

# ROSEDALE ALTERNATIVE CENTER

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## Student and Parent Reference Booklet

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## ROSEDALE CELL PHONE POLICY

We understand that cell phones have a great utility both in and out of schools; however, cell phone use has increasingly become a source of distraction. To respect the important work of the classroom and learning environment, all students must Yondr their phone for the duration of the school day.

### **Yondr Process for Students on a Normal, Full-day Schedule**

#### During AM Homeroom:

- Students will turn off their phones (or put in airplane mode) and lock them in their assigned Yondr. Staff will check that the case is locked.
- *Late students:* Late students will be given a temporary case to use when they sign in at the office. Phones will remain locked in the front office for the day and will be returned during dismissal.

#### During the school day:

- Students will keep their Yondr with them.
- If there is a family emergency that might require someone at home getting in touch with the student while classes are in progress, the student or parent should alert the counselor to access phone if believed necessary.

#### During PM Homeroom:

- Students will tap their Yondr on an unlocking station, retrieve their phone and store the Yondr for the next day.
- In the case of early dismissal, students will unlock their Yondr in the main office.

### **Yondr Process for Students on an Abbreviated, Late Arrival Schedule**

- Students on a late arrival schedule who arrive on time will receive a Yondr case for their phone to lock and carry their phone during the day. Like students on a normal, full day schedule, their case will be unlocked during PM Homeroom.
- Students on a late arrival schedule who arrive at school late are required to put their phone in a temporary Yondr case that will remain in the front office. The late student can access his or phone upon exiting the building at dismissal.

### **Violations of Yondr Procedures**

Students may not enter instructional spaces without their phone placed in a Yondr case. Students who refuse to lock their phones will be held in the office and a parent will be contacted. If a student is found to be in possession of an un-Yondr'd phone during the school day, or refuses to Yondr the phone, the parent will be contacted, and he or she will have to Yondr and turn in their phone at the morning check-in center (phone detention) for 3 school days. If a student continually is found in violation, he or she will be placed on phone detention for the rest of his or her time at Rosedale. In addition, as students are given new-working Yondr cases, he or she is financially responsible for any damage incurred while the case is assigned to him or her. Disciplinary consequences may also be assigned for the destruction of property and for refusing to follow school rules.

# **Rosedale Alternative Center**

## **Student & Parent Reference Booklet**

### **OUR VISION**

The Rosedale Center will provide all students with a high-quality educational experience that is both personalized and customized to address their academic, emotional, and social needs.

### **OUR MISSION**

The Rosedale Center's mission is to offer an alternative educational opportunity for secondary students. The Rosedale Center is established on the premise that students and faculty conduct themselves with **R**espect and **I**ntegrity in a **S**afe environment to **E**xceed expectations and meet challenges with **S**uccess. In our small environment, every student **R.I.S.E.S.** to prepare for re-entry into the home school and, ultimately, to meet the requirements for a diploma and the demands for college and career.

### **BELL SCHEDULE**

**Homeroom:** 7:00-7:15

**Period 1:** 7:15-8:30

**Period 2:** 8:30-9:45

**Flex:** 9:45-10:15

**Period 3/Lunch:** 10:15-12:00

**Period 4:** 12:00-1:15

**Homeroom:** 1:15-1:30

### **SCHOOL CALENDAR**

Rosedale Center follows the BCPS calendar including the A/B Day schedule, holidays, early dismissals, and delayed openings that are in place for BCPS schools. Rosedale Center will follow the BCPS inclement weather policy.

### **SCHOOL STRUCTURE**

The following are structural elements specific to Rosedale:

**Arrival and Dismissal-** The school day begins at 7:00 am and ends at 1:30 pm for all students. Students arriving on the bus will be welcomed by staff members between 6:55-7:00. For students who are dropped off by car, the building will be opened at 6:55. For bus riders, all students are to move directly from the bus and into the building. Students are not allowed to leave school grounds without the Rosedale staff obtaining permission from a parent/guardian. Dismissal will be called by the office for bus riders, as well as for walkers/car riders. Leaving school property prior to dismissal time will result in parent contact and the forfeiture of bus transportation for that day.

**Attendance-** Daily attendance is necessary for a student to meet academic success. If a child is to be absent from school, the parent/guardian should notify the office in the morning. When the student returns to school, a note with an explanation of absence is needed. If a student is absent for three or more consecutive days, a doctor's note should be provided.

**Breakfast-** All students will be given breakfast during homeroom without cost. Due to the guidelines of the national program, which supplies breakfast, students are not allowed to bring personal items for breakfast (food or drink), and all breakfast must be consumed in the homeroom.

**Lunch procedures-** Lunches will be supplied for students according to BCPS and national guidelines. We look to ensure that all students have access to nutritious meals at school while supporting confidentiality. Students who wish to bring their own lunch from home may do so and will turn it in to a staff member upon entering the building. It will be stored and then returned to the student during their lunch time.

**Bus transportation-** Students are expected to follow the transportation rules and directions of the driver and/or attendant. Failure to follow these rules may result in consequences including temporary bus suspension or permanent revocation of bus riding privileges. Students are only allowed to ride their assigned bus, entering, and exiting at their assigned bus stop. Requests for bus changes must be made in writing by the parent/guardian and given to the office upon arrival. Rosedale will only approve a bus change upon communication with the parent and upon approval from the Office of Transportation.

**SEL (Social and Emotional Learning)/ FLEX:** Students will engage in a flex period each school day. The Rosedale Center flex period provides all students with an opportunity to receive social emotional learning, take part in an interest group, and accelerate their learning. High school students will take part in a SEL lesson twice a week led by a therapeutic staff member focused on emotional development. Students will take part in an interest group of their choice twice a week during the flex period. Lastly, students are assigned an academic acceleration period once a week in which they have an opportunity to accelerate their learning through academic competitions, self-reflections on academic progress and success, and teacher support.

**Student Support:** All students are assigned a school counselor to work with during their time at Rosedale. The school counselor will provide support and serve as a liaison with the students' home school. Students will be provided with added support staff to work with as needed. Students who need more support may have their program changed, as necessary. Students who wish to access support personnel must follow the school-based procedures.

**Yondr:** We believe in creating an environment in which students can be successful. Therefore, Rosedale has contracted with Yondr to create phone-free learning environments. During homeroom, students will lock their phone in their assigned Yondr case and keep possession of the case for the duration of the school day. This will allow all students to fully take part in the educational program without the distraction of a cell phone. At the end of the day, during homeroom, students will unlock their case, remove their phone, and return the case to the homeroom teacher. Late students, including students on a Late Arrival schedule that are late, must turn in their phone to be Yondr'd in the office for the duration of the day. The late student can access his or phone upon exiting the building at dismissal.

**BCPS Schoology-** Students, parents, and guardians can check academic progress and contact teachers through Schoology. Students use their BCPS username/login to connect to Schoology. Schoology allows parents and students to check academic progress and contact teachers for academic support through any device and at any time.

## **GUIDELINES AND PROCEDURES**

The Rosedale Center follows the BCPS policies outlined in the student handbook. The following guidelines/procedures are also in place at the Rosedale Center:

**Appropriate Attire:** Rosedale students will be expected to follow the BCPS dress code and wear clothing that meets the following guidelines:

- Clothing should communicate ideas that would be acceptable in a public workplace. Messages including, but not limited to drugs/alcohol, weapons, profanity, gangs, hate, and sex, as interpreted by the administration, are prohibited.
- Tops must cover the torso area (upper chest area to waist area) and bottoms, or dresses, must cover the buttocks, to at least mid-thigh and be worn around the waist.
- No undergarments may be visible while at school.
- Hats, headgear, bonnets, and bandanas are not allowed to be worn inside the building.
- Coats and jackets may be worn into the building, and then locked in the homeroom closet. Students will be given the opportunity to retrieve them during dismissal. Bringing a zip up hoodie-like sweatshirt is recommended, as the building is air-conditioned.
- Students who are not dressed properly will not be allowed to attend class until dressed appropriately. The student will be given the choice to put on clothing provided by the school or wait for alternative clothing to be brought from home.
- Parent/guardian will be notified if a student refuses to cooperate with these rules.

**Electronic Devices:** All high school students have been issued a BCPS device for academic use only. Personal tablets or laptops are not allowed at school.

- BCPS issued devices are property of BCPS and may be confiscated if a student is misusing or abusing it. Students are not allowed to use their device for personal reasons during the school day. Movies, videos, personal emails, and games are not to be viewed/played while at school.
- Students will carry their Yondr case and will assume responsibility for the device during the school day.
- Students who do not follow directions for using their assigned Yondr pouch, will be required to turn their cell phone in to an administrator upon arrival. Repeated cell phone infractions may result in other administrative consequences, as appropriate.
- Personal headphones, earbuds, air pods, and speakers are not permitted. If brought to school, these items will be Yondr'd and locked in the office until the end of the school day.
- Students will review the Technology Acceptable Use Policy on the first day at Rosedale and are financially responsible for any damage the cause to school equipment.

### **Food and Drink:**

- All students will be supplied breakfast and lunch through BCPS. Students are not allowed to bring outside food or drink for breakfast.
- Lunch items may be brought to school; however, we do not have the facilities to heat or warm lunch items brought from home. Upon entering school, lunches, including snacks and sealed drinks, will be collected, and then distributed at lunch time.
- Drinks to be consumed with lunch can be brought from home, but they must be sealed and unopened. Open containers of drinks (whether brought by students or parents) are not allowed and will be collected and discarded.

### **Hallways:**

- **Transitions-** Students will transition directly from one location to the next location, quickly and quietly. Students will at once enter their classroom and begin assigned classwork.
- **Escorts-** Except during the transition between classes, students will be escorted by a staff member to and from all destinations. Students who do not follow the escort procedures are subject to administrative consequences. Escorts will not be called during the first and last 10 minutes of the class period.

### **Parent/Guardian Accessibility:**

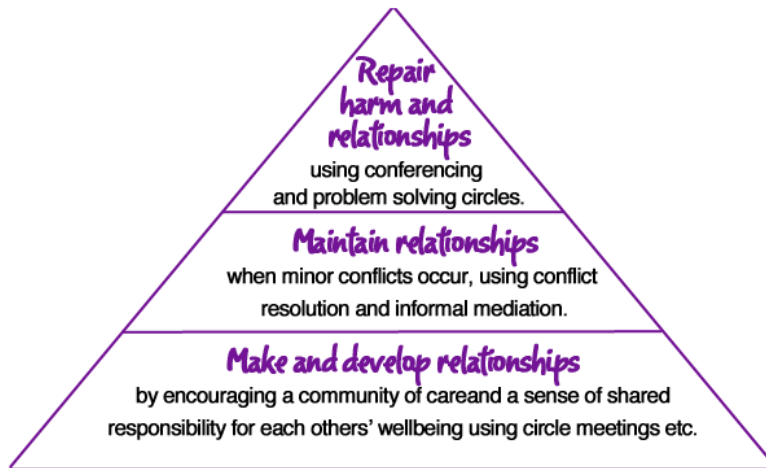
- Parents/Guardians must be accessible by phone and/or email during the school day in case of emergency and any other student issues. Phone numbers and other personal information must be updated with the school office whenever there is a change. The Rosedale Center works closely with Pupil Personnel Workers (PPW) to ensure an open line of communication between the school and home.

### **Personal Belongings:**

- For safety and security reasons, personal bags, including but not limited to purses, backpacks, and fanny packs, are not allowed at the Rosedale Center.
- Any bag that is brought to school will be subject to search and will be stored in the Main Office for the entire school day. Bags will be returned upon dismissal.

# RESTORATIVE JUSTICE

## WE ARE WITH YOU!



The staff and students at Rosedale will engage in restorative practices. Restorative practice is a strategy or support and structure that looks to bring empathy and a sense of community responsibility to our school. At Rosedale, we actively take part in relationship building between students and peers, as well as students and adults. When conflict occurs, we work to repair relationships that have been damaged or affected through a protocol of questions or conferences. When a student is involved in conflict, he/she can expect to respond to these questions in a conference:

1. *What happened?*
2. *What were you thinking at the time?*
3. *What have you thought about since the incident?*
4. *Whom do you think has been affected by your actions? In what way?*
5. *What do you think you need to do to make things right?*

When a student is affected by the wrongdoing of others he or she will be asked:

1. *What did you think when you realized what had happened?*
2. *What affect has this incident had on you and others?*
3. *What has been the hardest thing for you?*
4. *What do you think need to happen to make things right?*

Certain misbehaviors will still require consequences as outlined by the Baltimore County Behavior handbook, but all students will take part in restorative conferences before consequences are assigned.

Our hope is that through a process of community responsibility and empathy, students will find ways to develop communication and social and emotional skills that will help them throughout adolescents and into adulthood.