth and fifth graders receive traditional grades.

Interim Reports – First through fifth grade students will receive interim reports during all four quarters.

Grading Scale – 90-100 = A, 80 - 90 = B, 70 - 80 = C, 60 - 70 = D, & below 60 = F

RESPONSIBLE THINKING CENTER

The Responsible Thinking Center (RTC) serves as an in-school suspension center and a time-out room for students who are disruptive in class.

RESTROOMS

Student restrooms are for student's use only. Students are told that if they observe an adult, other than a teacher or custodian, in a student restroom they are to report this to a teacher.

RIDING THE SCHOOL BUS

Students will be expected to behave courteously while riding the school bus. Excessive noise and disruptions are safety hazards.

A student can be suspended from the school bus for misbehavior. If this should happen, it is then the parents' responsibility to arrange transportation for the child to and from school during the period of suspension.

SCHOOL BUS EMERGENCIES

If the school bus is late in picking up or dropping off your child, please call the school bus office at 695-5491 or 695-5504 or 695-5505.

SCHOOL HOURS AND SUPERVISION OF STUDENTS

School begins every day at 7:25 a.m. and dismisses at 2:30 p.m. Breakfast is served from 7:00 to 7:15 a.m. **If your child is not eating breakfast at school, your child should not arrive at school prior to 7:10 a.m. We do not provide supervision before 7:10 a.m. for students who do not ride the school bus and who do not eat breakfast at school.** Students who remain at school after dismissal should be **actively** supervised.

SCHOOL RULES

Rosewood Students are:

- Responsible
- Respectful
- Trustworthy
- Caring
- Fair
- Good Citizens

Cafeteria Rules:

- Use good table manners
- Clean up after yourself
- Eat quietly
- Walk at all times

Hallway Rules:

- Walk at all times
- Walk in a straight line
- Walk on the right side of the hall

- Walk quietly
- Keep your hands to yourself

Bathroom Rules:

- Wash your hands
- Respect others' privacy
- Keep the bathroom clean and neat

Playground Rules (Play Safely):

- Only hands on monkey bars
- Stay seated and feet first going down the slide
- Only throw balls
- Keep your hands to yourself
- Play all games by the rules

Some Don'ts:

- Students should not bring gum or candy, toys, athletic equipment, or non-essential objects to school.
- Students should not bring money to school except for a special school function such as a field trip or book fair. If students must bring money for something specific, they should give it to their teacher upon arriving at school or keep it safely tucked in their pocket.

SECURITY CHECKS ON PARENT VOLUNTEERS AND ADULTS WORKING WITH STUDENTS AT SCHOOL

All parent volunteers and adults working with students at our school must undergo a background check. We hope that you will consider volunteering at school or serving as a chaperone on field trips. Please check with Mrs. Drake to see if you are already on the approved volunteer roster, and, if you are not, Mrs. Drake can gladly provide you with the needed forms.

We have several programs, activities, and clubs that provide opportunities for adults to come to our school to contribute to the education and development of our students:

Rosewood Readers.....Adults come weekly to spend 30 – 45 minutes reading with a student.

Chess Club.....Parent volunteers coach a weekly, after-school chess club for interested fifth graders.

Math Mentors Parent volunteers come assist students with acquisition of math facts through drill and practice activities.

Before we allow any students to participate in these activities, we will first secure permission from students' parents.

Additionally, the school district undertakes a background check on each adult with the State Law

Enforcement Division (SLED) and the Department of Social Services (DSS).

SELLING ITEMS AT SCHOOL

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

SHOES

Students should wear shoes to school that they can run in at recess and in physical education class.

Students should not wear shoes with hard plastic heels, as such heels easily damage and mar our school's hardwood floors.

SKATEBOARDS, SCOOTERS, HOVERBOARDS

Students may not bring skateboards, scooters, or hover boards to school. These items, including bicycles, cannot be ridden on school grounds.

SOUTH CAROLINA STATE FAIR

Students will not be dismissed early to attend the State Fair. Parents should arrange to leave for the fair at 2:30 p.m., when school is regularly dismissed.

STATE TESTING and SCHOOL REPORT CARD

Each spring, South Carolina public school students in grades 3 through 8 are administered state mandated tests to assess student performance in the areas of ELA, Writing, Science, Social Studies, and Math. For spring 2019, students in grades 3, 4, and 5 will be administered assessments in Writing, ELA, and Math, and 4th grade students will be assessed in Science and 5th grade students in Social Studies.

STRINGS CLASS

Fifth graders may attend a strings class that meets twice a week during the time of the day that they also attend art, music, and physical education. Students who elect to receive strings instruction will miss one or two of these other classes.

STUDENT BEHAVIOR

We try to maintain an orderly, calm, and courteous environment at our school. Therefore, we have certain rules governing students' behavior as outlined in the Richland County School District One Code of Conduct.

The following behaviors are considered serious enough to warrant suspension: fighting, hitting or threatening others, tripping, spitting, stealing, cheating, lying, being disrespectful to adults, forgery, leaving school without permission, destroying or abusing other's property, and throwing

rocks or sticks.

If two students are fighting, both will be suspended unless one can prove that he acted only as a last resort in self-defense. Hitting someone back simply because someone hit first is not self-defense. If a student is hit or pushed by another student, he should report such an action to an adult, not hit back. Students have choices. We hold students responsible for exercising restraint.

TARDINESS

At 7:25 a.m. students begin their day. Any child who is not in his classroom at 7:25 a.m. will be considered tardy. Students who are tardy disrupt the class. Please show consideration for others. **Students who arrive late must be signed in at the attendance office by a parent or guardian.**

Excessive tardiness is sufficient cause for a student to lose his / her transfer to our school. Parents of children who have acquired 5 tardies during a 9 week marking period or 10 tardies during the school year will be invited to participate in developing an attendance improvement plan.

TELEPHONE MESSAGES

Parents often call with messages for their children. These messages usually are about change in after-school routines. **Any notification regarding your child's dismissal must be in writing.**

Please try to finalize changes in normal after-school routines before your child leaves for school in the morning because, while we will do our best to get messages to students, we cannot guarantee that messages regarding dismissal received after 1:00 p.m. will get to your child's teacher.

TEXTBOOKS

Students are free to take any of their textbooks home. Please encourage your children to take care of their textbooks. If a textbook is damaged or lost, you will have to pay the replacement cost.

TRANSFER STUDENTS

Some students attend Rosewood on a district approved transfer. A student's transfer to Rosewood is valid through fifth grade.

However, if a transfer student to Rosewood is not zoned for Hand Middle School, the student must apply for a transfer to Hand. Obtaining a transfer to Rosewood is not necessarily a guarantee to a subsequent transfer to Hand.

TRANSFERS AND WITHDRAWALS

If a student needs to be withdrawn from Rosewood to attend another school, please give Mrs. Spivey, our student records secretary, two weeks notice so that there will be sufficient time for your child's records to arrive at the new school. We must have 24 hours notice in order for you

to receive withdrawal papers to present to your child's new school.

All textbooks, library books must be accounted for before we can release your child's records.

VISITING SCHOOL

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

WEB PAGE – <http://rosewood.richlandone.org>

Our Rosewood web site includes helpful information about our school.

STAFF ROSTER

Name	Room Number	Extension	Direct Line
Sandra Fletcher	Cafeteria	204	343-2934
Ljubica Arceneaux	Library	229	343-2932
Joseph Brown	Library	269	
Linda Brown	K	303	
Susan Burbage	Guidance	225	733-3002
Caroline Carson	Art	111	
Shawnta Davis	Downstairs	123	
Helen Drake	Secretary	221	343-2930
Amy Duhan	Music	116	
Barbara Franklin	RTC	354	733-4354
Tabor Copeland Floyd	16	316	
Heather Gilbert	7	307	
Mary Germany	19	319	
Catherine Griggs	K	303	
Andrea Godby	Library	229	
Jennifer Goetzman	K	117	
Aurelia Hamilton	9	309	
Ana Hernandez	Portable 1	333	
Mindy Isaacs	13	313	
Marisa Kornblut	12	312	
Sally McCants	10	310	
Michael McCaulley	14	314	
Fran McFall	15	315	
Fran McGillan	Gym	104	
Catherine Griggs	K	303	
Priscilla McPheeters	11	311	
Latasha Moya	K	117	
Tamra Paschal	CRT	226	929-3903
Alex Peay	Resource	205	
Taylor Ligon	20	320	
Lockey Plyler	24	324	
Christine Pool	8	308	
Melissa Rainsford	22	322	
Diane Reaves	Nurse	224	733-6208

Lesa Scurry	23	323	
Sheila Spivey	Attendance	223	733-3048
Mary Smith	K	303	
Tiffany Smith	17	317	
Johanna Sweetland	21	321	
Susie Switzer	Auditorium	104	
Abby Tyson	K	121	
Michelle Webster	6	306	
Elizabeth Williams	Principal	222	
Michelle Woodyard	18	318	