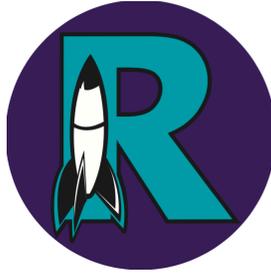


Rockwell Elementary School
Parent Handbook
 2017-2018



This handbook has been created to assist families with polices and procedures for RES.
 This handbook contains, but may not be inclusive of, all procedures, polices and guidelines. Please refer
 to the *RSS Code of Conduct* and *Board of Education policies* for further information.
 Topics are listed in ABC order.

Administration:	Jennifer Warden, <i>Principal</i> Jennifer Brown, <i>Assistant Principal</i>
Office Staff:	Lisa Lee, <i>Financial Secretary</i> Wendy Miller, <i>Data Manager</i> Dawn Hathcock, <i>Front Office Secretary</i>
School Address:	114 Link Street Rockwell, NC 28138
School Phone:	704-279-3145
School Fax:	704-438-9142
Office Hours:	6:45am-4:00pm
School Hours for Students:	7:30am-2:30pm
AM Car Rider Line Drop-off:	7:00am-7:30am
PM Car Rider Line Pick-up:	2:30pm-2:45pm

Quick Contact Guide:

Topic:	Contact Person:	Method:
All general information, transportation changes, schedules, medication, miscellaneous questions	Dawn Hathcock, Front Office Secretary	Phone: 704-279-3145
Financial questions, payments	Lisa Lee, Financial Secretary	Phone: 704-279-3145
Enrollment, withdrawals, attendance, tardies, absences, attendance letters, court paperwork	Wendy Miller, Data Manager	Phone: 704-279-3145 Email: wendy.miller@rss.k12.nc.us
Counseling services information, social topics, 504 services, overall support of student	Kristen Hodges, School Counselor	Phone: 704-279-3145
Bus	Jennifer Brown, Assistant Principal	Phone: 704-279-3145 email: jennifer.brown@rss.k12.nc.us
Administrative assistance	Jennifer Warden, Principal or Jennifer Brown, Asst. Principal	Phone: 704-279-3145 emails: jennifer.warden@rss.k12.nc.us jennifer.brown@rss.k12.nc.us
Cafeteria	Sonda Goodman, Cafeteria manager	Phone: 704-279-4848 <i>Visit "School Nutrition on the RSS homepage for menus, payments, etc</i>
Technology	Meredith Burris, Technology Facilitator	Phone: 704-279-3145 Email: Meredith.burris@rss.k12.nc.us
Questions or assistance related to emergency medical plans (ie. asthma, allergy, diabetic, etc), medications, medical paperwork, hearing/vision screenings, vaccinations	Casie West, School Nurse	Phone: 704-279-3145 Email: casie.west@rss.k12.nc.us
PTA (aka "Mission Control")	Natalie Cochran, PTA president	missioncontrolpta@gmail.com

- **Arrival and Dismissal**

CAR RIDERS--ARRIVAL:

Car riders will be dropped at the back of the school in the car circle, which is accessed by Moses Street.

A staff member is on duty beginning at **7:00am** to supervise early arrivals at school. Students may be dropped off beginning at 7:00am. **Do not leave your child prior to 7:00am.** It is unsafe for your child to be on campus unsupervised. Students should not get out of the car until a staff member is on duty in the car circle. Please be in the car line as close to 7:00am as possible.

Drop-off in the car line is between **7:00am-7:25am**. Students must be in their seats by the 7:30 tardy bell; therefore those arriving after 7:25am must be walked into the front office by a parent. Students can not reach their homerooms if dropped off in the car line at 7:30am.

Parents are not to get out of the car in the car line. This is to keep the line moving, and the line back-up minimal. The car line moves at a brisk pace, so we ask that you refrain from using cell phones so your absolute attention will be on students and staff members on the sidewalk.

Staff will assist younger students exiting cars. Older students are should exit the car on their own.

School begins at **7:30am**. The tardy bell will ring at that time. Students should be in class, seated and ready to begin instruction to avoid a recorded tardy. Any child who arrives after the tardy bell rings will report to the office. To keep our students safe, parents may not drop children who are tardy and send them unescorted into the school. **ALL STUDENTS WHO ARE TARDY MUST BE SIGNED IN BY THE PERSON WHO TRANSPORTS THEM TO SCHOOL.**

Please do not “cut” into the car line by attempting to turn left into the car circle from Link Street. If your residence in on that side of RES, we still request that you circle RES and enter the car link from Link Street. Breaking in line is highly frowned upon by other waiting parents. After drop-off, exiting the car line is RIGHT TURN ONLY. Please do not attempt to turn left across traffic.

CAR RIDERS--DISMISSAL:

Car riders will be loaded from the back of the school. The circle drive in the back of the school is accessed from Moses Street. Please display the card assigned to you for pick up. **For safety reasons, you may be asked to show a picture ID when picking up a child**

Staff members begin the afternoon car line at 2:30pm. The line is usually completed by 2:45pm. Please be prompt in picking up your child each day. Students who are not picked up on time will be taken to the office and a parent/guardian will be called.

Parents are not to get out of the car in the car line. This is to keep the line moving, and the line back-up minimal. The car line moves at a brisk pace, so we ask that you refrain from using cell phones so your absolute attention will be on students and staff members on the sidewalk. Staff will assist younger students entering cars. Older students are should enter cars on their own.

Please do not “break” into the car line by attempting to turn into the already formed line. Breaking in line by using Moses Street is highly frowned upon by other waiting parents who properly got in line from Link Street. After drop-off, exiting the car line is RIGHT TURN ONLY. Please do not attempt to turn left across traffic.

Adults not following school procedures for the car line will be addressed by staff and administration. Action steps will be taken to ensure the safety of our students and staff members.

****The safety of our parents, students and staff is of the utmost importance during the car line. Please help us keep everyone safe. It only takes one person to cause a dangerous situation.****

See next page for diagram

One-half day must be spent in class to be counted present. 11:05 a.m. is considered to be one-half day. Students who leave the classroom to go home prior to 11:05 will be considered absent for the day.

We recognize that tardies or early departures are sometimes unavoidable, but we must also have a plan in place to create a sense of orderliness and minimize disruptions in the school. We will appreciate your help in getting your child to school on time and leaving them for the entire school day.

Chronic problems will be handled on a case-by-case basis by the administration, and could result in meetings with the school social worker and court proceedings.

Early Dismissal – Student check-out within 30 minutes of the end of the school day is HIGHLY discouraged and should only be in the event of an emergency. At this time, we have sent all transportation change notes out to teachers, and our office and student body are preparing for dismissal.

Educational Absences – Parents can apply for up to 3 days excused as an educational opportunity. This must be done in advance, and will be approved/denied by the principal. The educational absence paperwork can be picked up in the school office. Cruises and theme parks are not approved as an educational absence.

- **Birthday Invitation Distribution**

Students who wish to pass out invitations must have one for each student in the classroom in an effort to minimize disrupting the learning environment. Parents are asked to work with the teacher to come up with a plan for distribution.

- **Bus Rider Information**

Riding a school bus is a privilege and not a right. Students are assigned to a specific bus and will have an assigned seat, once ridership is established. No student will be permitted to ride a different bus or get off at a different location, without a note signed by a member of the office staff.

Because of the capacity limits on buses, we will not always be able to honor requests for children to ride other buses. Please make those arrangements in advance. A note should be sent and presented for signature to administration in the morning prior to 8:00 a.m. If approved, this note must be given to the driver when boarding. Transfer students must have their own transportation.

Students will be expected to follow the rules of the driver on the bus, including field trips.

- No eating or drinking
- Stay in assigned seat
- Keep arms, legs and feet to self and inside the bus.
- Stay seated while bus is in motion.
- Stay out of aisles, except when boarding or leaving the bus.
- No throwing paper or littering.
- Obey the driver at all times.
- Items such as balls and other equipment must be contained in the book bag or other bag and not in the child's hands
- Students may not use other student's iPads

Consequences-

First offense: Verbal warning/conference with the driver or administrator/reassigned seat.

Second offense: Reassigned bus seat or referral to an administrator for final warning before bus suspension.

Third and subsequent offenses or severe infraction: Immediate referral to an administrator for a possible bus suspension or other consequences deemed appropriate by the administrator. *****Riding the bus is a privilege*****

We will take no other responsibility as seriously as we do the safe transportation of your child. When a child has been given an opportunity to improve his or her behavior and does not, he or she will lose the privilege of riding the bus.

- **Character Education Program**

A variety of strategies will be used to reinforce the following character traits: Responsibility, Self-discipline, Judgment, Respect, Service to Others, Perseverance, Kindness, Citizenship, Integrity and Courage. One character trait will be featured each month, with concepts being reinforced through instruction and demonstration throughout the school year. Each grade level will inform parents of their positive behavior support system. Good Citizens will be recognized each month from each grade level.

- **Child Custody and Guardianship**

Custody Issues: The parent or guardian must provide a copy of the relevant portion of any court order, separation agreement, or other official document affecting the child's custody or legal status. This information is requested to protect parents' rights and to ensure the safety of students. ***Without legal documentation verifying other circumstances, both parents have equal rights.*** The person enrolling a student must be the legal guardian of the child.

The school campus is not a place for custodial disagreements between two parties. Arrangements should be made PRIOR to either party's arrival on campus. There will be zero tolerance for disruptions or potential disruptions to our school day. Law enforcement will be called immediately and there is the possibility of a campus ban.

- **Collection of Money for Meals**

Our cafeteria has an automated payment and record system. Your child may keep money in his account for as long as you choose. Your child will be notified when money needs to be replaced. If you would like to pay for your child's lunch and/or breakfast in advance you may do so. The money may be paid in the cafeteria before 8:00 AM or before your child goes to lunch. If you are paying for a week, please send the money in a sealed envelope. **DO NOT SEND LOOSE BILLS OR CHANGE WITH YOUR CHILD.** Students owing money to the cafeteria may not purchase extra items until the balance is paid.

- **Dress Code Guidelines**

School is a place for learning where students should dress accordingly. Any student who fails to comply with direction in relation to improper attire will be in violation of the Code of Student Conduct. Failure to comply with dress code regulations could result in suspension.

Students are expected to dress in good taste and are not to wear any clothing/apparel, which includes:

- Any articles considered unsafe or dangerous, such as shoes that do not allow a student to maneuver quickly and safely. State health regulations require all students to wear shoes on campus and in all buildings. **Students' shoes must have a heel strap for safety. Wearing tennis shoes each day is recommended.**
- Offensive or obscene symbols, signs, slogans, or words.
- Language or symbols oriented towards promotion or advertisement of violence, sex, alcohol, tobacco, or other drugs.
- Undergarments that are visible.
- Pants not worn at the waist and properly fitted or belted to fit. Long pants must not drag the floor.

- Short-shorts and/or mini skirts
- Bicycle pants
- Belts which are not buckled and/or not threaded properly through belt loops.
- Shirts that show midriff, or other body parts that are not normally publicly exposed. Sleeveless shirts with fitted armholes are permissible. No 'spaghetti' straps
- Hats or other head coverings (sunglasses, visors, toboggans, bandannas or sweatbands) inside or outside the school building during the school day. Exceptions will be made for medical and/or religious reasons and for designated occasions.
- Chain or other objects dangling from pants or from other items of clothing. Key chains, if worn, must be under the shirt.
- Openly displayed body piercing except for pierced ears.

- **Discipline Plan**

Expected behaviors have been established for students who attend Rockwell Elementary School. The Rowan/Salisbury Schools Code of Student Conduct will govern all areas of the school as well. Any violation of school/classroom rules will be handled according to the established plan.

Show consideration of others and their property.

As a school, we have adopted school wide expectations for students. These expectations are:

I am RESPONSIBLE.

I am RESPECTFUL.

I am READY.

We also have a school-wide plan for consequences.

1. Warning
2. Refocus Time and/or Student-Teacher conference
3. Negative Class Dojo
4. Silent Lunch
5. Parent Phone Call
6. Office Referral

*** Severe clause – Disruption to teaching and learning shall be seen as a severe disruption. All severe disruptions will be referred to the office immediately.

*** For safety reasons, if your child exhibits continuous inappropriate behaviors, this may result in loss of field trip OR field day privileges or other extracurricular activities.

- **Homework Policy**

In 2016, RES adopted a lighter homework policy. While we are NOT a “no homework school,” we have worked to drastically reduce homework assignments. Any homework that is assigned should be directly related to Reading or Math, and the assignment should be brief. Exceptions to this policy may occur when students exhibit behaviors that do not allow them to complete work at school; that work may be required to be completed at home. Any homework assignment may be assigned when it can be seen to be of benefit to the student and the following limitations are observed:

- ✓ Homework should be thoroughly understood by the student before it is assigned. It should be the strengthening of a principle already learned.
- ✓ Written work assignments, including homework, shall never be used as disciplinary measures.
- ✓ Due consideration should be given to the total homework assignment so that no student will be assigned more than his/her ability and time will permit to be completed.
- ✓ Each teacher will communicate his/her own homework expectations

- **Honor Roll**

Honor Roll for academic achievement at RES has been established for grades 3 – 5 as follows: No grade below a B (85), and no U (Unsatisfactory) on the report card. The A and A/B Honor Rolls will be announced at the end of each nine weeks grading period. In addition, students in grades 3 - 5 who earn all A's will receive recognition for A and A/B Honor Roll.

- **Make-up Work**

When your child is absent, he/she will have two days to make up the work upon his/her return to school. During the times of extended absences, parents are asked to contact the teacher for a plan for make-up work.

If a child is suspended from school for a day, the child will have two days to make up the work upon return. If the suspension is for more than one day, arrangements should be made with administration to obtain the child's assignments. Suspension from school does not remove responsibility for turning in assignments.

- **Medication at School**

School staff members are not allowed to dispense medication without a signed form from the physician. If your child will be taking any type of medication, the Physician's Authorization form must be completed and brought to the office with the medication by the parent. **Please do not send any medication to school by your child.** This may pose a safety threat to your child and others. A child in possession of medication of any type will be in violation of the *Rowan-Salisbury Code of Student Conduct*. **NO EXCEPTIONS WILL BE MADE.**

- **Morning Routine**

We will begin each day at 7:30am with announcements produced and delivered by a school news team comprised of students. This routine will include will include the Pledge of Allegiance and a Moment of Silence.

- **Newsletters, PeachJar & ConnectEd**

Teachers will send home (paper or electronic) regular newsletters covering events in classrooms. Parents will also be kept informed of school events through Twitter, Class Dojo, Remind, Peachjar (electronic fliers) and ConnectEd (phone/email messages). Please ensure that the office has your correct email address & phone number.

- **Parent Conferences**

We encourage parents to maintain good, up-to-date contact with their child's teacher(s). Please contact the teacher to arrange a conference, as needed. Please understand that teachers and administration are unable to leave their responsibilities during the day to have an unscheduled conference. If you need to talk with a teacher by telephone, please call before 7:30am or after 2:30pm to talk or arrange a conference. While teachers are glad to talk to you from their home in an emergency, please do not make a routine of this. All of your child's records are located at school, and teachers will need access to this information while talking with you. Parent/teacher conferences are held at the end of 1st quarter to review student data.

- **Parties**

Classes may have 2 parties per year, to be held at the teacher's discretion. Students in primary grades may have parents who want to recognize their birthdays by sharing a treat with the class. If this is to occur, the parent should discuss the information with the teacher in advance. To meet health code restrictions, any baked items brought to school should be purchased through a bakery or store. **Please do not send invitations to school for private parties. Per Board policy, personal invitations may not be distributed at school. You**

will be provided with the opportunity to participate in an address exchange program with other families in the classroom. You will receive information about this program from your child's teacher.

- **President's Education Award for Outstanding Academic Excellence (5th grade)**

Students in grades 5 are eligible to receive the President's Education Award for Outstanding Academic Excellence, based on the following criteria: 85th percentile or better on both the reading and math EOG, 90 or better each nine weeks on the report card, no grade less than an S on non-graded areas, 5 or fewer absences and 5 or fewer tardies/early departures from school. Each student winner will receive a pin, a certificate signed by the President of the United States, and a letter from the President.

- **Prohibited Items**

Outside electronic games and toys are prohibited at school. These items are not necessary in the learning process and interrupt instruction and learning, if activated. If you provide these items for your child, please advise your child to leave them at home. If such an item is brought to school it will be taken from the student. The parent will be notified to pick up the item. A cell phone sent by a parent with a child must be on silent and kept in the book bag.

- **PTA**

The Parent Teacher Association is a vital part of a successful school. This organization, through its fundraisers, contributes thousands of dollars each year to enhance the instructional programs for our students. Their contributions will include classroom materials, money for field trips and academic incentive programs for students, and funding for improvements for our buildings and grounds. You are encouraged to join and become an active participant in this important organization. Through PTA funding, our students have materials and opportunities that they might not otherwise have. Please watch classroom newsletters for other PTA news and events throughout the year. We encourage all of our parents to become active members of the PTA at Rockwell School. Please contact our school PTA at missioncontrolpta@gmail.com

- **School Breakfast and Lunch**

The school cafeteria provides hot, nutritious lunches and breakfasts. All students are eligible to apply for free or reduced meals. Applications will be sent home with all students on the first day of school. These applications must be returned to school immediately to be processed. If students received free or reduced meals in our school system last year, this can continue during the first 10 days of school. A new application must be completed as soon as possible. Parents will receive written notification of approval or denial of free or reduced meals within 10 days of application.

Meal prices for students are:

Breakfast	\$1.00 (> free and reduced)
Lunch	\$2.50 (> \$0.40 reduced)
Adult Meals	\$3.75

Breakfast is served beginning at 7:00am.

Gum or candy is prohibited on campus unless prior approval has been given for special occasions.

- **Student Illness**

If your child becomes ill during the day or complains about not feeling well, the staff will attempt to determine the problem. Your child's temperature will be taken and if it measures 100 or greater, you will be called to pick up your child. If the child is vomiting or has diarrhea, you will be called, even if there is not an elevated temperature. If other complaints or problems exist we will use our best judgment in deciding whether your child needs to go home or not. Any special medical needs should be documented at school through a physician's

statement, provided by the parent. **Students must not return to school for 24 hours after vomiting or after a temperature.

Rashes, Pink Eye and Lice:

Children who have rashes of an unknown nature, red eyes, or appear to have head lice must be sent home. The office will send a letter with the child explaining procedures. The child must have a note from the doctor or health department to be readmitted to school. This procedure is in place in all schools to prevent the spread of contagious illness.

- **School Notices and Student Work**

RES will operate with high expectations for student achievement and parent/guardian involvement in the education of our children. Parents are responsible for reviewing the information with the child. Student folders will come home daily and should be checked daily for homework and/or communication from the teacher or school.

Report cards will be sent home with students after the end of each grading period. The report card is to be reviewed, signed, and sent back to school with the student the following day. Progress reports will be sent home at the midpoint of each grading period. Parent conferences will be scheduled after the first grading periods. Additional conferences may be scheduled at any time.

- **Student Sign Out**

If it is necessary for a student to leave the school grounds before 2:30, a parent must report to the office to sign the student out of school. Again, we would ask that loss of instructional time by leaving early be kept to a minimum. If you know in advance that your child will be leaving early, please send a note by your child to the teacher in the morning. We will not allow your child to leave school with anyone other than a person listed on the child's enrollment form. For that reason, please be prepared to present a picture ID when picking up a student. When in doubt, we will attempt to contact the parent, or err on the side of safety.

- **Students Who Stay After School**

Students will be expected to leave school grounds after school is over unless staying for a supervised activity. Students must have a permission note from the parent to stay for any organized activity such as clubs or tutorials. Students will be assigned to a designated area and will be supervised. Any problems with students on school grounds after school hours will be reported to the administration.

- **Responsibility for School Property**

Textbooks, library books, iPads and other school materials are the property of the Rowan-Salisbury Schools Board of Education. Materials should be managed appropriately and returned in good condition. Students will be responsible for any loss or damage.

- **Spirit Rock**

Families can rent the spirit rock that is in the front yard. Details and the reservation calendar are available in the front office.

- **Transportation**

Changes in Travel: What Do I Do?

We ask that you make arrangements for afternoon transportation with your child before leaving home in the morning. If your child is to be picked up by someone other than the regular person, we ask that you send a written note. **WE WILL NOT RELEASE YOUR CHILD TO SOMEONE WITHOUT YOUR PERMISSION.** If a

change in plans occurs during the day and you must make a change, please call the school. We will notify your child's teacher of the change. **Please recognize that because of classes going to the gym, playground, etc., after 2:00pm it is very difficult to get messages to students. So that we may conduct classes without interruption, we ask that you not routinely call the school with your child's travel arrangements.** Please know that we make these requests for the safety of your child.

- **Visitors and Volunteers**

We require that all visitors and volunteers register in the office and wear a badge/visitor sticker. This ensures that we provide a safe, secure environment for our students and staff. If you enter a building or a classroom without a visitor's badge, you will be asked to report to the office.

Please follow the procedures listed below:

- Lunch visitation – Come by the office, identify yourself, get a visitor's badge, and meet the class in the cafeteria. We welcome you to visit your child for lunch, however, **please do not bring fast food into the school cafeteria.** Parents are asked to not walk back to the classrooms with the class.
- Classroom visitation – We ask that you contact the teacher 24 hours in advance to arrange a visit. The teacher will notify the office of your scheduled visit and you will be registered as a visitor and given a badge. Drop-in classroom visits disrupt teaching and learning, and are highly discouraged. Teachers are not allowed to have drop-in parent conferences during the instructional day. The instructional day is strongly protected from interruptions, and you will be asked to schedule a conference time afterschool.
- Grade level events such as award days, field days and other large group activities require that you come by the office and sign in as a visitor and get a badge. Parents and visitors who attend events and trips must follow procedures set by the school
- Walking students to class: After the first 2 weeks of school, parents are not permitted to walk students to class unless there is a special circumstance that is approved by administration. This allows for students to build independence, responsibility and also allows for social time with peers.

**Additional Visitor Items:

- If you are not recognized by office staff, you may be asked for identification. Please do not be offended, but understand our desire for the safety of all children.
- All adult visitors to RES should dress appropriately. You will be asked to leave campus if your choice of dress exposes areas of the body that should remain covered.
- Visitors that are discourteous to any staff members will be asked to leave campus immediately.
- All visitors will conduct themselves respectfully at all times with other visitors and/or staff. Any visitor not exhibiting good conduct towards another visitor will be asked to leave campus immediately and may face a campus ban.

RSS Website:

<http://www.rss.k12.nc.us>

Code Of Conduct:

<http://www.rss.k12.nc.us/content/code-conduct>

School Calendar:

<http://www.rss.k12.nc.us/parent-calendar-2017-2018>

Items for sale in the school (coin machines):

Stickers

Pencils

Mechanical Pencils

Notebook paper

Gel pens

Ballpoint pens

Eraser stick