

2009-2010
Parent and Student Handbook



Rockenbaugh Elementary School
Exemplary Campus
Just for the Kids
Honor Roll School
2006 National Blue Ribbon School

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<http://www.southlakecarroll.edu/ROCK/RES/index1.htm>

Academics

BASIC CURRICULUM OFFERINGS

The following subjects are taught in all grades K-4:

Fine Arts	Handwriting	Health
Language Arts	Library Skills	Mathematics
Physical Education	Reading	Science
Science Lab	Social Studies	Technology

COMPLETION OF ASSIGNMENTS

Homework

A reasonable amount of work should be done on a daily basis at home to reinforce skills learned during the school day. Every night, some time should be spent reading and working with math facts. This gives students the opportunity to develop desirable independent study habits and responsibility. Some nights, a student may need to complete work that was unfinished at school. Occasionally, special projects will be assigned.

Late Work

Late homework assignments may have points deducted for each day they are late. Students will have one day for each day of absence to complete work after returning to school.

REPORT CARDS/ GRADING SYSTEM

Report cards are a source of information reflecting student progress and performance. Report cards will be sent home on the Friday following the end of each six weeks. Report cards must be signed by a parent and returned to school. Report cards are mailed home the last six weeks. In order to receive a report card, a student must be in attendance three or more weeks of the reporting period. At some grade levels, rubrics are included to indicate student progress in Reading and Writing.

The following letter grades are given in Art, Music, Physical Education, Handwriting, and Conduct:

E=Excellent	N=Needs Improvement
S=Satisfactory	U=Unsatisfactory

Refer to district handbook regarding grades. To be promoted, a student must have an overall average of 70 in Language Arts, Mathematics, Science, and Social Studies. Parent Access is the on-line site for parents to view grades of students in 3rd – 12th grade.

Attendance requirements must also be met.

Students in first grade receive E, S, N, and U in all subjects. The Kindergarten report card is a checklist of skills that a student has mastered.

TUTORIALS

Private tutorials may be arranged with the teacher. Teachers may not provide private tutoring for their own students or any students between the hours of 7:45-3:45 p.m. Tutorials will be provided by each teacher one day a week from 3:00-3:45 p.m. Students needing remediation may work with their teacher during this time.

Arrival/Dismissal Procedures

BUS TRANSPORTATION

In an effort to provide safe bus transportation, students are expected to assist staff in maintaining a clean and orderly bus. When riding school buses, students are held to behavioral standards established the *Student Handbook and Code of Conduct*. Riding a school bus is a privilege. Please refer to the Carroll ISD Bus Safety Handbook for additional information.

Misconduct will be disciplined in accordance with the *Student Handbook and Code of Conduct*, and bus-riding privileges may be suspended as a disciplinary consequence.

The following safety rules shall be followed by students as related to boarding, riding, and exiting a bus:

1. Students will board and exit the bus in an orderly manner at the designated bus stop nearest his or her home.
2. Arrive at the bus stop five(5) minutes before the scheduled stop-time and wait at least 10 steps from roadway where the bus stops.
3. When the bus arrives, do not approach the bus until it has come to a complete stop. Form a single line and board the bus (no pushing or breaking in line). Students will go directly to their assigned seat and sit in a safe position.
4. Students will keep books, band instruments, feet, and other objects out of the aisle of the bus. Objects carried on the bus must be small enough to be held in the lap of the owner.
5. When it is time to exit the bus, students will wait for the bus to come to a complete stop before getting up from the seat.

6. Upon exiting the bus, students needing to cross the street shall wait until directed by the bus driver before crossing immediately in front of the bus. **Never walk behind the bus.**
7. An adult must meet any kindergarten student at the designated bus stop on a daily basis. For greater student safety Carroll ISD encourages parents to meet all of their children at the bus stop.

The following rules will apply to student conduct on District transportation:

1. Observe the same conduct as in the classroom and follow the driver's directions at all times.
2. Enter the bus and immediately go to the assigned seat.
3. Talk in a normal tone of voice.
4. Remain seated and facing forward in the assigned seat until time to exit the bus.
5. Keep head, hands, and feet inside the bus.
6. Refrain from throwing objects within the bus or out of the windows.
7. Use acceptable language; obscene, profane, unacceptable language, and/or gestures are prohibited.
8. Refrain from eating and/or drinking on the bus.
9. Keep the bus clean.
10. Keep prohibited items (alcohol, drugs, weapons, tobacco products, paging devices (as applicable), radios, skateboards, etc.) off the bus.
11. Refrain from tampering with the bus equipment.
12. Students are required to be picked up and dropped off at their scheduled bus stop.
13. Follow all rules outlined in the District's *Student Handbook and Code of Conduct*, as well as safety rules established by the driver and rules as listed in the Carroll ISD Transportation Handbook.

The following procedures will be adhered to when inappropriate behavior occurs on a bus serving a regular route or an activity trip.

1. The driver or other District employee will attempt to correct the misbehavior of the passengers.
2. If the driver or other District employee is unable to resolve the problem, the principal will be notified as soon as possible.
3. The principal or designee will investigate the incident and notify the driver of the action taken.
4. If the misconduct is a violation of the *Student Handbook and Code of Conduct*, the principal will send written notice of the violation to the student's parent.

5. If determined necessary by the principal, a conference involving the principal, the student passenger(s), the driver, and parent(s) will be held.
6. The principal may suspend the student's bus riding privileges or other listed behavior interventions in accordance with the *Student Handbook and Code of Conduct*.
7. In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver has the authority to call for law enforcement assistance; the principal and parent(s) will be notified of the situation as soon as possible.

In such an instance, the student will not be provided bus service until a conference involving all persons listed above has been held in accordance with the *Student Handbook and Code of Conduct*.

CAMPUS TRAFFIC

1. The drive on the south side of the building will be for all vehicles except buses. The drive extends to the back of the building where you may drop off your children.
2. The drive in front of the school is open after 8:30 a.m. each morning. Traffic flow will be one way only from south to north.
3. Only parents of Preschool students may use designated location in front of school for pick up and drop off.
4. The drive on the north side of the school will be used for **buses only**.
5. If you bring your child to the north parking lot, you must escort them and stay within the crosswalk.
6. We ask that you make every effort to have your children prepared to get out of your vehicle when you pull up to drop off location. This will allow for a steady flow of traffic.
7. Please use extra caution as we have many students that walk or ride their bikes and will be crossing the drive at the front of the school. There will be an additional staff member to supervise students at the crosswalk. Do not block or stop in the crosswalk.
8. There is not a designated crosswalk in the drop-off circle. For safety, stay on the sidewalk to enter the building.

DISMISSAL LOCATIONS

Students that walk/ride a bike will be dismissed from the main entrance. Students need to wait until a staff member is supervising the crosswalk before they leave.

Bus riders are dismissed from the north exits.

All car riders leave from the southeast exit and wait by the covered walkway. Students are not allowed to play on equipment while waiting to be picked-up.

Attendance and Enrollment

ATTENDANCE

For a student to be counted as “present”, the student must be at school by 10:00 a.m. This is the “attendance window” utilized for official record. If a student comes to school after 10:00 a.m., a doctor’s note will be required to be counted present for the day. Each day that a student is absent the parent must call in to notify the office.

When students are absent, the work can be made up, however, the level of learning will not be the same as when the student has the opportunity to interact with the teacher and fellow students. State law mandates that students attend at least 90 percent of the days class is offered. An Attendance Review Committee will meet to determine whether or not academic credit will be awarded if the student does not attend class 90 percent of days offered. **After 18 days of absences, the committee will determine if a student will be promoted to the next grade level.**

SCHOOL DAY

School day hours.	Grades K-4 th	7:55a.m.-2:55p.m.
	Preschool	7:55a.m.-2:00p.m.

STUDENT ENROLLMENT

Parents/guardians who wish to enroll a student in school should report to the office with an immunization record, social security card, birth certificate (if enrolling the child for the first time), copy of parents’ driver’s license, and withdrawal record from the last school attended. Proof of residency shall be required for every new student. Minimum proof shall consist of 2 of the following: latest electric or gas bill and water bill or utility deposit receipt from a residence within district boundaries in which the student and/or a parent resides. The district may require other corroborating evidence of residency. Please call the Rockenbaugh Elementary office if you change your place of residence or phone number during the school year.

TARDIES

Students who arrive at the school after 8:00 a.m. are considered tardy and must report to the office for an admission slip. Having your child here at the beginning of the day can establish a positive routine. This will ensure your child is present for all instructions as the day begins.

General Information

CITIZENSHIP

Students at Rockenbaugh Elementary School are encouraged to respect all individuals they come in contact with in the school setting. Parents and students are invited to partner with the school through Rachel’s Challenge.

COMMUNICATION/WEDNESDAY FOLDERS

Current and upcoming events are published in the Dragon Flier and sent to parents via e-mail. Monthly grade level newsletters also provide information on events and curriculum. Each grade level maintains a website accessed through www.southlakecarroll.edu/ROCK/RES/index1.htm

Staff members check their e-mail Mon. – Fri. and will respond within 24 hours. If an e-mail is sent after 3:00 p.m. on Friday, the teacher may check/respond on the following Monday. Staff are not required to check e-mail on holidays or weekends.

CONFERENCES

Students and parents may expect teachers to request a conference: 1) if the student is not maintaining passing grades or achieving the expected level of performance; 2) if the student presents any problem to the teacher; or 3) in any other case the teacher deems necessary. It is inappropriate to interrupt instructional time for a conference.

We encourage a parent who desires information or wants to raise a question or concern to confer with the appropriate teacher. A parent who wishes to confer with a teacher may call the office for an appointment during the teacher’s conference period or request that the teacher call the parent during a conference period or at another mutually convenient time.

DRESS CODE

The policy concerning dress and grooming at Rockenbaugh Elementary School shall be as follows:

Boys

1. Hair should be clean and well-groomed at all times
2. Boys should not wear earrings.

Girls

1. Dresses or skirts shall be a reasonable length in proportion to the height of the individual. Foundation garments must be worn.
2. No bare midriffs or **halter tops or tank tops shall be worn**. No backless attire is acceptable.

All Students

1. Students will not wear slogan buttons or clothing with inappropriate or suggestive slogans or advertising on it.
2. Very short shorts, bike shorts, athletic shorts, etc., are not appropriate for classroom wear. Form-fitting shorts or pants (i.e. bike shorts) are not permitted to be worn alone. If they are worn underneath walking length shorts or pants, the shorts or pants that are worn on the outer side need to be of appropriate length.
3. Students shall not be allowed to wear clothing which has hems that are frayed.
4. Students are to wear athletic type shoes to school on their P.E. days. They **MUST** wear tennis shoes to be able to participate in activities
5. Appropriate shoes should be worn at school for recess.

Parents of students who violate these basic rules of good appearance will be called and asked to correct the problem before the student may return to classes. Students will receive one warning when the dress code is violated. After that, students will be sent to the office and a parent will be called.

EMERGENCY CONTACT

Anytime both parents are going to be out-of-town the parents need to write a note to the teacher and the office stating:

1. Dates when they will be gone
2. Care givers names and telephone numbers

Please notify the office of any changes, especially of emergency contacts.

EMERGENCY INFORMATION

In case of an emergency, each student is required to have on file at the school office the following information:

1. Parents(s) or guardian(s) name(s).
2. Complete up-to-date address.

3. Home phone number, cell phone number and parent(s) work phone numbers
4. Emergency phone numbers of friends or relatives
5. Physician's name and phone numbers
6. Medical alert information

FIELD TRIPS

Field trips are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of scheduled trip date and will usually be asked to sign field trip permission forms. Sometimes a small amount of money may be requested from each student to help defray transportation or facility use costs. Please notify the nurse if medications need to be taken on the trip such as; inhalers, epipens, other meds.

FLYER DISTRIBUTION

There is a rack for flyers, brochures, and informational pamphlets located in the front hallway just outside the office. A copy of the information needs to be provided to the office before placing them in the holder.

LOST AND FOUND

All clothing found on the campus, regardless of its value, is placed in front foyer. Money, jewelry, or any other articles of value are turned into the office. Students may claim them after proper identification. Lost and found items not claimed will be donated to charity at the end of each 6-weeks.

LUNCH

All students in grades Preschool through 4th grade have a 30-minute lunch period. Students may buy lunch in the cafeteria or bring lunch from home. A menu is posted on the website and sent home at the beginning of each month so that parents and students know what is offered daily. Only 1 dessert may be purchased and students have a choice of juice or milk. Lunches may be paid for daily, weekly, or monthly. Parents are encouraged to prepay lunches. Siblings **may not** share money between accounts. A free or reduced price lunch is available to those children who qualify. Parents may pick up an application in the school office.

PARENT VOLUNTEER PROGRAM

Rockenbaugh Elementary has an excellent Parent Volunteer Program. Many parents work in classrooms with students and help teachers prepare learning

activities. Others help in the library, office, or special classrooms. Some jobs can be done at home by those parents who are unable to come to school to work. Parents may sign up through the classroom teacher during meet the teacher.

PARTIES

There will be a maximum of three parties held by each class: December, Valentine's Day, and an End of Year Party. No elaborate decorations or treats are allowed. If party invitations are passed out at school, every child in the class must receive one. Special treats (cupcakes, etc.) may be brought for your child to share after lunch on his/her birthday. They may be eaten in the classroom at the end of the day or at recess. All other treats given in the class must follow the state policy. Arrangements must be made through the teacher and the items must be store bought.

PETS

No pets are allowed on campus. Some students are afraid of animals and/or are highly allergic.

PTO

Parents are encouraged to join and take an active role in the Parent Teacher Organization (PTO). Meetings are held on a regular basis and include topics of interest, as well as special programs. The PTO develops a telephone directory of Rockenbaugh students. They sponsor several fund raising events each year with the proceeds going to purchase instructional supplies for the classroom and pay for special programs for the students and/or teachers. (Participation in fund raising events is always voluntary.)

Information about the PTO is available at registration and in the school office.

RECESS

An administrator will determine appropriateness of outside conditions. Wind chill, precipitation, ozone level, temperature, and wet grounds are some of the factors that will be considered regarding cancellation or the shortening of recess. Recess is scheduled for approximately 30 minutes.

1. There will be no outside recess or PE if the temperature or heat index is above 100 degrees.
2. On ozone alert days, outside recess and PE will be restricted to 15 minutes.

3. Teachers are to use caution on other days when the temperature or heat index is high.
4. Teachers are encouraged in making decisions regarding students based on individual health needs or considerations beyond these general guidelines.

SUPERVISION BEFORE/AFTER SCHOOL

Supervision is provided each morning for all students beginning at 7:40 a.m. K-2 students are in the cafeteria and 3rd and 4th graders are in the GYM. No after school supervision is provided. Parents must arrange for his/her child to be picked up on time every day. If a student attends clubs after school it is the parent's responsibility to arrange for supervision before or after the club. Students are not to play on playground equipment while in the car rider line.

TELEPHONE

Telephones in the building are for school business. *Students are able to use the phone for emergencies only. Calls home for forgotten homework or to plan after-school social events are discouraged.* Please be sure that your child knows how he/she will get home and discuss what to do on rainy days. Parents must send a note to inform the teacher of any changes in transportation. Use of phones in the hall by parents is discouraged due to inadvertent disruption of instruction.

TEXTBOOKS

State approved textbooks are provided to students free of charge for each subject or class.

Please refer to CISD portion of handbook information.

VISITORS TO CAMPUS

All visitors and volunteers must sign in and out in the front office and wear a badge or sticker while on campus.

Health Services

COMMUNICABLE OR CONTAGIOUS DISEASES

Parents of students with a communicable or contagious disease are asked to telephone the school nurse so that other students who have been exposed to the disease can be alerted. Students with certain diseases are not allowed to

attend school while their disease is contagious. These include chicken pox, mumps, measles, ringworm of the scalp, lice, fever, pink eye, fifth disease, and strep throat.

HEALTH ASSESSMENT

1. Vision and hearing screening will be done for all *Preschool*, K, 1st, 3rd graders and all students new to the district. Acanthosis nigricans screenings will be done on all 1st and 3rd graders.
2. If your child has had an injury outside of school please have them come to the office first to be assessed. We will need to have a doctor's note for care at school and for activity orders during recess and P.E.. For example, casts, crutches, etc.
3. If your child has a surgery scheduled or returns from having surgery, please come to the school nurse's office to be assessed and to deliver doctors orders regarding recess/P.E. restrictions, a release to return to school and/or to deliver medication.

HEALTH CLINIC

The school nurse is responsible for health records, hygiene counseling, and general medical conditions. She keeps records of students' health and weight and does vision and hearing screenings on students. Also, she screens for acanthosis nigricans which is a precursor to diabetes Type 2. The nurse can not make a diagnosis or write prescriptions.

Please do not send your child to school if he/she is ill or has a temperature of 100 degrees or above. The health and safety of all children will be enhanced by following these guidelines. Your child must be 24 hours free of fever without Tylenol or Advil and not throwing-up for 24 hours before they return to school. If a child is sent home ill they may return the same day if they have a doctor's release or are cleared by the nurse. If a student is having any medical problems, they need to come to the nurse's office. Teachers will not allow the student to call their parents from the classroom.

Long hair should be in ponytail or braids to prevent lice.

If your child becomes ill, you or someone designated by you will be contacted to pick up your child. It is imperative that all phone numbers be completed on the enrollment card and be updated immediately should they change during the year. All medication needs to be provided by the parents. Also, write a note to indicate the time given at home and the time to be given at school.

Roles of the School Nurse

Performs health assessments during clinic visits and follow-up on referrals.
Provides emergency care as required by school.
Conducts annual vision and hearing screening on all Preschool, K, 1st, 3rd graders, and all students new to the district.
Conducts annual acanthosis nigricans screening on 1st and 3rd graders.
Monitors immunization compliance under Texas Administrative Code, Section 97.71.
Monitors CISD district policy for communicable/contagious diseases.
Administers medication provided by the parent.
Maintains care plan for conditions such as: diabetes, asthma, allergic reactions, etc.
Maintains health records.
Communicates with staff and is a health resource.
Not included in the nurse's job description is making a diagnosis or writing prescriptions.

CISD Policy

Can be found on www.southlakecarroll.edu under handbooks and forms
All medications must be provided by the parents.
According to school policy, students must stay home when:
Temperature is 100° F or more
Vomiting or diarrhea
Persistent cough
Any rash
Open or draining lesions
Inflamed, itchy, and/or draining eyes
Presence of live lice or nits in the hair
Suffering from a contagious disease, as defined by the Texas Board of Health
Undiagnosed scaly patches on the body or scalp
Intense itching with open lesions

Please provide the nurse with any changes in health conditions:

Emergency Room visits
Hospitalizations
Fractures
Surgeries
Illness during the night or weekend
Medication
Allergies to medication, milk, foods, insect bites, etc.

Doctor's orders are needed for activity restrictions when the following occur:
Surgery Injury Stitches/staples Fracture

Special Programs

ART

All students in grades K-4 attend art class at Rockenbaugh Elementary. Students are encouraged to express themselves through art and achieve their personal best. The art curriculum interweaves art production, history, critique and appreciation. Students explore a variety of materials including tempera, watercolor, clay, pastels, crayons, markers and fiber.

COUNSELING

A full time counselor is assigned to Rockenbaugh Elementary. She works with individual students, provides group guidance, and participates in parent conferences when requested. High school students are involved in a "PALS" project, and teachers mentor students needing special attention. Parents are encouraged to contact the counselor whenever their child has a special need.

LIBRARY

The Rockenbaugh Elementary School librarian is committed to providing students with a positive and nurturing environment. Emphasis is placed on the acquisition of information and the use of technology.

MUSIC

Rockenbaugh's Music Room is a place where we teach not only the fundamentals of music, but more importantly, the ENJOYMENT of music. From kindergarten through fourth grade, students are learning how to count Rhythms, read and interpret the symbols they find in music scores, and play/sing pieces of music. Students work on reading basic rhythms and learn to play un-pitched percussions instruments. They enjoy playing pitched instruments including the xylophone, met allophone, glockenspiel and piano. They learn songs with choreography.

PALS

Some RES students are partnered with high school students called "PALS". The goal is to have the PALS model appropriate social skills and work with the RES students in social situations on campus.

PHYSICAL EDUCATION

Overall, our focus is on providing a noncompetitive atmosphere where every student has the chance for success and our emphasis is on doing your personal best! The K-2 curriculum focuses on fundamental movement skills, lead up games, good sportsmanship and cooperation that develop strength, endurance, and flexibility. In grades 3-4, students participate in more dynamic game situations. Sport-specific skills appropriate for their age will also be introduced which will include game strategies, rules, and etiquette. This includes responding to winning and losing with dignity and understanding.

QUEST

QUEST is a program designed to enrich and challenge the gifted and talented students in the Carroll Independent School District. It meets all state guidelines for programs for gifted and talented students from kindergarten through twelfth grades. Identified gifted students in grades 1-4 are served weekly in a pullout class taught by the Quest teacher. Kindergarten classes receive classroom visits by the Quest teacher beginning the second six weeks. Students are assessed using standardized test scores for ability, creative thinking, achievement, and also parent/teacher questionnaires.

READING INTERVENTION (CARE)

A reading intervention (CARE) class is offered for students in need of additional instruction to attain basic skills. If a child is identified as needing help, the parents are notified. Parents will be notified before a student is served through this program.

SCIENCE LAB

Carroll ISD students are very fortunate not only to have science taught in their classrooms, but also to experience science in the science lab. Instruction in the lab usually follows classroom instruction enriching the students' learning through "hands-on" and inquiry based activities. Teachers coordinate lessons to maximize student enjoyment while meeting the requirements of the curriculum.

TECHNOLOGY

Students attend the technology lab. One of the goals of the lab is to provide a meaningful link between our curriculum and technology. State guidelines governing technology are used to plan the activities and lessons the children complete in the computer lab and in their classrooms. Word processing, spreadsheet, presentation, internet use and safety, and ethical uses of technology are the skills taught and reinforced throughout the school year. Microsoft Office is the vehicle used to teach most of the skills listed above.