

West Rowan
Elementary
Student
Handbook
2024-2025



Home of the Wildcats!
480 Mimosa Street
Cleveland, NC 27013
704-278-2131

West Rowan Elementary Staff Members

Administrative Team

Principal: Mrs. Kristine Wolfe ext. 001 wolfeka@rss.k12.nc.us

Assistant Principal: Mrs. Nicole Hales ext. 005 halesns@rss.k12.nc.us

Office Team

Financial Secretary: Mrs. Teresa Bailey ext. 014 baileytr@rss.k12.nc.us

Data Manager: Mrs. Cierra Chambers ext. 013 chambersca@rss.k12.nc.us

Receptionist: Mrs. Debra Gusler ext. 012 guslerdk@rss.k12.nc.us

Nurse: Mrs. Amy Blevins ext. 033 Amy.Blevins@rss.k12.nc.us

Instructional Support Team

Guidance Counselor: Mrs. Melanie Panaccione panaccionemg@rss.k12.nc.us Reading

Design Coach: Mrs. Carla Morgan morgancg@rss.k12.nc.us

Math Coach: Mrs. Lisa LaRusso larussole@rss.k12.nc.us

MTSS Coach: Ms. Bethany Maycroft maycroftbl@rss.k12.nc.us

Technology Facilitator: Mr. Bill Brown brownb@rss.k12.nc.us

Media Specialist: Mr. Lane Turbyfill turbyfilldl@@rss.k12.nc.us

EC: Ms. Renee Taylor taylorrc@rss.k12.nc.us

EC: Ms. Charvonna Stackhouse stackhouseca@rss.k12.nc.us

EC CSS: Mrs. Taylor Stapleton stapletontr@rss.k12.nc.us

ESL: Ms. Toyrie McPhaul mcphaultl@rss.k12.nc.us

Speech: Ms. Mary Lynn Heisler heislerml@rss.k12.nc.us

Bible History: Miss Faith Devenney devenneyfy@rss.k12.nc.us

NC PreK

Teacher: Ms. Stacy Campbell campbellsi@rss.k12.nc.us

Assistant: Mrs. Marisela Romero romeromb@rss.k12.nc.us

Kindergarten

Mrs. Libby Graham grahamol@rss.k12.nc.us

Mrs. Michelle Hastings hastingsme@rss.k12.nc.us

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Mrs. Jesse Graham grhamjc@rss.k12.nc.us

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Ms. Madison Jackson jacksonmh@rss.k12.nc.us

First Grade

Mr. Thomas Harris harristp@rss.k12.nc.us
Ms. Natalie Currie currienr@rss.k12.nc.us
Miss Lisa Foster fosterld@rss.k12.nc.us
Mrs. Denyce Reavis reavisde@rss.k12.nc.us
Ms. Kelly Key keykm@rss.k12.nc.us
Ms. Takeisha Ellis ellist@rss.k12.nc.us

Second Grade

Mrs. Gina Elliott elliottgs@rss.k12.nc.us
Mrs. Dana Evans evansdo@rss.k12.nc.us
Miss Shae Rowan rowansa@rss.k12.nc.us
Ms. Hannah Walser walserha@rss.k12.nc.us
Miss Emily Phillips phillipseg@rss.k12.nc.us

Third Grade

Mrs. Dana Curry curryds@rss.k12.nc.us
Mrs. Kelly Finney finneykb@rss.k12.nc.us
Mrs. Kacey Stephens stephenskl@rss.k12.nc.us
Mrs. Jodi Smith smithjodi@rss.k12.nc.us
Mrs. Brittany Arroyo hunterbn@rss.k12.nc.us
Mr. Michael McConnell mcconnellmt@rs.k12.nc.us

Fourth Grade

Miss Emily Setzer setzeren@rss.k12.nc.us
Ms. Stephanie Smith smithsg@rss.k12.nc.us
Mrs. Tina Harrill harrilltm@rss.k12.nc.us
Mrs. Hillary Nixon nixonhh@rss.k12.nc.us
Mrs. Natalie Morgan morgannw@rss.k12.nc.us

Fifth Grade

Mrs. Emilee Helms helmsec@rss.k12.nc.us
Miss Laura Salow salowlm@rss.k12.nc.us
Ms. Charlie Perrell perrellcm@rss.k12.nc.us
Ms. Michelle Ward wardmm@rss.k12.nc.us
Mrs. Elizabeth Pirhala pirhalaea@rss.k12.nc.us

Enhancements

PE: Mr. Steve Love lovesr@rss.k12.nc.us
Art: Mrs. Christy Koontz koontzcs@rss.k12.nc.us Music: Mr.
Alex Day dayab@rss.k12.nc.us

Cafeteria:

Ms. Angi Fisher Cafe406@rss.k12.nc.us

Teacher Assistants/Tutors

Mrs. Nena Jones jonesjf@rss.k12.nc.us

Mrs. Jennifer Downing downingjk@rss.k12.nc.us

Mrs. Erica Misenheimer misenheimere@rss.k12.nc.us

Ms. Shirley Marshall marshalls@rss.k12.nc.us

Ms. Miranda Miller millerma@rss.k12.nc.us

Ms. Stephanie Linker linkersd@rss.k12.nc.us

Mrs. Kim Howard howardjs@rss.k12.nc.us

Ms. Jacqueline Perez perezjm@rss.k12.nc.us

Mrs. Gwendolyn Eagle eagleleg@rss.k12.nc.us

Mrs. Taylor Fleming flemingt@rss.k12.nc.us

Ms. Lynette Files fileslm@rss.k12.nc.us

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Mrs. Loretta Ludwick ludwicklh@rss.k12.nc.us

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Mrs. Renee Hall hallgr@rss.k12.nc.us

Mrs. Shelley Allison allisonss@rss.k12.nc.us

Ms. Linda Binkley binkleylg@rss.k12.nc.us

Ms. Brandi Pennington penningtonb@rss.k12.nc.us

Custodians

Head Custodian: Mr. Bobby Watson watsonb@rss.k12.nc.us

Custodian: Mr. Dylan Swanner swannerjd@rss.k12.nc.us

Custodian: Mrs. Gina Hedrick pendergm@rss.k12.nc.us

Custodian: TBD

West Rowan Elementary School

Vision

A school with a passion for learning and the power to succeed.

Mission

Instill a passion for life-long learning while preparing students to succeed every day.

General Guidelines and Expectations

Hours of Operation

West Rowan's hours for students are **7:30am-2:30 pm**. Students may begin entering the building at **7:00 am**. The tardy bell will ring at **7:30 am**, so **any student arriving after 7:30 am will need to be brought in to be signed in by a parent/guardian in the main office.**

Breakfast is available from 7:00-7:30am each morning. **Breakfast is free for all students.** Students who wish to eat breakfast should go to the cafeteria straight from the bus lot or car rider line. Students will eat breakfast in the cafeteria.

The instructional day is very structured, with students participating in academics from bell to bell. It is crucial that students are at school, on time, and remain for the entire day. **Parents will not be allowed to check students out after 2:00 pm.** In an emergency, prior administrative approval is required. All early dismissals will be counted as a tardy.

Attendance

It is the expectation that all students attend school daily. In the event of an absence, state regulations require that parents send written excuses when a student returns to school. Lawful absences are: illness of the student, death in the immediate family, physical incapacity, quarantine, or religious holidays. Parents are urged to make dental, medical, and other appointments for students after school hours.

There are several ways to report student absences at West Rowan Elementary:

- Call 704-278-2131
- Dojo to the Attendance Group
- Fax a note to (704) 438-9239
- Send a written note to the attention of Cierra Chambers, Data Manager

Please send a note to the school for the following situations:

- If a student needs to be dismissed before 2:30.
- If a student has a scheduled absence.
- If a student is using a different method of transportation to get home.

All transportation changes need to be sent to the Transportation Class Dojo group before 2:00 PM each day to ensure the message is delivered to the student in time for dismissal. Please do not send the Dojo to your child's teacher. Teachers check our transportation document each day before dismissal so they will get the changes. To ensure student safety, we will not take transportation changes over the phone.

Attendance letters will be sent out for multiple absences. Parent conferences with administration will be required for students who have excessive absences and/or tardies/early dismissals.

Educational Trips must have administrative approval 2 weeks prior to the trip to be classified as an excused absence. Forms are available in the main office. To be approved as Educational the trip should be the first one to the destination for the student. There should also be educational value for the trip. A yearly family trip to the beach, Disney World, etc., will not be coded as educational. Upon return to school the student will be required to do a presentation about the trip for the class.

Parent/Family Engagement

Parent involvement is an integral part of a positive school experience for students. Research has shown that students whose parents are actively involved do better academically. Parents and guests are encouraged to visit the school. Eating lunch with a student is a great way to make his/her day. There are several opportunities throughout the year for parents to be a part of the educational experience. When planning to visit please bring a photo ID and enter the front door by the main office for a visitor's pass. **ALL** visitors must be on the student's information sheet, and they must wear a visitor's pass to gain access to other parts of the school.

Lunch

Lunch is served between 11:00 and 1:00 daily. Parents and family members may sit at the visitors' tables with their student only. **Treats brought for celebrations must be store bought, no home-made items please.**

Meal Prices

Lunch will be free for all students for the 2024-2025 school year.

Adult Lunch: \$5.00 Extras: \$1.00+

Technology Use

All students in K-5 will be assigned an iPad. Each student will need to pay a \$20 usage fee at the beginning of school. K-2 students will not take iPads home, 3-5 students will be allowed to take them home for homework access. All students must comply with the RSS Board policies related to technology use.

Student Conduct

Wildcat PRIDE

P = Positive

R = Respect & Responsibility

I = I can do my best

D = self Discipline

E = Everyone is Safe

Each student is held to high expectations in all classes with regard to behavior. West Rowan uses Class Dojo school-wide to track student conduct and communicate with parents. There is a school-wide discipline policy that is directly correlated to the RSS Code of Conduct policies and procedures. As a Positive Behavior Intervention School, WRES will reinforce positive behavior and provide consequences for negative behaviors. Students will earn Class Dojo points for positive behavior. The points can be used to purchase items. Consequences students will receive for negative behavior are as follows:

Student/Teacher Conference

Parent Conference Administrative

Conference Conference before

Admission

Silent Lunch

After School Detention

In-School Suspension

Reverse Suspension- Parent must come to school with the student for the day Out of School Suspension

Den Participation

One of the RSS grounding practices is that every student has a consistent, identified adult advocate. One way we accomplish this is to use the House System. Every student and staff member is assigned to one of 6 dens that they will be part of while attending WRES. This year every student will be assigned to a pack within their den to help build that advocate relationship. Dens will have activities throughout the year. School-wide den meetings will be held the mornings of the early release days so students will definitely want to be at school on those days.

Transportation

Car Riders

Car Riders: Mornings

- **Car riders should follow the car rider drive- no students should be dropped off in the parking lot and walked across.**
- Staff will let students out of vehicles starting at 7:00am.
- All children arriving by car before 7:30 are to report to the classroom after eating breakfast.
- Children arriving after 7:30 will report directly to their classrooms.

Car Riders: Afternoons

- **Car riders should follow the car rider drive- no students will be walked to the parking lot.**
- **Parents should not park and walk up- you must go through the line to pick up your child.**
- Car riders will be dismissed to the cafeteria beginning at 2:30 P.M. All teachers will accompany their class to the area after taking their students to the bus line.
- Students will be called by number and leave the building as they are called.
- Cars should have the number on the mirror until the student is in the car.
- Students will be instructed to open their own car doors and will enter only on the passenger side of the vehicle. No students should walk in front of or behind any vehicle moving or stationary unaccompanied.

Cars will be loaded in front of the school.

Bus Riders

Bus transportation is available for all students who reside in the WRES district. Students must be picked up and dropped off at the address given in the registration.

Bus Riders: Mornings

- Buses will start to routes around 6:00am. Students need to be at their designated bus stop at least 10 minutes before the assigned time and wait at least 10 minutes after. Students should board the bus and sit in their assigned seats.

Bus Riders: Afternoons

- Buses will pull off the lot no later than 2:35. An adult should be at the bust stop at least 10 minutes early to receive the students. **Students will not be dropped off if there is not an adult at the stop.**
- All students assigned to a school bus must reside in our attendance area. It is not required that students ride the bus.
- Any change in bus assignment must have prior approval from Mrs. Hales and the Transportation department. Please direct all referrals to her.
- Children **cannot ride buses home with other children for sleepovers, ball practice, etc.**

Bus Conduct

The privilege of all students to ride the bus is conditioned on their good behavior and observance of the approved rules and regulations. It is imperative that students stay in their assigned seat and follow all rules to ensure safe transportation to and from school. **Failure to follow expectations and rules will result in a bus suspension.** Safe travel for all students is the number one priority.

Dress Code

To assist in providing a safe learning environment with fewer distractions, students will follow these procedures and guidelines for proper dress.

- Pants/shorts must be worn so that they fit comfortably around the waist with **NO underwear or skin showing. Pants or shorts cannot have any holes above the knee.**
- Shorts and Skirts should be an appropriate length. **Short-shorts and super short skirts are not allowed- shorts should have at least a 4- inch inseam and skirts should at least be finger-tip length.**
- If leggings are worn the shirt must be finger-tip length.
- Shirts/blouses must cover the stomach and back to the pants/shorts line. **No tank tops or spaghetti straps allowed. Sleeveless shirt straps must be at least 3-fingers wide.**
- **Closed-toed shoes are required for safety purposes. Tennis shoes/sneakers must be worn for PE.** Sandals with high heels and/or thick soles and flip-flops can pose a safety hazard with the amount of walking students required daily.
- **No hats- except for special occasions set by the school.**
- Students can wear hooded jackets or sweatshirts to school, however, they must take the hood off when they enter the building.

Medications

All medications should be administered at home if possible. Students requiring the use of medication during times they are under the school's supervision must have a **Physician's Authorization Form for Prescription and Non- Prescription Medication** on file in the office. A separate form is required for each medication and the medication must be in the original prescription container. Questions concerning medication may be directed to Mrs. Amy Blevins at 704-278-2131. **No medications may be transported to/from school by a student.** Parents must deliver/pick-up all medications to/from the office.

Health and First Aid

The nurse or staff member will administer first aid for minor injuries in the office. When an injury occurs, parents are notified immediately and if appropriate, 911 will be called.

All students must have an emergency number on file in case they need immediate medical attention. These numbers need to be updated so that the school will always be able to reach you or your designee in the event of an emergency. Please keep phone numbers up to date for all contacts. When children complain of pain or upset stomachs, their temperature will be checked in the main office. If they are running a fever or have injuries, parents will be contacted. If a child complains of being ill or has a headache and no fever, they are generally allowed to rest for 5 to 10 minutes and then sent back to class.

Grading and Reporting

Parents are encouraged to keep track of student progress through Parent Portal in Infinite Campus Grades K-2 can see attendance while grades 3-5 can see grades and attendance. Each child will receive an interim progress report and report card quarterly. Parents are encouraged to contact the teacher if

there are concerns about a student's academic progress. An interpreter for non-English parents will be available upon request.

Volunteers

The volunteer program at West Rowan Elementary is strong and provides excellent support for the staff and students. The Volunteers assist the staff directly in the classroom and Media Center. Tier 1 volunteers require a background check. They are able to go on off-campus learning experiences with their child. Tier 2 volunteers require a background check and the volunteer class. They are able to go on off-campus learning experiences as a chaperone and help in the classroom. Parent volunteers are encouraged to assist by providing materials and snacks for classes teachers. If you are interested in volunteering, you must complete the RSS Volunteer Training and do a background check. Here is the link for information about volunteer training: <https://www.rssed.org/site/Default.aspx?PageID=305>

Get involved and help our students achieve the extraordinary!

Off Campus Learning Experiences

WRES believes in enhancing instruction through learning experiences. Kindergarten-5th grade classes will have multiple off campus learning experiences (field trips) throughout the year. Parents are encouraged to attend with their child as opportunity permits. Parents must be a Tier 1 volunteer to be with their child or a Tier 2 volunteer to chaperone a group. Parents who attend a learning experience outside Rowan County may sign their child out provided they have indicated it on the permission slip.

Lost and Found

Items of clothing, school materials and other personal belongings found in the school will be placed in the Lost and Found area near the cafeteria/gym. Unclaimed items will be donated to charity at the end of each semester. **Please mark all clothes, lunch boxes, and other personal items with your child's FIRST AND LAST NAME.** This will help us return items to students.

Staying Connected

Information will be shared through a variety of methods as West Rowan Elementary strives to provide quality communication.

- School Website- www.wres.k12.nc.us
- Connect Ed- current phone number required
- Twitter- @WRES_Wildcats
- Facebook- West Rowan Elementary
- Class Dojo
- Peachjar- www.peachjar.com (receive school-related flyers)

Rowan-Salisbury Schools

2024-2025 District Calendar

2024

July

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

2025

January

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March

M	T	W	T	F
3	4	5	6	
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

April

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

May

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

June

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

- School not in session / Annual Leave
- All schools closed - Teacher Workday (Required)
- All schools closed - Teacher Workday (Optional)
- Holiday (School not in session)
- First Day of School / Last Day of School
- Early Release Day
- eLearning Day
- ★ End of Quarter
- ◇ Potential Incentive Make-Up Report Cards

This calendar may be altered at the discretion of the Board of Education and/or administration.
Adopted by the RSS Board of Education 12/11/2023.

AUGUST	
1	Optional Teacher Workday
2 - 7	Required Teacher Workday
8	First Day of School
28	Early Release Day
SEPTEMBER	
2	Labor Day
25	Early Release Day
OCTOBER	
14	Annual Leave (No School)
15	Optional Teacher Workday
16	Required Teacher Workday
18	End of Quarter 1
30	Early Release / Quarter 1 Report Cards Released
NOVEMBER	
5	eLearning Day
11	Veterans Day
26	Early Release Day
27	Annual Leave (No School)
28 & 29	Holiday (No School)
DECEMBER	
19	End of Quarter 2 / Early Release Day
20	Optional Teacher Workday
23	Annual Leave
24 - 26	Holidays (No School)
27 - 31	Annual Leave (No School)
JANUARY	
1	Holiday (No School)
2	Annual Leave (No School)
3 & 6	Optional Teacher Workday
7	Required Teacher Workday
15	Q2 Report Cards Released
20	Holiday (No School)
29	Early Release
FEBRUARY	
13	Required Teacher Workday
14	Annual Leave (No School)
26	Early Release Day
MARCH	
4	High School eLearning Day 11th Graders Report for ACT
7	End of Quarter 3
10 - 11	Optional Teacher Workday
12 - 14	Annual Leave (No School)
26	Q3 Report Cards Released / Early Release Day
APRIL	
18	Holiday (No School)
21	Annual Leave (No School)
22	Optional Teacher Workday
30	Early Release Day
MAY	
21	Last Day of School / Early Release / End of Quarter
22 & 23	Required Teacher Workday
26	Holiday (No School)
27 - 28	Optional Teacher Workday