

Rosemont Middle School

4725 Rosemont Ave., La Crescenta, CA 91214

(818) 248-4224 Fax (818) 248-3790

<http://www.qusd.net/rosemont>

Welcome to Rosemont Middle School, a National Blue Ribbon, California Gold Ribbon, and State Distinguished School! We hope that your time at Rosemont will be very successful and memorable. Rosemont is known for academic excellence, an outstanding teaching staff, parent support, and student achievement. We look forward to working together.

The school motto is *Honor, Excellence and Pride*. We expect every student to take PRIDE in the school, achieve EXCELLENCE in academic and social growth, and exhibit HONOR in relationships with teachers, parents, and other students.

This *Reminder Binder* is to help students succeed in school. It provides important school information and explains the school rules and discipline policies. The *Reminder Binder* is the notebook in which daily assignments and school events are recorded.

The Rosemont Middle School Mission

Rosemont Middle School is a community that provides a safe, respectful, positive school environment, and promotes academic success as well as social and emotional development for all students.

The Rosemont Vision

Rosemont students achieve academic and creative success in a climate that promotes their social and emotional development. Teachers facilitate engaging lessons that encourage students to excel academically while collaborating with classmates and taking ownership of their learning. Students and staff exhibit respect for others while contributing to an environment where everyone feels connected, welcomed, safe, and valued. Teachers and staff collaborate regularly and foster a supportive and inclusive environment where all students experience academic, emotional and social growth.

Rosemont ROCKS...

R – Respect

O – Ownership

C – Cooperation

K – Kindness

S – Safety



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GENERAL INFORMATION

Principal
Ms. Suzanne Risse

Assistant Principals
Mr. Douglas Laing
Mrs. Rosabel Park

Counselors
Allison Brown
Paul Gillespie

Office Phone Extensions

Attendance 1255
Counseling 1260

Asst. Principals 1258
Health Clerk 1259

Secretary 1257
Cafeteria 2109

Absence

Please report all full day absences by calling (818) 248-6052. Please report appointments for students who will be coming to school late or leaving early by calling the school office at (818) 248-4224, ext. 1255.

Communicable Diseases

Students must have a written release from a doctor allowing them to return to school after they have recovered from a communicable disease (i.e., Hepatitis, Measles, Mono, Pertussis (Whooping Cough), etc.).

Aerosol Dispensers

Aerosol dispensers, spray cans, body sprays, and perfumed lotions are **NOT** allowed on campus at any time.

Appointments/Leaving School During School Hours

Students with medical, dental, or other appointments during the school day must sign out in the Attendance Office prior to leaving and sign back in upon their return. Parent/Guardian must call (818) 248-4224 x1255 or send a note to the Attendance Office with the time the student will be picked up and the reason. Parents must notify the office if someone other than the parent is picking up the student, even if that person is listed as an emergency contact. Students returning to school must provide a doctor's note verifying the appointment for the student's absence to be excused.

Assemblies

Rosemont students participate in a variety of assemblies. Student behavior is to be respectful at all times. Behavior always reflects our motto of *Honor, Excellence, Pride*. Schoolwide rules are always in effect.

ASB (Associated Student Body)

The ASB is the Rosemont Student Government and it plays an active role at school. Its purpose is to represent all students. ASB plans spirit assemblies and assumes much of the responsibility for organizing school activities. ASB is a leadership class offered as an elective during the regular school day, and students participate for the full school year. Officers are elected annually. Please refer to the *Standards of Student Behavior* for the ASB Code of Conduct and for election requirements.

ATS (Alternative to Suspension)

ATS is one of the disciplinary options assigned by Administration to a student who chooses not to follow school rules and guidelines. This is supervised work time that is offered in lieu of a school suspension. If a student does not attend as assigned or misbehaves during ATS, the student is suspended from school for the following school day. Students are allowed to be assigned ATS a maximum of 5 times.

Attendance/Absences

Regular and punctual attendance is expected of everyone. Consistent daily attendance in every period/class is an essential element for success. Not only is it necessary for educational growth, but also it is a legal requirement of California and the Glendale Unified School District. If your child is absent, it is the parent's responsibility to call (818) 248-6052, the 24-hour attendance phone line, and leave a voicemail message with your child's name, grade, date(s) of absence, and the reason. **Parents have three days to clear an absence with either a phone call or note, or a tardy with a doctor's note.** After this time, an unexcused absence will become a truancy.

Awards and Recognitions – see separate section on pg. 11

Bell Schedule/Dismissal

Students will receive a current bell schedule prior to the opening of school in August, and parents are reminded during the course of the year of any upcoming minimum days or special schedules. Parents are to make arrangements to pick up their child no later than **3:30 p.m.** each regular school day unless the student is participating in a supervised after school activity on campus. **There is no supervision after 3:30 p.m. Students should not loiter on campus after dismissal.**

Bicycle/roller blades/skateboards/scooters

Students are allowed to ride bikes or scooters to and from school, but riding on campus is prohibited. Bikes and scooters are to be walked while on campus. Helmets are required by law and must be worn while riding. Students must observe all safety rules as established by the State of California. Students **may not** bring roller blades or skateboards at any time.

WARNING: The Glendale Unified School District is not responsible for property that is damaged, lost, or stolen as the result of parking bicycles or scooters in the bike rack area.

Bike Racks

Bike racks are located in front of room 6204. Students may not loiter in the bike rack area. Bike locks are to be used to prevent theft. Bikes and scooters must be walked on campus and locked.

Birthday Celebrations

Birthday celebrations are not allowed at school. No posters, flowers, balloons, or cakes are allowed at school.

Builders Club

The Builders Club is sponsored by the local Kiwanis and is a community service club. The club meets monthly and elects officers. Students serve the school, local, national, and international community by sponsoring and supporting a variety of fundraising and service activities.

Bulletin

The student bulletin is read daily at the beginning of first period and posted on the hallway bulletin board. Contents of the student bulletin are posted Rosemont's website at www.gusd.net/rosemont.

Cafeteria

The cafeteria is open daily to serve snack and lunch. Meals meet all state and federal nutrition guidelines. Advance payment is available.

Campus Beautification

Students are encouraged and expected to keep the Rosemont campus clean and neat at all times. Periodically, campus clean-up may be used as a disciplinary measure, and students are asked to help with trash pick-up as a reminder to make better choices. Our campus is your campus!

CJSF (California Junior Scholastic Federation)

This is an honorary organization that performs community service. It is open 2nd semester to 7th graders and all 8th graders who meet the membership criteria. Membership is based on excellent academic performance and citizenship. Eligible students must apply at the beginning of each semester during the enrollment period; there are no exceptions.

Cell Phones and Electronic Devices

Do not bring radios, laser pointers, cameras, iPods, wireless internet devices, speakers, or similar equipment to school, unless required by a teacher. These items will be taken and kept in the office and may be picked up after school. Progressive discipline will be followed.

Students shall be permitted to have in their possession a cell phone on campus during the school day, while attending school-sponsored activities, or while under the supervision of a school district employee. Cell phones may be used in the event of a school-related emergency as determined by the principal. Although cell phones may be brought onto a school campus, ***they must be turned off in the student's backpack*** on campus all the time until students leave campus through the front/back gate. Students may not use cell phones during the instructional day including snack, lunch, and passing periods. The school does not assume liability if such devices are damaged, lost, or stolen.

Items such as smart watches must be set on airplane mode and not connected to cell phones. Electronic devices may not be used to copy any information, tests, study guides, etc. The use of cell phones/smart watches/or such devices that disrupt school activities will be confiscated by school officials and returned to the student after school. The use of these devices or their ringing during school time or activities will be considered a disruption of school activities and subject to disciplinary action.

Cheating Policy – see separate section on pg. 15

Classroom – Violation of these rules will affect citizenship grades; please refer to classroom rules.

1. Enter and exit the classroom in a quiet, orderly manner.
2. Be in the seat before the late bell rings.
3. Only one person at a time may leave the classroom and a hall pass is required.
4. Students are to remain in their seats unless directed otherwise by the teacher.
5. Raise hand and wait to be recognized before speaking.
6. No gum chewing.
7. Other rules may be determined by the individual teacher.

Clean Campus

Rosemont is **our** home away from home. Everyone is expected to take pride (remember our motto: Honor, Excellence, Pride) in its appearance. Be responsible for your own trash and for our school. Food and drinks are not allowed in the building (cafeteria excepted) nor is gum chewing allowed anywhere on campus.

Closed Campus

Rosemont Middle School is a closed campus. All gates are closed and locked after school starts. Students must be signed out by a parent or authorized adult from the Attendance Office before leaving campus for any reason.

Clubs and Activities

Numerous clubs and after school activities are available to students. These activities include tutoring, homework club, and a wide array of special interest clubs. They generally begin during the second month of school. Information is announced in the student bulletin and posted online. Eligibility for these activities is determined by the organization. Some club offerings include Builders Club, CJSF, Game Club, Gardening Club, sports, and jazz band.

Counselors

To schedule an appointment with a counselor, students may complete an Appointment Request Form that is available in the counseling office, and/or be referred by a teacher. Counselors are also available on a walk-in basis during snack, lunch, and after school. The counselors are available to discuss personal problems with students related to school, friends, or home. Their counseling services include creating student programs, monitoring student success, providing emergency counseling and referrals, and facilitating conferences between teachers, parents, and students.

Crutches/Casts/Orthopedic Devices – see Health Office on pg. 6

Cutting into Line

Students must always enter a line at the end. Students who cut in front of others may be sent to the end of the line, to a different area, or to the office.

Dances

During school dances, school-wide rules are in effect, including the dress code. Teachers and chaperones have full authority. No guests are permitted; the Rosemont dances are for Rosemont students only. Students who leave the dance area will not be permitted to return – **with NO exceptions.**

Detention

When students choose not to follow classroom or school rules, they may be assigned detention. Teachers or administrators may assign detention. Students will be given one day to inform their parents.

Teacher detention: Teacher-assigned detention rules and times are arranged by the individual teacher and are held in the issuing teacher's classroom.

Administrator-assigned detention will operate as follows:

- Students report immediately after school to the assigned detention classroom.
- Students report with homework and a book to read.
- Detention is held for 45 minutes after the school day. Students receive a detention reminder at the end of 6th/7th period.
- Students may not talk, and they must work on homework, read, or student will be assigned a reflective task.
- Student must use restroom before arriving to detention assignment.
- If there are discipline issues during detention or if a student fails to report, additional detention, ATS, or suspension may be assigned.

Discipline and Behavior – see pg. 13-14, as well as the *Standards of Student Behavior* document.

Dog Visits

The campus is routinely inspected by detection canines for prohibited items in order to provide students with a safe learning environment. The dogs will inspect all locker areas in physical education, as well as a random selection of classrooms. During the classroom inspection, students will be asked to exit the room. Consequences for violations are explained in the *Standards of Student Behavior*.

Dress Code – see special section on pg. 14-15

Dropping off and Picking up Students

The student entrance is either the blue gate in front of the school or the back gate at the end of Los Olivos. Due to traffic congestion before and after school, we recommend that you establish an alternative drop-off and pick-up location. Suggestions include: Rosemont and El Caminito; Rosemont and Los Amigos; Rosemont and Fairmount; Rosemont and Cross; Rosemont and Foothill; St. Luke of the Foothills Church; La Crescenta and Los Olivos; Raymond and Los Olivos; and Raymond and Stevens. Before school, students may gather in the amphitheater; **supervision begins 15 minutes before the start of classtime.** Parents are to make arrangements to pick up their child no later than **3:30 p.m.** each regular school day, unless the student is participating in a supervised after school activity on campus. After school supervision is available from dismissal to 6:00 p.m. daily through the Teen Scene After School Program for a fee (see Teen Scene on pg. 10). Students are to use the blue designated marked lines to cross safely in front of the main entrance. **There is no supervision after 3:30 p.m. Please no loitering in front of school after dismissal. Please be respectful of our community businesses. Students should not be loitering in public business areas; such as the Market Place.**

Emergency Information

It is essential to keep the school informed of all **current** phone numbers, emergency contacts, and doctors. This information may change during the year so please inform the Attendance Office.

Emergency Preparedness

Rosemont places the highest priority on the health and safety of our students and staff. A complete Emergency Preparedness Plan and School Safety Plan has been developed in accordance with District policy and is available in the office for parents to review.

Fees

Students enrolled at Rosemont MS are not required to pay any fee, deposit, or other charge for participation in an educational activity offered by the school or the District, except as authorized by law. Donations are sought and accepted for various activities and supplies, and are at times critical to the continued success of classes and activities, but donations are voluntary.

Fire, Earthquake, Evacuation Drills

Earthquake, emergency, and fire drills are conducted on a regular basis to ensure that everyone on campus is aware of proper emergency and evacuation procedures. The sounding of the alarm and flashing strobe lights indicate an evacuation.

- Students are to stop work immediately, **listen to the teacher's directions**, and leave all belongings.
- If it is a fire drill, the last person to exit the room is to shut the door.
- Students are to move **quietly** to their **1st period** class area on the middle or upper field.
- There is to be no talking, running, or pushing.
- All school personnel, visitors, and students are required to leave the building.
- In the event of an unscheduled drill during passing time, before or after school, or at lunch, everyone is to leave the building and report to their 1st period class area on the middle or upper field.
- If an exit is blocked, classes will need to consider alternate routes.
- An administrator will signal when it is safe to return to class.

Food, Candy, Breath Fresheners, Drinks

No food products of any kind are allowed inside classrooms or building areas. All food and drinks, **EXCEPT** water, must be consumed in the cafeteria/amphitheater/covered area. Water is the only liquid beverage admitted in the classroom. No vending machine items may be purchased after the bell rings ending snack or lunch. Spray breath fresheners are not permitted at school.

Gambling

Gambling is not permitted at school. See the *Standard of Student Behavior* document.

Grades - see special section on pg. 11

Grooming

Personal grooming is only allowed in restrooms and PE locker rooms. **No spray perfumes or cologne, aftershave lotions, or aerosol cans of deodorant can be used at school at any time.**

Gum Chewing

Gum chewing is not permitted on campus **at any time**. Offending students will be subject to disciplinary action after the 2nd time. Repeated violations will result in Progressive Discipline practices.

Hall Passes

Each student must have a pass to leave a classroom. **NO PASS; STAY IN CLASS!** Students who violate this rule are considered to be truant.

Health Office

The Rosemont Health Office is staffed by a health clerk every day. A registered nurse is on duty one day a week. The Health Clerk does not dispense any medication without a doctor's written authorization. The necessary forms are available in the Health Office. All medication must be kept in the Health Office; students are not allowed to carry any type of medicine with them. (For special circumstances, please see the health clerk for information.) This includes over-the-counter items such as aspirin, cough drops or syrup, cold/allergy pills, etc. Any student who uses an asthma inhaler is required to see the Health Clerk for special instructions and appropriate paperwork to be completed by the doctor.

Students must have the approval of the principal and a written release from the attending physician before returning to school with crutches, casts, or orthopedic devices. (This would include any support devices, such as splints and bandages.) Verification must be obtained that students on crutches have been instructed in proper usage. The release should also indicate any limitations for physical education. Students returning from surgery, long-term illness of more than five days, or reportable communicable diseases must have a written release from the attending physician. The release should also indicate any limitations for physical education or classwork as necessary.

Students who need to leave school early due to illness are checked out through the Health Office once permission is obtained from the parent/guardian.

Homework/Classwork Make-up Policy - see Homework Policy on pg. 12

The make-up policy for missed assignments differs from teacher to teacher. Please be sure to be familiar with the rules and regulations of each teacher as stated in their class rules and standards. Generally, an **excused** absence of one day allows the student one day in which to make up the assignment. If the student is absent due to an unexcused absence, including truancy or suspension, the teacher may choose not to accept make-up work.

To get make-up assignments, parents and students are encouraged to email the teacher. If an absence is going to last **three days or more**, parents may call the Counseling Office and request that the teachers provide make-up work. It is at the discretion of the teacher to provide such work. The request will be given to the teacher(s) and the homework may be picked up from the Counseling Office at the end of the following school day.

ID Cards

A school ID card is issued to each student free of charge. **Students must carry their ID cards at all times.** Local merchants may ask for a student's ID card for verification of identity. It will be needed to enter dances and other extracurricular events. Lost ID cards may be replaced through the Assistant Principals' office.

Internet Use

Students must have a signed Internet Use Agreement on file (found in the beginning of the year information packet).

1. Internet use is an integral part of curriculum.
2. Students will go only to websites that follow the assignment of the class.
3. Breaking the rules of appropriate use will result in disciplinary action.
4. Inappropriate use includes, but is not limited to, email, social media, texting, chat rooms, games, pornographic sites, and any sites unrelated to an assignment.

Items Not Allowed on Campus Include (see *Standards of Student Behavior*)

- Valuables such as jewelry, radios, iPods, speakers, electronic devices, cameras, laser pens, large amounts of money, or any other items that are disruptive to the educational process
- Replicas of any weapon, including water guns, air soft or pellet guns
- All weapons including pocket knives
- Firecrackers, snappers, poppers, or any other explosive or disruptive item
- Magazines, pictures, books, etc. that display inappropriate pictures
- Perfume, cologne, aerosol sprays of any kind
- Skateboards, roller blades, or skates.

Confiscated items may be picked up in the office after school. The school is not responsible for confiscated items.

Lates/Tardies - Truancy

Lates/Tardies: Students are expected to be in their seats before the late/tardy bell rings. Period 1 begins at 8:30 a.m. (9:28 a.m. on banking days). Students arriving after the bell are considered late/tardy and must report to the Attendance Office. Excuses for lates/tardies must be provided within three days. Lates/tardies will only be excused with a doctor's note. Teachers may develop individual consequences for the first three lates/tardies each quarter. The 4th late/tardy will result in an office referral, detention, and a citizenship grade of Unsatisfactory, which may affect promotion. **Additionally, three period tardies are equal to on full day of absence on the student's attendance record.**

Truancy: Being truant means that a student is in a location without permission from an adult. Students are considered truant when they cut class, stay home without prior parent permission, or leave the P.E. area after dressing, before the period ends. Truant students are marked unexcused, receive consequences from the assistant principals and may not be allowed to make up missed classwork. Students who are in the hallways without a pass may be assigned detention.

Library and Textbooks

Students are responsible for all books checked out to them. Students will be required to pay for books that are lost, damaged, or stolen (see Textbooks on pg. 10). Disciplinary action may also be taken.

Library

The materials in the Rosemont library are available to all enrolled students. The library is used for study, reading, and research. Books may be checked out for three weeks. Students assume responsibility for all books checked out of the library. A replacement fee will be charged for lost or damaged library books. The library is open between 8:00 a.m. - 3:15 p.m. (times are subject to change), including snack and lunch. Students who use the library are required to be quiet and courteous at all times.

Lost and Found

All lost and found items are kept in the Attendance Office and covered area. Students who have lost an item should go to the Attendance Office to check. Please take any lost article to the Attendance Office. Lost items that are not claimed after one month are donated to charity.

Lunch Lines

Students must purchase their **own** food, have their money ready, and start at the **back** of the line. No money or food is to be exchanged between students. No cutting is allowed. Only one person at a time is to be at the window. Students are to purchase only one entrée at a time. Everyone is responsible for picking up trash and keeping Rosemont litter-free.

Lunch Program

For the 2023-2024 school year, students will be provided two free meals a day (1 breakfast and 1 lunch). Additional meals and a la carte items like bottles of water, baked chips, etc. will need to be purchased with cash or money on a student's account. Students may add money to their account by bringing a check, made payable to GUSD, to the cafeteria or at www.ezschoollpay.com. Students wishing to participate in the federal lunch program must have parents complete an application and return it to the cafeteria for processing. Students participating in the lunch program (pre-paid or federal program) use a keypad to key in their 6-digit ID number. Unlike the elementary schools, the students do not have a card; the system at Rosemont is similar to an ATM and students type in their own student ID number. This number must be kept confidential. **Students using or attempting to use another student's ID number will face disciplinary action, which could include suspension from school.** Contact the Rosemont cafeteria at (818) 248-2422 or Nutrition & Operations Services at (818) 552-2677 for more information.

Parent Connect

Parent Connect is a tool for parents at Rosemont to access their child's student information over the internet. Using a confidential Personal Identification Number (PIN) and password, parents/guardians can connect to the school's database and view their child's progress reports, attendance, class schedule, and much more.

If your personal email address has been entered with your student's contact information in the enrollment process, Q Parent Connect is already available to you. Go to parent.gusd.net and click on the "**Need Your Login Information**" link. An email will be sent to the email address on file that will include your personal PIN and TEMPORARY PASSWORD. Please take all precautions to safeguard this PIN and PASSWORD information. If your personal email address is not associated with your contact information, simply visit Rosemont's Counseling Office to obtain your personal PIN and TEMPORARY PASSWORD. The office hours to sign up for Parent Connect are from 7:30 a.m. to 4:00 p.m. Parents/guardians must bring photo ID to the school for the sign-up process.

Passing Periods

Students are allowed 5 minutes to move between classes. As students move through the halls between classes, they are expected to be courteous and quiet, and "**Be Polite. Stay to the Right.**" Food and drinks are not allowed during passing periods. Students are expected to be in their classrooms and in their seats when the late/tardy bell rings. Lates/Tardies affect students' citizenship grades.

P.B.I.S. (Positive Behavior Intervention Supports)

See Rosemont ROCKS Behavior Expectations at school and in the community on pg. 16.

P.E. Excuses

A student may be excused from physical activity for a **maximum of three days** with a note from a parent, which explains the physical condition that prohibits full/partial participation. Parent notes must be given to the P.E. teacher. The note must include: student's name, the date and the duration of the excuse, the type of physical limitation, the signature of the parent/guardian, and a phone number. **Excuses for more than three days require a doctor's note.** A doctor's note should state the type of physical limitation and the duration. It must be taken to the Health Office before school. Students and parents are reminded that daily attendance and participation in physical education is a state requirement and can only be eliminated from a student's program for medical reasons requiring the certification of a physician. Students, who are not participating in P.E. activities are **still required to dress out**, stay in their P.E. class, and may be required to do light physical fitness activities.

P.E. Lockers

Students are assigned a P.E. locker. **The school is not responsible for loss or theft of items from lockers.** Lockers are school property, and the school reserves the right to enter lockers at any time. Permanent markings or stickers are not to be used in lockers. P.E. lockers will be handled by the P.E. teachers, not the main office.

P.E. Uniforms

Students are required to change for P.E. daily. The authorized P.E. uniform (blue shorts, white t-shirt, white socks, and tennis shoes) is required. We strongly recommend that students wear the Rosemont P.E. uniform. P.E. uniforms may only be purchased at the student store, not from P.E. teachers or in P.E. class. Uniforms are to be taken home each Friday for laundering and are to be returned clean on Monday. Points may be deducted from students' grades if P.E. dress codes are not followed daily. P.E. lockers will be assigned to students. Problems with P.E. lockers will be handled by the P.E. teacher, not the main office. Students are expected to secure their personal belongings during their P.E. class, including wallets, jewelry, clothes, etc. **The school is not responsible for loss or theft of items from lockers.** Please help us and remind your child **lock it or lose it!**

Progress Reports – see special section on pg. 11. Quarter grades and end of semester grades are posted on Parent/Student Portal.

Promotion Requirements

In order to walk across the stage during the Promotion Ceremony and participate in end-of-the-year activities, students must meet the following requirements:

- Earn 100 or more credits in grades 7 and 8. There is the potential of 140 credits. A student may not have more than 2 Fs in the 2nd semester in the 8th grade.
- Earn no more than 4 U's in 8th grade and no more than 2 in the 2nd semester.
- No more than 2 suspension incidents in 8th grade, with no more than 1 suspension incident during the 2nd semester.

The counselor and assistant principal will notify students who are at-risk of non-promotion and their parents. Opportunities to support the learner will be offered, including after school help and/or summer school.

Reminder Binder

This is an organization and study skills tool that is very helpful for students. It should be used daily in every class and parents should review it with their student. In addition to the monthly calendar, it contains a copy of the school rules.

Report Cards – see special section on pg. 11

SRO (School Resource Officer)

Rosemont has a sheriff deputy assigned to the school once a week during snack and lunch. Their role is to enhance the sense of safety and well-being for everyone at the school, to serve as a resource to students and their families, and to be a liaison to the community.

Social Media – Follow Rosemont Middle School on the web at www.gusd.net/rosemont and on social media at
Rosemont Instagram – rosemontmiddlespartans Rosemont Twitter – Rosemont Middle
Rosemont YouTube – Rosemont Spartan Rosemont Facebook – Rosemont Middle Spartans

Security Cameras

Rosemont has a number of security cameras located throughout the campus to ensure the safety of staff and students.

Sexual Harassment – see *Standards of Student Behavior*

Snack

There is a nutrition break mid-morning. Food may be purchased at the snack windows and inside the cafeteria. Students may also bring food from home.

Spartan Scroll

The *Spartan Scroll* is our school newspaper. It is published several times during the school year and focuses on current, newsworthy issues facing the school and beyond. The publication class is offered as an elective during the regular school day. Students have special “reporter” privileges to take pictures and conduct interviews.

Student Awards and Recognitions - see special section on pg. 11

Student Store

The Student Store is located on the second floor next to the Library. The Student Store is available 30 minutes before school and after school for 15 minutes. Additional Reminder Binders and P.E. clothes may be purchased there.

Suspension

A student may be suspended for up to five days for suspendable acts committed during school activities. This includes while on school grounds, while going to or coming from school, or at a school-sponsored activity. Suspension is removal from ongoing instruction for adjustment purposes. The *Standards of Student Behavior* explains in detail what behaviors might result in suspension.

Telephone Use (office and classroom)

Students may come to the office to use the school phones during snack, lunch, or after school. Personal plans should be handled before coming to school. **Cell phones may not be used during school hours** for any reason and never inside the **buildings or classrooms** (see page 4 for more details).

Teen Scene

Teen Scene provides after school supervision for students for a nominal fee. It begins immediately after school and extends until 6:00 p.m. Registration can be handled with the Teen Scene staff. They may be reached during Teen Scene hours (2:30 – 6:00 p.m.) at (818) 455-9583.

Textbooks

Students are issued textbooks for all classes, which are to be taken home for study and homework purposes. Hardbound textbooks are loaned to students for the year, and it is the student's responsibility to maintain the books in an appropriate manner. Consumable books are given to students to keep. Fines will be assessed for damaged, lost, or stolen books.

Visitors and Volunteers

All campus visitors must report to the Attendance Office, through the school's front security doors, to sign in and acquire a visitor's pass. School District insurance does not allow for friends to visit Rosemont before, during or after school. It is a law in California that non-students may not be on or near campus without direct permission from the school principal or administration.

Yearbook

Rosemont publishes a yearbook that is distributed at the end of the school year. The publication class is offered as an elective during the regular school day. Students have special "reporter" privileges to take pictures and conduct interviews.

AWARDS AND RECOGNITIONS

Students are recognized on a regular basis for those who make good choices, work to their potential and are good citizens in the classroom and out.

- **ROCKS Tickets**: Students are given these tickets for immediate recognition for demonstrating behaviors that are respectful, show ownership, cooperation, kindness, and practice safety. This is Rosemont's way of recognizing students when they are seen doing something good in the moment. Students submit ROCKS tickets for special drawings.
- **Spartan of the Month**: Each teacher may bestow this honor on one student each month. Teachers look to select students who truly exemplify *Honor, Excellence, and Pride* over an extended period of time. The selected students are invited to attend a special snack. They receive a certificate, message from the nominating teacher, bumper sticker, and letter mailed home to their parents. Their picture is displayed in the hallway outside of the main office.

END-OF-THE-YEAR AND PROMOTION AWARDS

President's Award for Educational Excellence

This award recognizes academic success in the classroom. Students who meet the requirements of GPA and state tests will be recognized at the 8th grade promotion.

Gold and Silver Honor Roll

At the end of the 8th grade, any student who has a GPA of 3.5 or above receives a gold seal on their promotion certificate. A student who has earned a cumulative grade point average from 3.0-3.49 receives a silver seal on their promotion certificate.

GRADES – PROGRESS REPORTS AND REPORT CARDS

The school year consists of two semesters.

Progress reports are posted on the Student/Parent Portal online approximately every 5 weeks. End of semester reports cards are posted on the Student/Parent Portal.

5 weeks	Progress Report
10 weeks	Quarter Report
15 weeks	Progress Report
20 weeks	Semester Report Card

The semester report card grades are the only grades that become part of the student's permanent record. The semester report card is an accumulation and combination of all grades throughout the 20-week period. Students receive an academic and citizenship grade in each subject.

During the semester, the parents of students who are failing, in danger of failing or who have unsatisfactory citizenship will be notified on the progress/report card. At any point during the semester, parents may contact the teacher regarding their student's progress.

Progress Reports include teacher comments and indicate student progress. Teachers may either use letter grades or the comments below:

Above Average Progress means the student is doing A or B work.

Satisfactory Progress means the student is doing C work or better.

Below Average Progress means the student's work is in the D range.

In Danger of Failing means the student's work is in the D range, but is not strong and may be slipping.

Failing means the student is earning below 60%.

If a student is in danger of failing, a parent/teacher conference is often recommended.

Quarter/Semester Grades will identify achievement as follows and may include teacher comments. The academic marks are:

A = Excellent B = Above Average C = Average D = Below Average F = Failing

Citizenship grades are indicative of classroom behavior, punctuality, and class preparation:

O = Outstanding S = Satisfactory N = Needs Improvement U = Unsatisfactory

Promotion Requirements

- No less than 100 cumulative credits since entering in 7th grade; 140 are possible. A student may not have more than 2 fails in the 2nd semester in the 8th grade.
- Each semester class is worth 5 credits.
- No more than 2 F's in the second semester.
- No more than 4 U's in 8th grade and no more than 2 U's in the 2nd semester.
- No more than 2 suspension incidents in 8th grade with no more than 1 suspension incident in the 2nd semester.

Students who are not eligible for promotion may not be able to participate in end-of-the year activities.

HOMEWORK POLICY

Through homework, classroom instruction is reinforced, high expectations are supported, students are motivated toward self-direction and the relationship of school and home in the learning process is strengthened. Homework is an important part of every student's instructional program. Accordingly, teachers will require regularly assigned homework based upon classroom instruction, and students will be held accountable for completing homework.

Time Limits for Homework

GUSD suggests that a combined total of 120 minutes daily for all classes be assigned to middle school students. Below is the recommended time allocation for Rosemont Middle School.

Subject	Monday	Tuesday	Wednesday	Thursday	Friday
English	0-25 min.	0-25 min.	0-25 min.	0-25 min.	0-25 min.
Math	0-40 min.	0-40 min.	0-40 min.	0-40 min.	0-40 min.
History		0-30 min.		0-30 min.	
Science	0-30 min.		0-30 min.		
PE/Electives, including music and Spanish	0-25 min.	0-25 min.	0-25 min.	0-25 min.	0-25 min.

Independent reading: All students will be expected to read 100 minutes each week.

It is recognized that individual student differences will affect the amount of time spent on homework.

Rosemont Middle School Homework Highlights

- Work on long-term projects will be factored into the assigned homework minutes.
- Work on long-term projects will be monitored and divided into smaller sections with separate due dates in order to assist students in maintaining the 120-minute/night limit.
- Teacher might not collect and/or evaluate every assignment. Feedback will be given about homework assignments.
- As a general practice, homework will not be assigned over extended vacations.

Request for Homework Assignments to Make-Up After an Extended Absence

Homework may be requested by parents if an absence is anticipated to be **three or more days** by contacting the Counseling Office Clerk. A request is given to the teacher(s) and the homework may be picked up from the Counseling Office at the end of the day following the request. We also suggest that you check online on the teacher's website or have your child call a classmate.

Homework Expectations

- It is expected that students will consistently complete assigned homework and turn it in as directed.
- It is expected that students will ask for assistance if needed.

Suggestions for Managing Homework

- Get organized!
- Use your Reminder Binder to note assignments, due dates, and important information about tests and projects.
- Check for current assignments per teacher classroom expectations and guidelines.
- Set aside a specific time and place for doing your homework every night. Use this time to study every day, even if you do not have a specific assignment.
- Do your hardest or least favorite assignments first.
- Avoid disruptions during study time, including television, radios, cell phones, etc.
- Keep study supplies in one place at all times, including your textbooks, paper, pens, pencils, erasers, etc.
- Reward yourself with stretches and quick breaks, but keep working.
- Plan ahead and do long-term or lengthy assignments in smaller sections.
- Don't forget to turn your work in to the teacher.

Parent Concerns

What if your child **consistently** does not finish their assigned homework within the time allotted for the individual subject(s)?

1. Email the teacher whose homework is taking too much time.
2. Stop your student after the allotted time for that subject, go to the next assignment, and contact the teacher.
3. Schedule a conference with the teacher by email or phone. For a team conference, please call the Counseling Office.

What if your child frequently says they have no homework?

1. Use and check the *Reminder Binder* daily.
2. If your child says that the homework has already been completed, ask to look at their work.
3. Use Parent Connect access and teacher online platforms to confirm assignments.

BEHAVIOR AND DISCIPLINE

The main reason for school rules is for the safety of the entire student body and staff. By working together, we can provide a safe, pleasant, and academically rewarding environment where students can achieve maximum success. In an atmosphere of reasonable, firm, and positive discipline, students can develop responsibility, positive relationships, and respect for others. Effective discipline enhances learning.

Discipline involves clear rules and guidelines for behavior. Refer to the *Standards of Student Behavior*. To encourage students to make good choices, Rosemont has rewards and recognition, as well as consequences.

Highlighted below are some of the important day-to-day rules that make life pleasant and enjoyable for everyone.

Hallway Rules

1. **Before School:** Students may not enter the building before 8:15 a.m. (9:15 a.m. on banking days), at snack, or at lunch, except for the following reasons:
 - An emergency.
 - Fill out an absence card or see the Health Clerk.
 - See a teacher. Student must have written permission from the teacher.
 - Go to the Library or Student Store.
2. **Leaving the Classroom:** Students may leave the classroom during class **only** with a hall pass or a signed school pass.
3. **Behavior in the Halls:** Students are to move quietly and carefully in the corridors. Traffic must be able to flow so there is to be no stopping or blocked passage. **Be polite. Stay to the right!**
4. **Clearing the Halls at Snack and Lunch:** All students must be out of the halls within seven minutes of the bell.
5. **Entering the Building during Snack and Lunch Periods:** Students may not enter the building except under the following conditions:
 - Go to Attendance Office, Administration Office, Counseling Office, or Health Office.
 - Enter only through the amphitheater door.
 - Must have a written pass to go to a classroom or the Health Office (unless there is an injury).
 - There is no food or drink allowed in the hallways or buildings.
6. **Restrooms:** There is to be no loitering in the bathrooms. For sanitation, food and drink do not belong in the bathrooms. Students are to use the bathrooms in the covered area during snack, lunch, and after school.
7. **Cell Phones:** Cell phones may not be used inside the buildings. They may be used outside before and after school only. They are to be turned off completely at all other times.

Grounds Rules

1. **Before School:** Students are to congregate in the amphitheater before 8:15 a.m. (9:15 a.m. on banking days).
 - Students are not to wait in front/back of school.
 - Students are not to use the main front door of the school in the morning.
2. **Bike Racks:** Students may only enter the bike rack area to secure their bikes or scooters and then they are to go to the amphitheater area. Students may access the bike area by coming in the main front gate next to the cafeteria or through the back gate at Los Olivos and Raymond. Bikes and scooters must be walked on campus.
3. **Eating Areas**
Snack and Lunch: Students may eat and congregate in the covered area, the glen, and the amphitheater. Students may not stand or sit on railings.
Snack and Lunch Lines:
 - Food purchases may not be made for other people.
 - Those waiting in line are not to be visited by their friends.
 - Loitering is not permitted in the snack line area.
 - Cutting in line or saving places for friends will not be permitted.
 - Students are to eat in areas away from the food lines.
4. **Use of Grounds:**
 - It is each student's responsibility to assist in keeping halls and grounds neat and clean. Clean grounds indicate that the school has individuals with pride in themselves and their school.
 - There is no eating or drinking allowed in the restrooms, in the classroom, or inside any buildings.
 - Tables and benches are not to be moved, stood on, or jumped over.
 - Lunch areas are not for playing games and running is not permitted.
 - Throwing rocks, food, drink bottles, or any other item is grounds for suspension.
 - Gum chewing is not permitted.

Cafeteria Rules

1. Students need to walk, not run, to get in line. Students who do not line up properly may be denied use of the cafeteria.
2. When students finish eating, they are to clear the tables and leave the cafeteria.
3. Students must respect the cafeteria staff and the student helpers at all times.

Locker Room Rules - see P.E. Lockers on pg. 9

Progressive Discipline

Students at Rosemont are very responsible citizens. On occasion, however, discipline is required. There are a number of options that include, but are not limited to, the following:

- Counseling and warning
- Teacher makes phone call, email, or personal contact
- Classroom detention
- Administrator calls home
- Administrative detention
- Conference with student, parent, teachers, administration
- ATS (Alternative to Suspension)
- In-School suspension
- Home suspension
- Involuntary Transfer
- Expulsion

DRESS CODE POLICY

The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Although students have the right to make individual choices, clothes must not present a health or safety hazard.

Clothing and accessories may not be worn if they disrupt the education program, are offensive, contain obscene, or sexual drawings or messages, advertise or represent alcohol, tobacco, drugs, or any illegal substances, suggest gang affiliation, or identify a group of students for the purpose of harassing, threatening, or intimidating.

Students at Rosemont are expected to dress and groom in a **neat, clean, and modest manner** at all times. Specific guidelines include:

CLOTHES/SHOES Gender Neutral Dress Code

- All clothes are neat, clean, and in good repair. Seams are not slit.
- Pants and shorts may have holes in them, as long as they are 3 inches below the hip.
- Clothing is appropriate for the school setting and fits properly. They must fit the waist and be worn above the hip (not too tight or too baggy).
- The length of skirts and shorts must be at least 3 inches below the hip.
- "Muscle shirts" may not be worn to school unless appropriate clothing is worn underneath.
- Shirts must be modest at the top and completely cover the midriff. Spaghetti straps, halter tops, and low cut tops may not be worn. Straps should be 2 inches wide. Underwear may not show. Sheer tops must have an appropriate shirt or tank top underneath.
- Shoes must be safe and appropriate for school (no reinforced toes).
- Backless shoes, slippers, flip flops, shoes with wheels, and high heels over an inch in height are not allowed.
- Sandals must have a heel strap.

BELTS

- Belts have a regularly sized buckle with no other metal decoration (i.e., studs or spikes).
- Belts must be the correct size, be threaded through the belt loops, and worn at the waist, rather than below the hip. The end of the belt may not hang down.

JEWELRY

- Earrings that pose a safety or health hazard are not permitted.
- Ear piercing is permitted. Tattoos are not appropriate at school.
- Necklaces and bracelets must be safe and designed to be jewelry. All chains, wallet chains, safety pins, and dangerous jewelry are not allowed.

HAIR

- Hair may be worn at any length provided that it does not "prevent the student from achieving educational objectives because of blocked vision."

BACKPACKS, NOTEBOOKS, TEXTBOOKS, FOLDERS

- Messages on clothing, backpacks, or any items at school may not make reference to violence, death, sex, drugs, and/or cults. This includes musical group shirts or any shirt/emblem with a violent or sexual theme.

CONSEQUENCES for violations

- 1st violation Student will change clothes.
2nd violation Student will receive lunch detention and parent informed.
3rd violation Student will receive afterschool detention and parent informed.
4th violation Student will receive ATS (Alternative to Suspension) and parent informed.

CHEATING POLICY

Cheating, copying including taking digital pictures, and plagiarizing is strictly prohibited at Rosemont. This includes:

Homework/Classwork/Projects/Reports/Group Work

- Copying another student's work or claiming someone else's work as your own.
- Allowing another student to copy your work.
- Plagiarizing (an example is copying work from a book or the internet and claiming it as your own); substantial paraphrasing; claiming another student's work as your own.
- Providing incorrect scores (like running times).

Tests/Quizzes

- Copying another student's answers.
- Allowing another student to copy your answers or sharing test information (whispering, giving signs, text messaging, discussion outside of class).
- Having or using "cheat sheets" or other types of help during a test or quiz.
- For open-notebook tests/quizzes, using another student's notebook/work.
- Having cell phone on during a test.

Miscellaneous

- Forging a parent's signature or notes.
- In physical education, changing scores or taking shortcuts.
- Using a calculator or other technology when not approved.

Consequences

In all incidents of cheating:

- The teacher, whose content is involved in the cheating, will inform the parent to inform them that their child has been involved in cheating.
- The student will receive no credit on the assignment or test/quiz.
- The record of cheating is part of the student's permanent record.
- The student will be sent to the Assistant Principal with an Office Referral for cheating, and the consequences could be detention, ATS (Alternative to Suspension), or suspension from school (one day or more).

	Respect	Ownership	Cooperation	Kindness	Safety
All Settings	<ul style="list-style-type: none"> Be considerate to yourself & others. Follow directions the first time. Be mindful of others' personal space. Follow dress code. 	<ul style="list-style-type: none"> Be responsible for your actions. Think before you act & consider the consequences. Have the courage to do the right thing. 	<ul style="list-style-type: none"> Work together with peers & adults. Be a good sport. 	<ul style="list-style-type: none"> Be polite to all staff & students. Help others. Keep displays of affection positive & appropriate. Keep it a fragrance-free environment. 	<ul style="list-style-type: none"> Report unsafe situations to an adult immediately. Be aware of your surroundings.
Hallways	<ul style="list-style-type: none"> Stay to the right, be polite. Use calm & kind language. Keep the hallways clean. 	<ul style="list-style-type: none"> Use lockers before school & during snack & lunch. Be courteous to hallway displays. Lock it or lose it. 	<ul style="list-style-type: none"> Single file, not a pile. Clear the hall, don't stall. 	<ul style="list-style-type: none"> Say please, thank you, & excuse me. Help others in need. 	<ul style="list-style-type: none"> Walk at all times. Keep your hands, feet, & objects to yourself. Be aware of the people around you.
Classrooms	<ul style="list-style-type: none"> Be on time. Take care of books & materials. Follow adults' directions. Support your classmates. 	<ul style="list-style-type: none"> Take credit for your own work. Come prepared. Ask for help when needed. Only teacher-approved use of electronic devices. 	<ul style="list-style-type: none"> Follow class rules. Participate. Stay on task. 	<ul style="list-style-type: none"> Use calm & kind language. Be helpful to your teachers & peers. Keep classroom clean. 	<ul style="list-style-type: none"> Walk. Show you care, push in your chair. Keep rows & aisles clear.
Snack & Lunch	<ul style="list-style-type: none"> Use good (table) manners. Stand in line. Wait your turn. Be patient. 	<ul style="list-style-type: none"> Get behind & stand in line. Purchase your own food. Be a fan, put trash in the can. Move fast and get to class! 	<ul style="list-style-type: none"> Leave your area clean. Practice appropriate eating behavior. Keep food off the ground. 	<ul style="list-style-type: none"> Share all areas with everyone. Use appropriate language. Say please & thank you to helpers. Pick up your trash +1. 	<ul style="list-style-type: none"> Walk at all times. Remain in bounds where adults can see you. Keep your hands, feet, & objects to yourself. Keep your feet on the ground.
Before & After School	<ul style="list-style-type: none"> Follow posted community signs & laws. Speak to adults & peers with respect. Respect school grounds & the neighborhood. 	<ul style="list-style-type: none"> Use cellphones outside of exterior gates. Be a fan, put trash in the can. Represent Rosemont in a positive way. 	<ul style="list-style-type: none"> Enter & leave campus promptly. Be a good neighbor. 	<ul style="list-style-type: none"> Be a positive example for those around you. Use calm & kind language. 	<ul style="list-style-type: none"> Make eye contact with drivers. Look both ways before crossing. Walk at all times. Use crosswalk, sidewalks, & pathways.
Bathrooms	<ul style="list-style-type: none"> Clean up after yourself. Be a fan, put trash in the can. Keep water in the sink. 	<ul style="list-style-type: none"> Flush the toilet. Wash hands. Think green: Only use the supplies you need. 	<ul style="list-style-type: none"> Quickly exit restroom when done. Keep it a cell phone-free zone. 	<ul style="list-style-type: none"> Practice privacy & modesty. Wait your turn. We aim to please, so you aim, please. 	<ul style="list-style-type: none"> Wash hands. Report problems & damage to adults immediately.

Glendale Unified School District

Uniform Complaint Procedure

Glendale Unified School District annually notifies students, employees, parents/guardians, District advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedure (UCP) process.

WHAT IS A UCP COMPLAINT?

A Uniform Complaint is a written and signed statement by an individual, public agency, or organization alleging a violation of federal or state laws governing certain educational programs. The District is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP. The Glendale Unified Board of Education encourages the early, informal resolution of complaints whenever possible and appropriate. The UCP may be implemented to resolve complaints that cannot be resolved through an informal process.

WHAT EDUCATIONAL PROGRAMS AND SERVICES ARE COVERED BY THE UCP?

- Accommodations for Pregnant and Parenting Students
- Adult Education
- After School Education and Safety
- Agricultural Vocational Education
- Career Technical and Technical Education; Career Technical; Technical Training Programs
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, bullying
- Educational and Graduation Requirements for students in foster care, homeless students, students from military families, students formerly in a juvenile court school, migrant students, and immigrant students participating in a newcomer program
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education: Instructional Minutes
- Student Fees
- Reasonable Accommodations to a Lactating Student
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- School Safety Plans
- Schoolsite Councils
- California State Preschool Programs
- State Preschool Health & Safety Issues in LEAs Exempt from Licensing
- Any complaint alleging retaliation against a complainant or other participant
- Any other state or federal educational program deemed appropriate by the Superintendent of Public Instruction

WHAT ISSUES ARE NOT COVERED BY THE UCP?

Not all complaints fall under the scope of the UCP. Many concerns are the responsibility of the District, including classroom assignments, common core, grades, graduation requirements, hiring and evaluation of staff, homework policies and practices, provision of core curriculum subjects, public meeting laws (such as the Brown Act), student advancement and retention, student discipline, student records, and other general education requirements. The District, however, may use its local complaint procedures to address complaints not covered by the UCP.

In addition, the following complaints are referred to other agencies for resolution and not subject to the UCP:

- Allegations of child abuse are referred to County Departments of Social Services, Protective Services Divisions, or appropriate law enforcement agency.
- Health and safety complaints regarding a Child Development Program are referred to the Department of Social Services for licensed facilities, and to the appropriate Child Development regional administrator for licensing-exempt facilities.
- Any special education complaint alleging denial of a free appropriate public education based on services called for in a settlement agreement shall be investigated by the California Department of Education.
- Any complaints relating to child nutrition shall be investigated and responded to directly by the California Department of Education.
- Employment complaints are sent to the California Department of Fair Employment and Housing.
- Allegations of fraud are referred to the responsible Division Director at the California Department of Education (CDE).

ADDITIONAL INFORMATION

The District shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in a school district, and pupils in military families as specified in *Education Code* Sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

The District shall post a notice to identify appropriate subjects of state preschool health and safety issues in each California state preschool program classroom in each school notifying parents, guardians, pupils and teachers of (1) the health and safety requirements under Title 5 of the *California Code of Regulations* that apply to California state preschool programs pursuant to *HSC* Section 1596.7925 and (2) where to get a form for a state preschool health and safety issues complaint.

UCP PROCESS

- Complaints will be investigated and a written report with a decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with our UCP policies and procedures.
- The complainant has a right to appeal the District's decision regarding specific programs and activities subject to the UCP, pupil fees, and the LCAP to CDE by filing a written appeal within 30 days of receiving the District's decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of the District decision.
- The District advises any complainant of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of the UCP process shall be available free of charge.

WILLIAMS COMPLAINTS

A Williams complaint concerns instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils, and teacher vacancy or misassignment. Williams Complaints may be filed anonymously. The District must have a complaint form available for these types of complaints, but will not reject a complaint if the form is not used as long as the complaint is submitted in writing. Under applicable regulations, a notice must be posted in each classroom in each school notifying parents and guardians of the matters subject to a Williams complaint and where to obtain a form to file a complaint.

A Williams complaint must be resolved by the school principal, District superintendent, or designee. A complainant who is not satisfied with the resolution has the right to describe the complaint to the local governing board at a regularly scheduled meeting of the Board. Except for complaints involving a condition of a facility that poses an emergency or urgent threat, there is no right to appeal a Williams Complaint to the CDE.

In the case of complaints concerning a condition of a facility that poses an emergency or urgent threat, a complainant who is not satisfied with the resolution has the right to file an appeal to the Superintendent of Public Instruction at CDE within 15 calendar days of receiving the District's decision.

Rosemont's Credit Program Worksheet

- ❖ Students must earn 100 credits by the end of their eighth grade year. In order to receive five semester credits for each class, a student must have a grade of A, B, C, or D.
- ❖ In order to participate in the 8th grade promotion ceremony, students may not have more than 2 Fs in the second semester of 8th grade. Students must receive no more than 4 unsatisfactory (U) citizenship grades during their 8th grade year and no more than 2 unsatisfactory (U) citizenship grades can be received in the second semester. Students may have no more than 2 suspension incidents in 8th grade with no more than 1 suspension incident in the 2nd semester.

<i>Pre 7th Summer School Course(s) / Intervention</i>	<i>Grade</i>	<i>Credits</i>
<i>Total Credits for Summer School / Intervention Classes</i>		

7th Grade First Semester

<i>Courses</i>	<i>Grade</i>	<i>Citizenship</i>	<i>Credits</i>
English			
Math			
Science			
History			
P.E.			
Elective			
Elective			
<i>Total Credits for First Semester</i>			

7th Grade Second Semester

<i>Courses</i>	<i>Grade</i>	<i>Citizenship</i>	<i>Credits</i>
English			
Math			
Science			
History			
P.E.			
Elective			
Elective			
<i>Total Credits for Second Semester</i>			

<i>Pre 8th Summer School Course(s) / Intervention</i>	<i>Grade</i>	<i>Credits</i>
<i>Total Credits for Summer School / Intervention Classes</i>		

8th Grade First Semester

<i>Courses</i>	<i>Grade</i>	<i>Citizenship</i>	<i>Credits</i>
English			
Math			
Science			
History			
P.E.			
Elective			
Elective			
<i>Total Credits for First Semester</i>			

8th Grade Second Semester

<i>Courses</i>	<i>Grade</i>	<i>Citizenship</i>	<i>Credits</i>
English			
Math			
Science			
History			
P.E.			
Elective			
Elective			
<i>Total Credits for Second Semester</i>			

	<i>Total Credits</i>		<i>Total Credits</i>
<i>Pre 7th Summer School</i>		<i>Pre 8th Summer School</i>	
<i>7th Grade 1st Semester</i>		<i>8th Grade 1st Semester</i>	
<i>7th Grade 2nd Semester</i>		<i>8th Grade 2nd Semester</i>	
<i>7th Grade Total</i>		<i>8th Grade Total</i>	
<i>TOTAL</i>			

Structured Paragraph
How to write a Paragraph in Any Subject

- Topic Sentence (TS):** First sentence of your paragraph.
Introduces the main subject of your body paragraph and should be a direct answer to the question/prompt.
- Evidence (E):** Evidence supports your position. Occurs as a paraphrased fact (example) or a quotation (cited correctly).
- Commentary (CM):** Explains HOW your evidence supports your position.
- Concluding Sentence (CS):** Final sentence of your paragraph. Restates your topic sentence.

Paragraph Writing

<u>Sentence Number</u>	<u>Approach</u>
1	Topic Sentence (TS)
2	Evidence (E)
3	Commentary (CM)
4	Commentary (CM)
5	Evidence (E)
6	Commentary (CM)
7	Commentary (CM)
8	Concluding Sentence (CS)

Homework is an essential element in school. One reason homework is so important is because it is a tool that helps students practice independently. In many classrooms, a teacher will go over a concept with the whole class and later expect each student to be able to complete the objective on his/her own. Because a teacher cannot always do the work with the class, each student must master the concept individually. In order to reach this level of mastery, students must practice by means of homework. Studies have shown that pupils retain more knowledge when they practice a skill within the first twenty-four hours of learning it. Homework provides students an opportunity to practice what they have learned in class that day. This means that, through the practice that homework provides, students will remember more of the information that they learned and will do better in school. There can be no doubt that a regular amount of homework is helpful to students due to the practice it gives them as well as the immediate retention of knowledge they gain.

Name: _____ **Period:** _____

Paragraph Writing in Any Subject

Prompt	
--------	--

Topic Sentence:

Evidence:

Commentary (2 sentences):

Evidence:

Commentary (2 sentences):

Concluding Sentence:

Signal Phrases

How to Introduce Evidence

What is a Signal Phrase? *Signal phrases* are phrases that introduce or conclude your evidence (quotations/paraphrases). They include the title/author and an action verb – As (author) notes, “_____.”

Title/author/speaker + action verb, “evidence from text.”

Words to use:

comments confirms states adds grants compares implies according to agrees examines contends acknowledges reasons remarks explains presents illustrates suggested by observes validates notes infers proposes argues according to

Examples:

In *The Rainbow Fish*, the octopus **explained**, “give a glittering scale to each of the other fish. You will no longer be the most beautiful fish in the sea, but you will discover how to be happy.”

According to the Intergovernmental Panel on Climate Change, “There is a new and stronger evidence that most of the warming observed over the last 50 years is attributable to human activities.”

In *Pets at Home*, Ryan Johnson **argues**, “canines are obedient when placed with caring families.”

According to Ryan Johnson, the increase of domesticated dogs in southern California has helped to reduce the threat of many local home invasions.

Transition Phrases

How to Introduce Commentary

What is Commentary? After you provide evidence, you must write commentary that explains how that evidence supports your claim/argument/topic sentence.

Quotations

- This quotation shows...
- This quotation proves...
- This quotation illustrates...
- This quotation supports the theme because...

Examples (Paraphrasing)

- This (event, incident) shows...
- This (event, incident) proves...
- This (event, incident) illustrates...
- This (event, incident) supports the theme because...

From *The Rainbow Fish*...

This incident supports the theme because the Rainbow Fish found out that when he didn’t share, other fish wanted nothing to do with him. His selfish ways led to him having no friends.

This quote proves that even though it was initially hard for the Rainbow Fish to share his prized possessions, he saw how happy his gift made others. By sharing his glittery scales, he saw that generosity is key in making true friends.

How to Write a Works Cited Page

When you research a topic, it is important to let your reader know where you found your information. You do this by including a Works Cited page.

Print Sources

If you read books or magazines for your research, you will use the standard bibliography format for those sources. See page 320 in Write Source 2000 (in your English class or Rosemont's library) for more examples of how to create a bibliography for print sources.

Book:

Author (last, first). Title of Book. City where the book is published: publisher, copyright date.

Magazine:

Author (last, first). "Title of Article." Title of the magazine day month year: page numbers.

Print Samples

Book:

Gravett, Christopher. The World of the Medieval Knight. New York: Peter Bedrick Books, 1996.

Magazine:

Safer, Barbara. Secret Messages. Cricket Sept. 1998: 29-33.

Web Sources

For internet sources, here is how you write your bibliography:

Author, editor or compiler name (last, first). "Article Title." *Title of Website*. Any version number, posting dates, volumes, or issue numbers. Name of institution/organization/publisher/sponsor affiliated with the site, publishing date. Medium of publication. Date of access.

Web Samples

"Charles Dickens." *Bio*. A&E Television Networks, 2015. Web. 16 January 2015.

Cody, David. "Dickens: A Brief Biography." *Dickens: A Brief Biography*. Brown University, Mar. 2004. Web. 14 Jan. 2015.

Order

When you use more than one source of information, you must list of ALL of the different sources you used to complete your assignment. You need to put the sources in alphabetical order, based on the first word(s) of the bibliography (usually the author's last name).

More Help

For more help writing a Works Cited or Bibliography, visit www.easybib.com.

Rosemont English Writing Rubric

	Thesis	Organization	Evidence & Elaboration	Language & Vocabulary	Grammar & Mechanics
4	<ul style="list-style-type: none"> 10 Clearly stated thesis 10 Relevant, thoroughly responds to prompt, audience, and task 	<ul style="list-style-type: none"> 10 Clear and effective organization 10 Logical progression of ideas 10 Focused introduction and conclusion 	<ul style="list-style-type: none"> 10 Thorough, clear, and relevant textual evidence 10 Accurate, focused, and significant analysis (commentary) 10 Argument: Opposing claims are Clearly and logically addressed 10 Textual support is appropriately cited 	<ul style="list-style-type: none"> 10 Clearly and effectively expresses ideas using sophisticated vocabulary 	<ul style="list-style-type: none"> 10 Strong Command of grammar/mechanics; few if any errors 10 Writing flows naturally
3	<ul style="list-style-type: none"> 10 Adequately stated thesis 10 Mostly relevant: adequately addresses the prompt, audience, and task 	<ul style="list-style-type: none"> 10 Clear organization 10 Progression of ideas may be formulaic 10 Adequate introduction and conclusion 	<ul style="list-style-type: none"> 10 Accurate textual evidence 10 Accurate analysis (commentary) 10 Argument: Opposing claims are addressed 10 Textual support is appropriately cited 	<ul style="list-style-type: none"> 10 Adequately expresses ideas using appropriate vocabulary 	<ul style="list-style-type: none"> 10 Adequate command of grammar/mechanics; some errors 10 Writing mostly flows
2	<ul style="list-style-type: none"> 10 Inconsistent thesis 10 Mostly irrelevant; attempts to address prompt, audience, and task 	<ul style="list-style-type: none"> 10 Inconsistent organization 10 Weak introduction and conclusion 	<ul style="list-style-type: none"> 10 Weak textual evidence 10 Minimal or weak analysis (commentary) 10 Argument: Attempts to address opposing claims 10 Textual support is inconsistently cited 	<ul style="list-style-type: none"> 10 Expresses ideas using simplistic vocabulary 	<ul style="list-style-type: none"> 10 Inconsistent command of grammar/mechanics; may be hard
1	<ul style="list-style-type: none"> 10 Unclear thesis 10 Irrelevant; may not address prompt, audience, and/or task 	<ul style="list-style-type: none"> 10 Little or no Organization 10 May lack introduction and/or conclusion 	<ul style="list-style-type: none"> 10 Minimal or no support or textual evidence 10 Lacking analysis (commentary) 10 Argument: Does not consider opposing claims 10 Textual support is not cited 	<ul style="list-style-type: none"> 10 Unclear and/or confusing vocabulary 	<ul style="list-style-type: none"> 10 Errors are frequent and severe; too many errors to understand writing 10 Unclear