



# Student and Parent Handbook 2024-2025

## Rowland Avenue Elementary

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## Welcome to Rowland Avenue Elementary School!

This handbook is designed to help familiarize you with Rowland Avenue policies and procedures. Please take a few minutes to read and discuss this information with your student. This handbook is designed as a reference guide; not an exhaustive list of school policies and procedures. Please contact your student's teacher or the school if you have any questions.

### BELL SCHEDULE

*\*The bell rings and the gates close at 8:10 a.m.\**

#### School Hours

TK/Kindergarten 8:15 a.m. – 1:00 p.m.

Grades 1<sup>st</sup> – 5<sup>th</sup> 8:15 a.m. – 2:35 p.m.

#### Tiny Tuesday → EVERY TUESDAY

Grades TK – 5 8:15 a.m. – 12:10 p.m.

#### Office Hours

Monday-Friday: 7:30 a.m. - 4:00 p.m.

### BREAKFAST HOURS

Breakfast Served 7:30 a.m. - 8:00 a.m.

Breakfast Ends 8:00 a.m.

### LUNCH & SNACKS

All students will be provided with a **FREE** breakfast and lunch. Food and beverages from home should be healthy and nutritious. Candy, soda, or large bags of snacks should not be brought to school.

- Food delivery services are prohibited. We will not sign for or accept items from delivery services.
- Forgotten food and beverages can be picked up from the office during recess or lunchtime. We will not interrupt classroom instruction to notify students or deliver items.
- All food items must be consumed in the cafeteria or at the blue tables outside of the cafeteria.





## Bell Schedule 2024-2025

<b>Regular Schedule</b> <b>*Bell Rings at 8:10*</b>  <b>TK/Kindergarten 8:15 - 1:00</b> <b>1st-5th 8:15 - 2:35</b>		<b>Tuesdays &amp; Minimum Days</b> <b>12:10</b>
<b>Professional Development Tuesdays</b> All students will be dismissed at <b>12:10</b> on Tuesdays and all other minimum days. The parking lot will be closed to vehicles. TK and Kinder students will be picked up from their classrooms. First through fifth-grade students will be picked up from the front grass area.  <b>Rainy Days</b> If there is rain or an imminent threat of rain, ALL students will be dismissed from classrooms. The gate on Lark Ellen will be open		<b>Minimum Days and Other Holidays</b> 08/30 Student Holiday 9/2 Labor Day 11/01 Teacher PD Day 11/11 Veterans' Day 11/22 Student Holiday 11/25-29 Thanksgiving Week 12/20 Minimum Day 12/23 - 1/3 Winter Break 1/20 Martin Luther King, Jr. Day 02/10 Local Holiday 2/17 President's Day TBD Minimum Day 4/7 - 4/11 Spring Break 5/26 Memorial Day 6/3 - 6/5 Minimum Days

Recess		Lunch			
TK, K, 1st, 2nd, (4th on Wed.), SAI Primary	10:05-10:20	TK/K	11:50-12:10 eat	12:10-12:25 play	35 minutes
3rd, 4th, 5th SAI Upper	10:25-10:40	1st, SAI primary	12:00-12:20 eat	12:20-12:45 play	45 minutes
		2nd 1/2	12:15-12:35 eat	12:35-1:00 play	45 minutes
		3rd,	12:15-12:35 eat	12:35 -1:00 play	45 minutes
		4th, 4/5,	12:30-12:50 eat	12:50-1:05 play	35 minutes
		5th, SAI Upper	12:30-12:50 eat	12:50-1:05 play	35 minutes

Grade	Bell Rings/ Gates Close	Start time	Recess	Lunch	End
K	8:10	8:15	10:05-10:20	11:50-12:25	1:00
1	8:10	8:15	10:05-10:20	12:00-12:45	2:35
2	8:10	8:15	10:05-10:20	12:15-1:00	2:35
3	8:10	8:15	10:25-10:40	12:15-1:00	2:35
4	8:10	8:15	10:25-10:40	12:30-1:05	2:35
5	8:10	8:15	10:25-10:40	12:30-1:05	2:35

## **CLOSED CAMPUS & VISITORS**

Rowland Avenue is a closed campus. All visitors must report to the office before proceeding to any other part of the campus. All visitors must sign in and wear a badge for the entirety of their visit. The first time a visitor checks in, their California ID card or California Driver's License will be scanned through the Raptor system.

Visitors must provide teachers with advance notice. Visits must be arranged at a time mutually agreed upon between the teacher and the person scheduling the visit.

## **ATTENDANCE**

- The California Department of Education identifies students as "chronic absentees" when absent for 10% or more of the school year. Students and families are expected to maintain an attendance rate of 95% or above. This equates to 9 absences, excused or unexcused, or less during an entire school year.
- Excused absences include illness with fever or vomiting, and doctor or dentist appointments. Going out of town, bad weather, vacations, and personal reasons WILL NOT be considered excused absences.
- If your student is ill, please call the school at (626) 974-4700 on the morning of your student's absence or send a handwritten note on the day they return. Illness absences that last longer than 3 days require a doctor's note prior to returning to school.
- All students out for 3 or more days may apply for Independent Study. Please see the office for more information.
- Please make every effort to schedule healthcare appointments after school hours.

## **TARDIES**

*PLEASE, ARRIVE EVERY DAY BY 8:10 a.m.*

- **The FINAL BELL RINGS at 8:10 a.m.**
- Tardy students and students who are checked out of school early, constitute a serious disruption to the instructional program.
- Your student may be asked to make up lost instructional time after school or during Saturday School if they are consistently late or leave early. Students with excessive tardies and early check-outs may not be eligible for perfect attendance awards.
- Students who have excessive absences or tardies will be referred to the School Attendance Review Team (SART), the district School Attendance Review Board (SARB), or the Los Angeles County District Attorney's Attendance and Chronic Truancy (ACT) program.

- Students with perfect attendance will receive trimester and yearly rewards.
- Students should not be checked out during the last 15 minutes of the school day.

### **RELEASE DURING SCHOOL HOURS**

During the school day, students will only be released to parents or individuals listed on the student's Aeries Contact List. Students must be checked out through the front office and identification is required.

### **BIRTHDAYS**

Classroom celebrations are limited to maintain State required instructional minutes. When recognizing birthdays, we encourage families to donate a book to be read to the class and added to the classroom library. Food treats, balloons, or bouquets will not be distributed.

### **BICYCLES AND SKATEBOARDS**

Students in grades 3-5 may ride bicycles to school and must wear a helmet. Bicycles must be parked at the bicycle rack and locked. Students are not allowed to skate, skateboard, or scooter to school. Bicycle riding, skating and/or skateboarding are prohibited on campus at any time.

### **IN CASE OF EMERGENCY**

1. In the event of an emergency, your student will only be released to someone listed on the Aeries Contacts List. Please keep all information in the office updated!
2. We conduct disaster drills throughout the year, where we practice evacuating and setting up emergency care stations. If you come to pick up your student during one of these drills, please be patient and be prepared to "go through" the emergency checkout procedures at the Parent Request Gate.
3. In the case of an earthquake or other natural disaster, please don't call our site; we will need our phone lines clear for emergency personnel to reach us. Instead, come to pick up your student as soon as it is safe for you to do so.

We hope we will never have to experience a disaster of crisis proportions, but if we do, be assured your students will be well taken care of until they can be reunited with you!

### **NO BULLYING ZONE**

- Bullying can be defined as REPEATED and PERSISTENT acts of verbal or physical interactions that cause substantial hurt, injury, embarrassment, sadness, or discomfort to another person.
- Bullying IS NOT a single incident of teasing or disrespectful behavior.

- Bullying is abusive behavior that is intended to hurt or harm another person, including:
  1. Physically - pushing, shoving, kicking, physical aggression, threatening gestures, and taking and/or damaging personal property,
  2. Verbally - name calling, negative comments, foul language, insults, intimidation or verbal threats,
  3. Socially - deliberate exclusion, spreading rumors or gossip, lunch-stealing, encouraging peers to reject, or setting up humiliating experiences, or
  4. Cyberbullying - sending offensive, disrespectful, or threatening messages to others using a computer or cell phone

Bullying is not acceptable. Any student engaging in this kind of disrespectful behavior will receive appropriate consequences. Repeated offenses could result in an administrative transfer or expulsion.

### **HEALTH & SAFETY**

Drug, Alcohol, and Tobacco use are strictly prohibited at Rowland Avenue Elementary School. Referrals for preventative programs are available through our school or C-VUSD.

### **MEDICATION**

If your student requires any medication during school hours, prescription or non-prescription, written and signed instructions from both a physician and parent are required. Forms are available in the school office. State law prohibits students from having any form of medication.

### **VOLUNTEERS & FIELD TRIPS**

Volunteers must complete an [online application](#) and be cleared by the C-VUSD Personnel Office before beginning volunteer service. All volunteers must enter the school through the office and scan in through the Raptor system with a valid CA Driver's License or CA Identification Card. Volunteers are expected to follow an appropriate dress code. Clothes should fit correctly, not show excessive skin, be an appropriate length, and not contain disrespectful logos/sayings/pictures. We consider our volunteers to be very important role models. The way volunteers dress and behave on campus should support our college and career readiness goals.

Each grade level will attend at least one field trip every school year. Signed permission slips are required. Chaperones must be teacher-approved and require volunteer clearance. Field trips are exclusively for Rowland Avenue students; other children may not attend. Teachers may ask parents to help chaperone a field trip. Parents may not attend a field trip without proper clearance, fingerprints, and a TB test (at their expense). The office has the necessary forms and can help you with the clearance process.

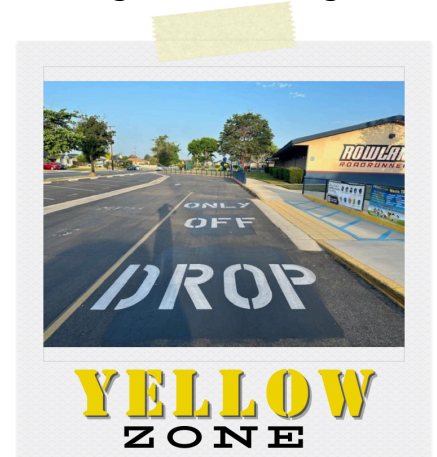


## PICK UP AND DROP OFF

The safest and most convenient way to drop off or pick up your student is to use the YELLOW ZONE. The YELLOW ZONE is past the RED ZONE, stop sign, and crosswalk. Please pull forward as far as possible when unloading and loading; adults should remain in the vehicle during this time.

We ask that you follow all traffic rules:

- Speed limit is 5 mph.
- Pedestrians have the right of way.
- Follow handicap parking laws.
- Designated parking is for visitors and staff; no student pick up or drop off.
- Never leave your car unattended in the drop-off zone.
- Right turns ONLY to exit the parking lot.



Most importantly, follow the directions of our staff members who are there to ensure student safety.

## STUDENT EXPECTATIONS

All Rowland Avenue students are taught the Rowland Avenue behavior expectations. Rowland Avenue is focused on utilizing restorative practices and positive behavior expectations. Rowland Avenue's P.R.I.D.E expectations are:



## GENERAL SCHOOL RULES

- Gum is not allowed at school.
- Tackle football, tag, or rough play is not permitted.
- Toys, sports equipment, or other personal items from home are strictly prohibited at school.
- School-issued student laptops must always be used in accordance with our Acceptable Use Policy. Students and families will be held responsible for lost or damaged devices and chargers.
- Students will be held responsible for textbooks and library books they are issued. Students and families will be held responsible for lost or damaged materials.

## CELL PHONE & ELECTRONIC DEVICES

Student cell phones and electronic devices must be turned OFF and stored in a backpack while on campus. Smartwatches are to be used solely for telling time. This applies to before and after school programs, as well as arrival, dismissal, recess, and lunch. Violating this policy will result in the device being confiscated and held for parent pick-up. Multiple offenses may result in additional consequences.

## UNIFORM/DRESS CODE POLICY FOR ALL K-5 SCHOOLS

The mandatory uniform/standardized dress policy is enforced throughout the Covina-Valley Unified School District.

- No denim or jeans, except on designated spirit days.
- No athletic pants, or leggings.
- Jackets and outerwear must be solid in color, and free of non-school writing/ logos.
- Shoes with closed toes and straps across the heel must be worn. Sandals and high heels are not permitted.
- Make-up, embellishments, and tattoos are not permitted.
- School-appropriate hats are permitted outdoors; however, they should not be worn indoors and must always be worn in the forward position.

### Rowland Avenue Uniform Checklist

✓ **Polo Shirts**  
White, Red, Navy Blue, Baby Blue



✓ **Bottoms**  
Navy Blue or Khaki  
Pants-Shorts-Skirts-Jumpers



✓ **Rowland Spirit Shirts**  
May be worn daily.



✓ **Shoes**  
Closed toe shoes  
appropriate for playing.





Students who violate the Uniform Policy may be directed to change and/ or be loaned a substitute uniform for the day. Students will be allowed to wear uniforms of nationally recognized youth organizations.

### **COLLEGE MONDAYS**

On Mondays, students are encouraged to wear a college t-shirt.

### **REWARDS AND INCENTIVES**

To promote a positive climate, enhance self-esteem, and develop positive social behavior, the following reward and incentive opportunities are available:

- Attendance Awards
- Character Award
- Teacher and Principal Awards
- Accelerated Reader Awards

### **GROUND FOR SUSPENSION AND EXPULSION**

Students and parents should be aware that California Law, Educational Codes 48900, and 48900.7 permit the suspension of students who commit any of the following offenses:

- a. (1) Caused, attempted to cause or threatened to cause physical injury to another person: (2) Or willfully used force or violence on another, except in self-defense.
- b. Possessed, sold or furnished any firearm, knife, explosive or other dangerous object.
- c. Possessed, used, sold or furnished or been under the influence of a controlled substance.
- d. Offered, arranged or negotiated to sell any controlled substance, or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school or private property.
- g. Stole or attempted to steal school or private property.
- h. Possessed or used tobacco.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Possessed or offered, arranged or negotiated to sell any drug paraphernalia.
- k. Disrupts school activities or defied the authority of school personnel.
- L. Received stolen school or private property.
- m. Possessed an imitation firearm.
- n. Committed or attempted to commit sexual assault/battery.
- o. Harassed, threatened, intimidated witnesses or retaliated against a witness.
- p. Offered, arranged or negotiated to sell the drug SOMA.
- q. Engaged in, or attempted to engage in hazing.
- s. Aided or abetted the infliction of physical injury to another person.

In addition, students may be suspended or expelled for:

- a) E.C. 48900.2. Committing sexual harassment (grades 4-12)
- b) E.C. 48900.3. Participated in hate violence
- c) E.C. 48900.4. Participated in severe harassment, threats or intimidation
- d) E.C. 48900.7. Committed a terrorist threat.

Expulsion is mandatory for:

- a) Possessing, selling, or furnishing a firearm
- b) Brandishing a knife at another person
- c) Unlawfully selling a controlled substance
- d) Committing or attempting to commit sexual harassment
- e) Assault or battery
- f) Possession of an explosive

### **UNIFORM COMPLAINT PROCEDURES**

The Board of Education recognizes that the district has primary responsibility for ensuring that it complies with applicable state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve complaints at the local level. The district shall follow the Uniform Complaint Procedures (UCP) when addressing complaints alleging:

Unlawful discrimination based on ethnic group identification, race, color, ancestry, national origin, sex, gender, sexual orientation, marital status, physical or mental disability, age, religion or political beliefs, failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, vocational education, student care and development programs, student nutrition programs, and special education programs.

A copy of the Covina-Valley Unified School District's UCP complaint policies and procedures is available on the District website at <https://www.c-vusd.org/domain/347>.

## Parents' Right to Know Regarding Teacher Qualifications

To Parents/Guardians:

Your child is attending a school receiving Title I federal funds through the Elementary and Secondary Education Act (ESEA). At the beginning of each school year, local educational agencies receiving Title I funds are required to notify parents whose student(s) attend a Title I school that they may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum:

1. Whether the student's teacher:
  - Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - Is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like this information, please contact Michele Doll, Ed.D. at (626) 974-7000.

**Rowland Avenue Elementary School**  
**2024-2025 Family and School Partnership Compact**

*It is important that families and schools work together to help students achieve high academic standards. Through a process that included teachers, families, students, and community representatives, the following are agreed-upon roles and responsibilities that we as partners will carry out to support student success in school and in life.*

**Staff Pledge:**

*I agree to carry out the following responsibilities to the best of my ability:*

- Provide high-quality curriculum and instruction.
  - Endeavor to motivate my students to learn.
  - Have high expectations and help every child to develop a love of learning.
  - Communicate regularly with families about student progress.
  - Provide a warm, safe, and caring learning environment.
  - Provide meaningful, daily homework assignments to reinforce and extend learning (e.g. 15-30 minutes for grades K-2 and 30-60 minutes for grades 3-5).
  - Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
  - Actively participate in collaborative decision-making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families, which helps each student achieve the school's high academic standards.
  - Communicate respectfully with students, staff, and families.
  - Create opportunities for access to staff to discuss student progress and opportunities to volunteer, participate in and observe the educational program.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

**Student Pledge:**

*I agree to carry out the following responsibilities to the best of my ability:*

- Come to school on time ready to learn and work hard.
- Bring necessary materials, completed assignments, and homework.
- Know and follow school and class rules.
- Ask for help when I need it.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Limit my TV watching and instead study or read every day after school.
- Respect the school, classmates, staff, and families.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Family/Parent Pledge:**

*I agree to carry out the following responsibilities to the best of my ability:*

- Provide a quiet time and place for homework and monitor TV viewing.
- Read to my child or encourage my child to read every day (20 minutes K-2, and 30 minutes for grades 3-5).
- Communicate with the teacher or the school when I have a concern.
- Ensure that my child attends school every day on time and gets adequate sleep, regular medical attention, and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate at school in activities such as school decision-making, volunteering and/or attending parent events.
- Communicate the importance of education and learning to my child.
- Communicate respectfully with staff, students, and other parents at the school.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Rowland Avenue Elementary School**  
**Title I, Part A School-Parent Involvement Policy 2024-25**

Rowland Avenue Elementary School has developed a written Title I, Part A parental involvement policy with input from Title I, Part A parents. An annual meeting is held within the first two months of schools to gather input on the policy. The school policy is provided to parents of Title I, Part A students each year during registration, along with the Family/School Partnership Compact. The school's policy describes the means for carrying out the following Title I, Part A parental involvement requirements:

**Involvement of Parents in the Title I, Part A Program**

Rowland Avenue Elementary School does the following practices to support parental involvement:

- Convenes an annual meeting to inform parents about Title I, Part A requirements and about the rights of parents to be involved in the Title I, Part A program. Parents of Title I, Part A students are notified in English and in Spanish of the date and time of the annual meeting in conjunction with the school's Back-to-School Night.
- Offers a flexible number of meetings for Title I, Part A parents, such as meetings in the morning and evening to accommodate parents' schedules.
- Involves parents of Title I, Part A students in an organized, ongoing, and timely way in the planning, review, and improvement of the school's Title I, Part A programs and the Title I, Part A parental involvement policy. Parents of Title I, Part A students continue to be informed and involved through organized, ongoing, and timely School Site Council meetings. The policy is reviewed in the annual review of the Single Plan for Student Achievement and updated periodically to meet the changing needs of parents and the school.
- Provides parents of Title I, Part A students with an explanation of the curriculum used at the school, assessments used to measure student progress, and the proficiency levels students are expected to meet. Parents will receive information about the curriculum, the program, and student expectations. They will also be instructed on how to provide input to the School Site Council. Parents of Title I, Part A students will receive oral and written communication regarding student academic performance through phone calls, emails, Back-to-School Night, Family Nights, conferences, trimester report cards, and SARC. State testing results will be sent home via the mail.
- If requested, provides parents of Title I, Part A students with opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children. Parents are offered the opportunity to attend the regular Title I, Part A meetings and/or to receive information via the School Site Council at its regularly held meetings.

**School-Parent Compact**

Rowland Avenue Elementary School has jointly developed with and distributed to parents of Title I, Part A students a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. The compact describes specific ways the school and parents will partner to help children achieve the state's high academic standards. The school-parent compact addresses the following items:

- The school's responsibility is to provide high-quality curriculum and instruction.



- The ways parents will be responsible for supporting their children's learning.
- The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities.

The school developed the policy with Title I, Part A parent input garnered through the Annual Title I, Part A Parent Meeting and School Site Council. The school distributes the policy to Title I, Part A parents by sending it home with students for signatures. Parents may have access to staff at any time to discuss student progress.

### **Building Capacity for Involvement**

Rowland Avenue Elementary School engages Title I, Part A parents in meaningful interactions with the school. The Compact supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school established the following practices:

- Assists Title I, Part A parents in understanding the state's academic content standards, assessments, and how to monitor and improve the achievement of their children. Copies of content standards are provided to parents in English and in Spanish. Assessment data is reviewed at Back-to-School Night, Family Nights, and during conferences. Teachers send home notices to parents regarding ways to monitor and improve student achievement.
- Provides materials and training to help Title I, Part A parents work with their children to improve their children's achievement. Materials and training for parents are provided at Back-to-School Night, Family Nights, Parent and Child events (PAC), and during, before, and after school meetings.
- Educates staff members, with the assistance of Title I parents, in the value of parent contributions and in how to work with parents as equal partners. The principal provides information and training to the staff each fall on the value of parents as partners in their child's education.
- Coordinates and integrates the Title I, Part A parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children. Programs are coordinated and aligned through the collaboration of the EL Parent Group, PTA, SSC, and ELAC.
- Distributes information to Title I, Part A parents related to school and parent programs, meetings, and other activities in a format and language that the parents understand. All school information is distributed in English and in Spanish.
- Provides support for parental involvement activities requested by Title I, Part A parents. Parental involvement activities are incorporated into the Single Plan for Student Achievement and evaluated annually.

### **Accessibility**

Rowland Avenue Elementary School provides opportunities for the participation of all Title I, Part A parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. This includes providing information and school reports in a format and language that parents understand. All parents receive notification in English and in Spanish and are encouraged to attend school-wide parent education activities. Accommodations are available to assist physically handicapped parents and translation in Spanish is provided at all parent meetings. Child care is often available at parent outreach meetings.