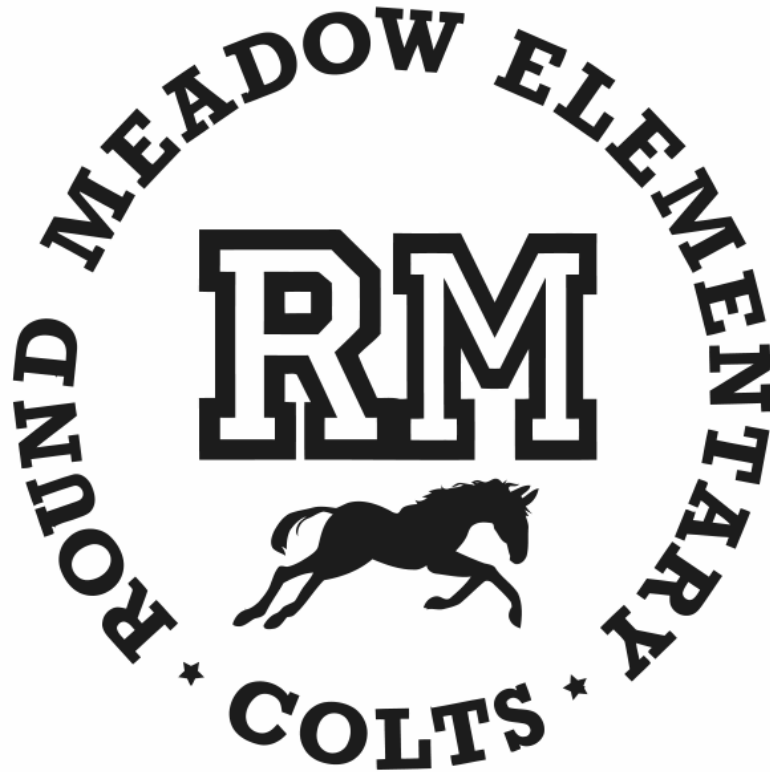


2022 - 2023

Student/Parent Handbook



This agenda belongs to:

Name _____

Address _____

City _____ **Zip Code** _____

Phone _____

Student No. _____

TABLE OF CONTENTS

| | |
|----------------------------------|-------|
| Letter from the Principal | 3 |
| Attendance Policies | 4-5 |
| Transportation Policies | 6-8 |
| Academic Policies | 8-9 |
| Behavior Policies | 9-10 |
| Medical and Emergency Procedures | 11-12 |
| Other General and Misc. Policies | 13-15 |

All information contained in this handbook is subject to change. Refer to the following resources for the most up-to-date information:

School's website: www.roundmeadowelementary.org

District's website: www.lvusd.org

PFA's website: www.rmpfa.org

Durham transportation: 818-880-4257

After School Enrichment: www.rmpfa.org

YMCA: 818-466-9602 (on campus), 818-774-2840 (main office)



Round Meadow Elementary School

5151 Round Meadow Road; Hidden Hills, CA 91302

Phone: 818-883-6750

Website: www.roundmeadowelementary.org

Mrs. Sara Exner, Principal



Dear Round Meadow Parents/Guardians,

I am thrilled to welcome you to the 2022-2023 school year! This year will be another exciting year for our Colt Community and I am excited to see all of the amazing work your students will do over the course of this school year.

This handbook contains the basic policies and procedures that keep our school running effectively and efficiently during a regular school year. For the convenience of you and your student, this handbook has been printed at the beginning of the 3rd-5th grade student planners. You can also find the handbook on the school's website, www.roundmeadowelementary.org. Read the information contained in the handbook carefully and review it with your student so that they are aware of the expectations we have of them.

Like all years, school safety continues to be one of our top priorities, as well as continuing to rebuild our school community. We will have safety and wellness procedures in place to keep our students and staff healthy. Our school team will continue to provide students with fun and creative learning activities, rigorous academic instruction, enrichment in all domains of art, and cross-cultural proficiency. Our Student 360 program will return with lessons and activities that build the social-emotional character and development of the whole child through practicing kindness and mindfulness, with increased awareness of how this intersects as a tool for understanding social justice and racial equity.

The policies and procedures in this handbook reflect our school philosophy as well as align with the Student 360 vision of LVUSD. Through a campus-wide focus on positive behavior, mindset, and collaboration we are helping to ensure that our students exit our school not only with a wealth of academic skills and knowledge, but also with the social-emotional skills required to work with others in a respectful, caring, and empathetic manner. We thank you in advance for supporting this philosophy and for modeling it for all of our students on a daily basis.

On behalf of the teachers and staff at Round Meadow Elementary, I wish you and your students a successful, enriching, and rewarding school year!

Sincerely,

Sara Exner

Mrs. Sara Exner

Proud Principal of Round Meadow Elementary

Policies and Procedures

ATTENDANCE POLICIES

Regular attendance, arriving on time, and remaining in school for the entire school day are direct links to school success. Inconsistent attendance not only means lost learning time but also causes children to develop poor attitudes towards attending school. Make-up work in the form of worksheets or packets does not take the place of teacher-designed lessons in the context of an organized classroom. The interchange between teacher and student as well as student to student is invaluable and both are lost when students do not regularly attend school. According to Ed Code, students are considered truant if they have three or more unexcused absences.

Late Arrival

Parents/guardians who are late getting their students to school must accompany their students to the office prior to their student being admitted to their class with a tardy slip. Families of students with excessive tardies will need to meet with the teacher, principal, and/or attend a State Attendance Review Board (SARB) meeting at the Lost Hills Sheriff station. According to Ed Code, three or more unexcused late arrivals (more than 30 minutes) are considered trancies.

Absences

Aside from the instructional advantages of attending school every day, public schools are funded based on the Average Daily Attendance (ADA) of the school population. ADA is calculated on the actual number of students attending school (or placed on Independent Study for pre-arranged absences over five days) on any given day. In order to properly account for absences and report to the state government, absences may be cleared in one of two ways:

1. Parents/guardians may email the absence line at rmesattendance@lvusd.org
2. Students may return to school with a *signed* note indicating the student's full name, date(s) of absence, and the specific reason for absence.

Please note that even when a note is given or an email is sent for a student's absence, the absence may still be considered an unexcused absence. According to the state of California, only the following types of absences may be excused (although the school still loses funding for these types of absences):

1. Medical: illness, surgery, medical/therapeutic appointment. Medical/dental absences and/or tardies must be verified with a note or stamp from the practitioner's office.
2. Bereavement: includes immediate family (father, mother, grandmother, grandfather, sister, brother) of the student
3. Non-medical (pre-approval required): court appearance, legal appointment, or religious observation.

Five or more excused absences and/or three or more unexcused absences will result in a formal notice of parental obligation to assure the student's regular attendance at school. Continued excessive absences will require a SARB meeting. Proof of doctor's care or prescribed convalescence may be required for excessive absences reported as due to illness.

Pre-Approval of Absence

Advance written request by the parent/guardian and approval of the principal or designee shall be required for absences for: (Education Code 48205) 1. appearance in court, 2. attendance at a funeral service for a non-immediate family member, 3. observation of a holiday or ceremony of his/her religion, 4. attendance at religious retreats for no more than four hours during a semester, 5. employment interview or conference, 6. a pupil, as the custodial parent of a child, when the child is ill or has a medical appointment during school hours, (Education Code 48205) 7. family necessity of less than 5 school days provided the pupil makes up all work missed during the absence. A pre-approval of absence form must be completed and submitted for principal approval prior to the day of absence. The form may be found on the school's website.

Extended Absences

If a parent/guardian anticipates an extended absence for a student, they should contact the student's teacher regarding the various options. An Independent Study contract may be available for absences lasting five days or more.

Early Check-out

If you must take your student out of school prior to regular dismissal, you must come into the office to sign them out. DO NOT go directly to your child's classroom. There are no exceptions to this policy.

District Waste Free Lunch Recommendations

Ideally, when packing a waste-free lunch, the objective is to only pack foods that are consumed completely, so no waste is produced, and to use containers that can be reused day after day. You probably have everything you need right now in your own home.

- Start with a reusable lunch box.
- Pack food in a reusable/washable container, as well as reusable/washable utensils and napkins.
- If you used individually wrapped items, open them up and leave the packaging at home. Recycle what you can. Better yet, buy your favorite foods in bulk and save money.
- Include a refillable bottle for drinks.
- Make school a "no trash zone" by bringing everything that came in the lunchbox back home to recycle, reuse or throw away.
- Items to avoid: plastic baggies, paper bags, paper napkins, plastic utensils, aluminum foil, plastic saran wrap, juice pouches or boxes, plastic water bottles, and individually wrapped snacks, just to name a few.

Show your love for our school and the planet by reducing the amount of waste produced at school and recycling whenever possible. This not only helps the environment, but it also helps keeps our campus clean.

Transportation Policies

The following policies are in place to ensure the safety of our students, staff, and parents. Your cooperation in adhering to them is appreciated. Occasionally, the Lost Hills Sheriff Department and/or California Highway Patrol will assist us in enforcing these policies.

Drop-off, pick-up, and parking

- Slow down and do not use your cell phone in the vicinity of the school. The safety of children needs to be the single greatest priority for all of us. Your phone call or appointment can wait.
- Cars are not allowed to pass through or park in the designated bus lanes.
- There are two places to drop off in the morning. You may use the loop in the front of the school or the loop by the baseball field.
- After school pick up may occur at the front or back of the school loop.
- Both car lanes in the front and back of the school are drop-off/loading zone only. Parking is not permitted.
- When dropping-off/picking-up your student using the car lane, pull forward as much as possible. Stay in your car and require your student to exit/enter the car from the passenger side only. Students can only exit vehicles from the lane closest to the sidewalk (not the middle lane or island).
- The large parking lot across from the school is owned by the City of Hidden Hills. Dropping off and picking up students in the lot is not permitted. However, you may park and escort your child on or off of the campus via the crosswalk.
- The smaller parking lot near the baseball field is for Round Meadow and YMCA staff only. Visitor parking is not permitted in this lot.
- No cars will be allowed to park in the car lane and wait for the bell to ring. People parked for this reason will be asked to leave their spot and circle back around so that the flow of traffic can continue.
- On the rare occasions that parking is permitted on the field, park in the first available spot nearest the baseball field. Children are often still at play during these times, so drive slowly and carefully. Neither the school nor the district will be held responsible for any damage to your vehicle, person, or property should you choose to park on the field.

The above rules and policies only work with your cooperation. The rules apply to everyone even if they are in a rush, are a room parent, donate money to the school, etc. Remember that children learn from our examples, so remain calm and courteous during drop-off and pick-up. A little inconvenience is a small price to pay to ensure the safety of children.

Bus Transportation

Bus transportation is provided by Durham (818-880-4257). Acceptance of a bus pass signifies agreement on the part of the student and parent/guardian to adhere to the following guidelines:

- Students must have bus passes at all times in order to board the bus. Students who have not been issued a pass will be denied transportation.
- Students shall be at the bus stop between ten and five minutes prior to the scheduled pick-up time.
- No spitting or throwing objects into or from open windows.
- No swearing or using foul language, yelling, screaming, or whistling.
- No smoking or lighting matches.
- Students may not put their feet on the seats or in and/or across the aisle.
- No standing or walking in the bus while the bus is in motion.
- No horseplay, jabbing or teasing.
- No eating, drinking or littering on the bus.
- Students may not have any part of their bodies outside the bus.
- Students may not harass, intimidate, or threaten anyone on the bus.
- Students may not bring animals, insects, or reptiles on the bus. Large bulky items, glass, firearms, and knives are also prohibited.
- Students must dress appropriately and wear closed-toe shoes at all times.
- Students must sit facing the front of the bus at all times.
- Students must get on and off the bus at the proper stops and cross streets in the proper manner.
- Students must obey the bus driver and follow directions at all times.

The following infractions will result in the immediate revocation of transportation privileges:

- Fighting at the bus stop or on the bus.
- Actions that endanger the safety of any person either at the bus stop or on the bus.
- Damage to property at the bus stop or on the bus.
- Refusal to follow directions of the driver.
- Tampering with the controls, emergency equipment, or exits.

If a student's transportation privileges are revoked, no refund will be granted.

Per Ed Code Section 14103, students transported in a school bus are under the authority of and responsible directly to the driver of the bus, and the driver is responsible for the orderly conduct of the students while they are on the bus or being escorted across the street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation.

Bicycles

The privilege of riding a bicycle to school bears the responsibility of following these guidelines:

- Students must be in third grade or higher and have parental permission to ride their bicycles to school.
- Per California law, all students must wear a bicycle helmet while riding.
- Bicycles should be licensed, locked, and easily identified. The school nor the district is responsible for loss or damage.
- Bicycle riding is not permitted on school grounds.
- Follow bicycle safety rules: use proper hand signals, ride single, walk bicycles across crosswalks, ride on the right, and walk your bike to and from the racks when arriving to and leaving school.

Skateboarding, roller skating, in-line skating, and scooter riding are prohibited on campus at all times.

Academic Policies

Round Meadow Elementary prides itself on providing an excellent and well-rounded education for all of its students. Understanding and adhering to the following guidelines will help parents to support their students in their education.

Homework

There are no specific minimums or maximums (in either time or quantity) regarding homework. Each teacher will assign an appropriate amount of homework depending on the needs of their class and individual students. Across all levels, homework is expected to be turned in on time, and “extra credit” assignments are discouraged. Any assignments faxed, e-mailed, or dropped off after the start of school will be considered late and teachers may deduct points from the assignment per their individual policies. For specific questions on your teacher’s homework and late work policy, ask them or consult their webpage.

Assessment

The California Assessment of Student Achievement System (CAASPP) tests are given annually in the spring to all students in grades 3-5. Additionally, students will be assessed throughout the year via the STAR Renaissance program and with other measures to gather data on their progress and ensure proper placement in the various Response to Intervention (RtI) groups.

Progress Reports and Parent-Teacher Conferences

Teachers of grades 1-5 report student progress to parents at the end of each trimester. Report cards are given to parents at conferences on minimum days in the fall and they are sent home after the second and third trimesters. Parents/guardians and/or teachers may request an optional conference during the minimum days in spring. TK/Kindergarten teachers confer with parents in November or December and February. TK/Kindergarten report cards are presented in February and June.

If you need to speak with your student's teacher, send them a note or email requesting a meeting and include some days and times that you are available. "Dropping in" and/or demanding a meeting when it is convenient only for you is not appropriate and not permissible.

Behavior Policies

Round Meadow Elementary has implemented the CHAMPS program which is a proactive and positive approach to managing student behaviors. The focus of the program is to explicitly teach students what is expected of them and to give them positive feedback when they meet those expectations. When a student does not meet any given expectation, the consequence may include, but not be limited to sitting out from recess, a referral sent home by the teacher, a referral sent home by the principal, a student-teacher-parent conference, student-parent-principal conference, suspension, or expulsion. There is no policy that correlates a specific behavior with a specific consequence; all instances of misbehavior are dealt with on a case-by-case basis. With CHAMPS, adults spend much more time praising students for positive behaviors than focusing on inappropriate behaviors.

Inappropriate Behaviors

Inappropriate behaviors include, but are not limited to:

- Unsafe behaviors, such as climbing trees, hills, or railings, jumping down ramps, sliding down banisters (feet are to be on concrete sidewalks/steps at all times), running, and using equipment improperly or unsafely.
- Disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, or other school personnel.
- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Causing or attempting to cause damage to school property or private property.
- Inappropriate language.
- Emotional abuse such as teasing, spreading rumors, put-downs, exclusion, and/or discrimination.
- Stealing or attempting to steal school property or private property.
- Students in prohibited areas of campus.
- Sexual harassment.

Dress Code

The way students dress has a direct impact on their attitude and performance and the attitude and performance of others. In order to maintain a respectful, positive, and productive educational environment, Round Meadow Elementary School enforces the following dress code:

The Round Meadow Elementary School Dress Code is based on the California Education Code (35183.6) and the LVUSD Parent, Student, and Staff Legal Notification Handbook.

"Clothing or appearance that can create a class/school disturbance or distraction that interferes with the learning environment, or represents a danger to student health or welfare is not permitted." (p. 22)

- Students should wear comfortable clothing that allows them to move safely and participate easily in a variety of activities such as art projects, sitting on the floor, and/or strenuous physical activities.
- Shirts must be long enough that if hands are raised over the head, a bare midriff will not be exposed.
- Shirt straps must be at least one inch wide (no strapless tops).
- Outfits that show, or appear to show, underwear are not permitted.
- No baggy or oversized pants. Pants must be able to stay up and not touch the ground.
- Skirts and shorts must be worn with a hem that reaches the tips of the fingers when arms are extended down the thigh.
- No shoes with open toes and/or open backs (for example flip flops, sandals, clogs, Crocs, etc.).
- No shoes with high heels or skate wheels.
- Sun protective clothing (including hats, caps, and sunglasses) is permitted when outdoors.
- Hanging chains and dangling jewelry (earrings, necklaces, and/or bracelets) that are safety hazards and/or distractions cannot be worn in school.
- Unnatural hair color and/or makeup are not permitted in school as it is a distraction to the educational environment.

Clothing that depicts any of the following is not permitted:

- offensive or vulgar language
- inappropriate pictures or innuendos relating to sex
- advertisements for alcohol, cigarettes, or other controlled substances
- breaking the law, violence, racial, ethnic, and/or racial slurs

The consequence for noncompliance with the dress code:

Any staff member may refer a student to the office to call their parent for a change of clothing.

If a parent cannot be reached, the office will provide a t-shirt or shorts to be worn for the day.

The borrowed items must be washed and returned the following day.

Medical and Emergency Procedures

The following policies and procedures are in place to ensure the safety of the students and staff of Round Meadow Elementary. They are reviewed and revised on an annual basis.

Emergency Cards

With the AERIES parent portal, the school has real-time access to all of a student's contact and emergency information. However, in the event that we are unable to access the system electronically, our office requires a current, signed emergency card listing essential information for every child. These cards are filled out during registration. Thereafter, you should immediately notify the school office about changes to any of this information as well as update it via the AERIES parent portal.

Illness or Injury at School

If a child becomes ill or injured at school, parents will be notified immediately. If parents cannot be reached, another adult designee, as designated in the student's emergency contact information, will be contacted to pick up the child.

Any child showing symptoms of a communicable disease must be taken home. Check with the Health Clerk for the procedure for returning to school after a diagnosis of a communicable disease.

Medication

Students are not permitted to possess or administer medication of any kind, prescription or non-prescription, by themselves. **ALL** medication is administered in the Health Office under the supervision of the health clerk or the principal designee.

The office does not provide any medication. You must bring your own medication to the health office where it will be stored (in a locked cabinet) for your child, in case of need.

All medication must be in its proper container and must clearly indicate the student's name, the name of the medication, and proper dosage accompanied by the LVUSD Medication Authorization form completed by the parent and physician. This form is available online and from the Health Office.

Casts, Crutches, and Stitches

Students returning to school after an accident or injury requiring a cast, crutches, splint, ace bandage, sutures or other medical appliances need to bring a written release (the form is available online or in the office), signed by both physician and parent, to the Health Office before returning to class. District policy **does not permit** elementary school students requiring such medical appliances to be **on the playground during recess nor are they allowed to participate in PE class**. Students with such appliances will report to the Health Office during those times to play a board game, read a book, etc.

Disaster Preparedness

Round Meadow students and staff participate in monthly fire/earthquake drills and bi-annual district-wide disaster drills so that we can be confident that we will take appropriate steps for students' safety in case of a major disaster. An important part of this plan is the identification process and procedures for picking up children from school. A Disaster Release tag must be filled out for every student during registration. You should list on the tag only persons whom you trust to pick up your child and who can reasonably expect to be able to get to the school in an emergency.

Except in a required school evacuation, the children will be assembled for protection and pick-up on the school's main playground. If Round Meadow must be evacuated, we will do so as quickly as possible; as soon as possible thereafter, you will be notified by the school or district where to pick up your child.

For safety reasons, we will allow only a few parents at a time to enter the yard via the vehicular double gate to the playground. You or someone you have designated on the Disaster Release Tag will report to your child's teacher. The teacher will initial the Tag and give it to you (or your designee) to sign. The signed Tag is given to the school personnel in charge at the gate. It is imperative that the person taking the child give a staff member the signed Tag, as this will let us know with whom the child left (in case someone else comes for your child later, for instance). Because many designees will be unfamiliar with Round Meadow staff, valid picture identification will be required before we will release the child.

Insurance

The Las Virgenes Unified School District and Round Meadow staff go to great lengths to protect your child from injury. Unfortunately, accidents still can and do occur during activities at school, on school trips, and during after-school programs. The District and school do not cover pupils with accidental medical insurance for school-related injuries. However, pupil accidental medical insurance plans and/or health care plans can be purchased; forms are available at the start of the school year and upon request at the office.

Other General and Miscellaneous Policies

Campus Volunteer/Visitor Procedures

For the safety and security of our students and staff, the District Policy requires *ALL visitors to check in at the school office before entering a classroom or visiting campus. Access to the campus and or a classroom may be limited in order to minimize interruptions to the instructional program.* All visitors and volunteers must sign in and receive a visitor's sticker at the office before going to the classroom of destination. Visitors may be asked for identification.

Attendance at School Performances

Round Meadow Elementary teachers and staff pride themselves on the various performances that they put on throughout the school year. Parents and other relatives are encouraged to attend these performances by simply showing up on time to the MPR. There is no need to sign in as a visitor if you are only on campus to attend the performance. Siblings of students in the show have the opportunity to watch a dress rehearsal of the show prior to the final performance. Therefore, these siblings are discouraged from attending the final performance. If a parent/guardian insists on having a sibling attend the performance, they must sign the sibling out from the front office and the absence from class will be noted accordingly. The following policies ensure an enjoyable experience for all audience members:

- Balloons or other items that might obstruct someone's view are not allowed during performances (including the 5th-grade end-of-the-year performance).
- If you wish to videotape or photograph your student, you must do so off to the side, in the back of the MPR, or while sitting down. Standing up in the middle of a performance detracts from the experience for those seated behind you. After you get a few shots or minutes of your student performing, it is suggested that you turn off your recording device and simply sit back, relax, and enjoy the remainder of the student's performance.
- The only seats that may be reserved are those that were won as auction items. Reserving seats with sheets of paper, purses, coats, or other personal items is not allowed. Each seated person may reserve a seat directly to the left or right of their seat, but saving multiple seats is not permissible. As we are all examples to our students on how to be respectful and responsible, we ask that you exercise common sense and courtesy should you choose to arrive early to find a seat.

Messages to Your Student While at School

According to District Policy, messages shall be delivered only in case of an emergency. Our office staff values the learning time in classrooms and will refrain from interrupting a class unless there is a real emergency. We appreciate parents calling as early in the day as possible with after-school emergency messages. Often, emergency messages arrive so late, that the child is already waiting for the expected ride. Please remind your child to come to the office if the ride he/she is expecting does not materialize. Our staff will help them to sort it out safely.

NUTRITION AND WELLNESS

Round Meadow is committed to educating our children about the importance of proper nutrition. We teach that healthy bodies and healthy minds go together; food is the fuel that the body and mind need daily to function effectively; a healthy body is to be respected and every pupil can aspire to have one. With this goal in mind, Round Meadow has adopted the following policies regarding food and nutrition.

Teachers actively encourage donations of books, software, educational games, etc. to the classroom as an alternative to sugary treats. Small gifts such as stickers, pencils, or erasers also may be passed out to the class. Sharing sugar-based treats is not appropriate for birthday celebrations in class.

To the extent possible, classroom cooking experiences will relate to the District curriculum and will be kept as healthful as possible.

A minimal number of parties will be scheduled throughout the school year. These parties may vary from year to year and from grade level to grade level. Sweets to be shared on a very selective basis at classroom parties must always be balanced by other sugar-free, low-fat items.

Food is not generally provided in class as a reward for proper behavior but can, on occasion, be used appropriately to reinforce desired behavior. The staff is sensitive to the frequency and nature of such rewards.

Recording and Videotaping

California Education Code Section 51512 provides that no electronic listening or recording device may be used by pupils or visitors on campus without the permission of the teacher and principal.

Cellular Phones and Other Electronic Devices

Any pupil may have a cell phone at school but the device is to be turned off at all times except before and after school. If the device disrupts instruction or an assembly, it shall be confiscated (returned to the child or parent after school). Use of the device is not an excuse for tardy arrival. This rule applies to cell phones, smart watches, or any other electronic devices.

Multimedia Center/Library (MMC)

Round Meadow's library is open during school hours and each class has a reserved time for weekly visits to the library. With permission, pupils may use the library as an alternative to free play during lunch. No more than two books may be checked out at a time and check-outs may be renewed once. All library books must be returned two weeks before the end of the school year. If a book is damaged, please call it to the attention of the library clerk when returning it. Please do not attempt to mend a damaged book at home. If a book is lost, you will be responsible for reimbursing the school so the book can be replaced. Your child may not check out more books until payment is received for lost books. Your child's report card will be withheld if replacement or reimbursement is not made by the end of the school year.

Lost and Found

Please either affix a label to sweaters, jackets, and other loose articles of clothing or mark the inner neckband with your child's room number and first and last names, using a laundry marker. This way, if your child loses it, we can return it. Otherwise, it's likely to end up in the "Lost and Found," and items left for two weeks are donated to charitable organizations. If your child brings home an unfamiliar article of clothing, please return it to the "Lost and Found."

Birthdays

We do not encourage birthday parties for individual pupils. As an alternative, for your child's birthday, you may wish to consider presenting a book to the school or classroom library in your child's name. Our librarian can suggest titles that are suitable for your child's grade level or reading level.

Spirit Day

Every Friday is Round Meadow Spirit Day. Pupils, faculty, and staff show Colt pride by wearing Round Meadow shirts or blue-and-white clothing each spirit day. Colt apparel is available through the PFA.

School Pictures/Yearbook

Individual and class pictures are taken early in the school year. Yearbooks full of snapshots of the children and school activities are available for purchase in the spring. Pictures from pupils, parents, and staff are welcomed by the PFA's Yearbook Committee for possible inclusion in the yearbook.

On-Campus Child Care

The West Valley YMCA coordinates an on-campus program for pupils after school, offering a structured, safe, affordable alternative for working parents. For information, call 818 466-9602.