



# Rolesville Elementary School

## Parent/Student Handbook

2016-2017

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# A Message From the Principal

## “Where Children Come First”

Welcome back to a new and exciting year at Rolesville Elementary School! We have many exciting things happening this year with the biggest being our major renovation! We are excited about this and ask for your help as we work through the construction. Please follow any signs and procedures that we have in place. This is to ensure the safety of our students, staff and guests.

This school handbook can be used to find information regarding specific procedures and policies at Rolesville Elementary. (All information in this handbook is accurate at the time of printing; however, information may be updated in the future to best meet the needs of our students. Please consult our website <http://rolesvilleelementary.wcpss.net> for any updates.) In addition to this handbook, each family will receive a **WCPSS Parent/Student Handbook** that details Board Policy and procedures regarding all Wake County Schools. We ask that you keep your copy of that handbook as it is very informative.

Parental involvement and support of education have been linked to student success. As a parent/guardian, you have the awesome task and responsibility of making education a priority in your family and a positive experience for your child. Please become involved in your child’s education by requesting attending conferences, visiting for lunch, volunteering in the classroom, and/or chaperoning field trips. We are extremely fortunate to have an active and caring PTA. You are encouraged to join the PTA and attend PTA meetings. Please talk with your child daily about the school day, friends with whom he or she played, activities he or she enjoyed most, and the best thing that happened that day. Establish a routine at home for completing homework and reviewing work sent home.

The staff at Rolesville Elementary School is committed and will ensure student success by recognizing and responding to the strengths and needs of each child and designing engaging instruction that promotes student involvement. We will strive to make every child feel important and valued. By building a team of dedicated and involved staff, parents, and students, we will all work together to promote academic success for every child.

Volunteers and visitors are always welcome on our campus. We ask that when you volunteer or visit you are sure to sign in at the front office and get a yellow visitors tag and wear it while in our building. Please let your child’s teacher or any of our outstanding staff members know what you would like to contribute to the success of Rolesville Elementary School. Please feel free to share any questions, compliments, and concerns you may have. I can be reached via email at [ddougherty-primiano@wcpss.net](mailto:ddougherty-primiano@wcpss.net), or by phone at 919-554-8686.

I look forward to a great year at Rolesville!

Dana Primiano  
Principal

# The ABC's Of Rolesville Elementary

## A is for:

**Arrival time:** The instructional day begins at 9:15am. Our building opens for students at 8:45 and adult supervision begins at this time. **No students should arrive prior to 8:45 unless they are enrolled in the Early Arrivals Program.** Students who eat breakfast will report directly to the cafeteria. Children must be in their classrooms by 9:15 to be on time.



**Accidents:** Parents will be notified of accidents needing medical or immediate attention. Parents must be sure that the school always has a **current emergency phone number** on file.

**After School Care:** The After School Care program is available Monday through Friday to students from 4:00p.m. until 6:00p.m. Parents must fill out an enrollment form for each child. There is a \$15.00 registration fee per child. A snack is provided to each student and students participate in a variety of activities. Students are also given time to do homework with assistance from After School Staff Members. The program is staffed by Rolesville staff members. The monthly fee is \$114.58.

**Attendance:** Students are expected to attend school regularly. However, there are circumstances that require a student to be absent from school which are considered approved absences. These circumstances include:

- Illness or injury
- Quarantine
- Death in the immediate family
- Medical or dental appointments
- Court or administrative proceedings
- Religious observances
- Educational opportunities (requires prior approval of Principal)

Upon returning to school, parents must send a written excuse for the absence to be considered excused. If a written note is not received within two days, the absence is considered unlawful/unexcused. After six (6) unlawful/unexcused absences, a report is made to the social worker. After ten (10) unlawful/unexcused absences, legal consequences may be necessary. To be considered in attendance for the school day, students must be present for at least three hours of instruction.

## B is for:

**Becoming Sick at School:** If your child becomes sick at school, we will take his/her temperature and contact you. **Policy requires that a child with a fever of 100.6 degrees or higher must leave school and remain fever-free for 24 hours before returning to school. If a child has vomited or is contagious, the parent must come and pick up the child.**

**Before School Program:** The Early Arrival program runs Monday through Friday from 7:00am to 8:45am. Parents must fill out an enrollment form for each child. There is a \$15.00 registration fee per child. Students will participate in a variety of activities during the morning. The program is staffed by Rolesville staff members. The monthly fee is \$96.25.

**Books:** Students must take care of textbooks and library books. When books are lost or damaged, they must be paid for. Students and parents are responsible for all books assigned or checked out.



**Bus Transportation:** School bus transportation is a privilege that may be withdrawn for inappropriate behavior. Each student is assigned a bus based on his or her home address. Students may only ride the bus to which they are assigned. Students should know their bus stop. It is the parents' responsibility to provide supervision for their child at the bus stop. Students in grades K & 1 must have an adult present at the bus stop for afternoon drop off. Bus drivers are required to bring students back to school if an adult is not at the bus stop. **If you need to change your child's transportation, you must send a written note or call the office at 919-554-8686 before 3:00. We cannot change transportation based on a child's information.**

**C is for:**  
**Cafeteria:**

Every student will use his or her PowerSchool number in the cafeteria. This number is used to identify students, their lunch status, and account balance. Students are expected to learn their number. Parents may submit an application for free/reduced meal prices. This must be done every year. Forms are available in the office. Parents are responsible for sending money or a bag lunch until the application is approved. An online system is available at MYLUNCHMONEY.COM. Once an account is set-up, parents will be able to:

- See account history for the past week
- Set spending limits and restrictions
- Get automated low-balance notifications
- Set automatic prepayments
- Make manual prepayments



<b>Breakfast:</b>	Full price	\$1.00	Reduced price	.30
<b>Lunch:</b>	Full price	\$2.00	Reduced price	.40

Students may purchase one snack. These items are not intended to take the place of a healthy lunch and should be eaten only after they have eaten their lunch. Wake County Child Nutrition Services' policy is that a child without lunch money receives a fruit and vegetable tray. Each class is assigned a 30-minute lunch and will be supervised by teacher assistants. Students will follow the PBIS rules while in the cafeteria.

**Calendar:** Please be sure to check our website which has our active school calendar.

**Campus Security:** All visitors on the Rolesville Elementary campus are required to sign in at the main office using the computer. All visitors are photographed and recorded in a database. Visitors must always wear a visitor sticker when on the Rolesville Elementary campus. If you are not wearing a visible sticker, a staff member will ask to see it or escort you to the main office.

**Carpool:** Students who travel to and from school by car must remain in their vehicle until staff members are on duty in the carpool loop at 8:45 am. Parents should only use the carpool loop to pick children up in the afternoon. This is for the safety of our students.

**Change of address/phone numbers:** Please notify the office and your child's teacher if you move or have a change in home, work or emergency numbers. This information must be kept current.

**Check-In/Check-Out:** Students arriving to their classrooms after 9:15 are considered tardy. Parents should bring their child/children to the office after 9:15. You will need to use the computer system to sign your child in and obtain a late pass. Students who leave school before 3:45 must be signed out in the office. Parents will use the computer system to check their child out and must show a photo ID. Office staff will call the classroom for your child. Students will not be released from the classroom. **We strongly encourage no student check out between 3:15 and 3:45 PM unless it is an emergency as this is a very busy time in our front office. We thank you for helping us out with this!**

**Conferences:** Good communication among parent, teacher, and student is essential to a positive school experience. School board policy 5033 requires that parents and visitors schedule an appointment to talk with teachers to avoid interfering with instructional time and responsibilities. Please notify your child's teacher whenever you wish to discuss your child's progress or have concerns.

**Construction:** Rolesville Elementary is under construction! We are in the process of getting a new cafeteria/gymnasium, art and music room which should be open in January 2017. Our current cafeteria building will be removed and construction will begin on that side of our building. Our main goal is to keep everyone safe so we appreciate everyone following procedures set for movement around the building both inside and outside.

## **D is for:**

**Damaged or lost materials:** Textbooks, library books, and other school materials issued to students are the property of the State of North Carolina. When they are returned, reasonable wear and tear is expected; however, charges for materials with significant damage will be the responsibility of the student's family. Lost books are charged full replacement value.

**Daily Schedule:** It is important that every child arrive on time and stay until dismissal. If a child misses instruction, it will influence academic performance.

8:45-9:15	Arrival time
8:15-9:05	Breakfast served-students must be in the cafeteria by 9:05
9:15	Tardy bell rings, students must be in their classroom to be marked present/on-time
9:15-3:45	Instructional day
3:45	Dismissal bell
3:45-4:00	Buses and carpool dismissed
4:00	Students considered late pick-up. Parents must sign-out in office.

**Discipline:** All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Student Conduct and school board policies governing student behavior and conduct. All code of Student Conduct policies are contained in the WCPSS Student/Parent Handbook, which is distributed to all students and parents at the beginning of each school year or upon enrollment in the WCPSS. If there is a conflict between the rules expressed in this handbook and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.

**Delays, Dismissals, and Closings:** The first notification of school closing, early dismissal, or delayed opening is made to the local television and radio stations. If the weather appears threatening, please tune to a local TV or radio station. Please do not call the school, as we need our phone lines open for emergency communication. Parents should check with daycare centers to be informed of their policy for inclement weather. Breakfast will not be served if school opens on a delayed schedule. Lunch will be served if we have an early dismissal. The Early Arrival program does not operate on days when school is closed for inclement weather. If school closes early due to inclement weather, the after school program will close early. *Example- If school closes one hour early, the after school program will close one hour early.*

**Dress Code:** WCPSS has implemented a policy regarding inappropriate dress (6410.1). A copy of this policy can be found in your Wake County student handbook or online. Please review it carefully with your child. Some examples of clothing that are inappropriate at school include:

- Baggy Pants
- Exposed undergarments
- Midriff shirts for girls
- Spaghetti straps
- Short skirts/shorts
- T-shirts with inappropriate language

- Flip-flops often pose safety risks. Please have your child wear shoes that are practical and safe for school. Sneakers must be worn on days when your child has P.E.

### **E is for:**

**Early Release Days:** Early Release days are intended for staff development and staff meetings. We will have 6 Early Release days this year. On Early Release days, we will dismiss at 1:15 PM. Teachers will attend planned staff development and meetings.

**Educational Leave for students:** As per Board Policy, parents must make requests for educational leave to the principal in writing prior to a student's absence from school. **The request form can be found on the WCPSS website or in the office.** When educational leave is approved, students are responsible for the work missed. Please allow 24 hours for the teacher to compile assignments.

**Emergency drills:** Emergency drills are scheduled periodically throughout the school year. Visitors and volunteers who are on campus are asked to follow our evacuation procedures.

- Fire Drills are held monthly. Students follow evacuation pattern.
- Severe Weather Drills are held periodically. Students evacuate classroom to designated interior area.
- Lock-down drills are practiced periodically. Students and staff practice procedures for community or school crisis.

**End-of-Grade tests (EOG):** 3<sup>rd</sup> grade students will take a BOG (beginning of grade test) in reading. Students in grades 3-5 will take an End-of-Grade test in reading and math. 5<sup>th</sup> grade students will also take an EOG test in science. These results will become a part of your child's permanent school record.

### **F is for:**

**Field Trips:** Grade levels plan field trips during the school year to enhance classroom instruction. Parents must complete, sign, and return a field trip permission form. A student cannot attend a field trip without a signed permission form.

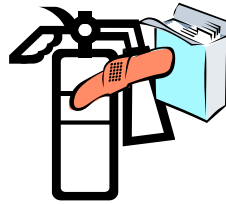


**Front Drive:** We ask that parents use our car-pool line and not drop off students at front drive or in the parking lot. Staff will re-direct you to carpool. This is for the safety of our students. Please help us by using car-pool!

**Fundraising:** Our PTA will send home materials and information throughout the year detailing ways you can support them through fundraising. PTA provides our staff and students with materials and resources necessary for student success.

### **G is for:**

**Getting hurt at school:** If your child is injured at school, school staff will administer first aid as allowed by our guidelines (Band-Aids and ice). Teachers or office staff will call a parent if the injury requires more medical attention.



**Getting involved:** Parental involvement and support for education have been positively linked to student success. Being involved means attending parent/teacher conferences, PTA meetings, field trips, volunteering in the classroom, and/or sending in items requested by the teacher. You are welcome to come and eat lunch with your child; however, we do ask that you schedule time with the teacher if you would like to be in the classroom.

**Guided Reading:** Students in grades K-5 will participate in a Guided Reading group. Teachers work with small



groups of students who are grouped by common needs and reading levels.

## **H is for:**

**Hall passes:** Students are not permitted in the halls during the instructional day without a hall pass unless they are escorted by a staff member. This is to discourage students from traveling around the building without a teacher's knowledge. This is for the safety of our children.

**Health Room:** The health room is a place where a sick child may remain until his or her parent arrives. It is important that the school has current contact numbers in order to contact parents. We will call 911 for any emergency which requires more immediate attention than we are able to provide. Parents will be contacted and a staff member will stay with the student until a parent arrives.

**Homework:** Homework is intended to enrich, reinforce, and extend the curriculum. Our school implements the Wake County Public School System homework policy (Board Policy 5510). Please refer to the student /parent handbook or [www.wcpss.net](http://www.wcpss.net) for the complete policy.

### *Policy Guidelines-*

- Assignments will be specific and based on concepts previously studied for enrichment and /or review purposes.
- Homework is considered an integral part of class instruction and is used to guide instruction. It is reflected in a student's work habits grade.
- Research-based guidelines for minutes of homework per day: K-2<sup>nd</sup> grades-20 minutes per day; 3<sup>rd</sup>-5<sup>th</sup> grades-50 minutes per day.
- *Note-these times are guidelines and are given that students have no distractions and work for the complete time allotted.*

## **I is for:**

**Immunizations:** State law requires that every child have an adequate record of immunizations on file at school. If we are unable to obtain records from a previous school, the parent will be responsible for providing this information.

State law requires the following minimum doses:

- 5 DTP, DtaP, or DT doses (if the 4<sup>th</sup> dose is on/after the fourth birthday, 5<sup>th</sup> dose is not required. DT requires medical exemption for pertussis)
- 4 polio vaccine doses (if 3<sup>rd</sup> dose is on/after fourth birthday, 4<sup>th</sup> dose is not required. At least 2 of the 4 doses must be OPV.)
- 1-4 Hib doses (if a child is younger than five, requirement is met if 1 dose is given on/after 15 months of age. Not required after age five)
- 3 Hep B doses (children born on/after July 1, 1994 are required to have 3 doses.)
- 2 measles doses (at least 30 days apart. 1<sup>st</sup> dose on/after 12 months of age.)
- 1 mumps dose (on/after 12 months of age)
- 1 rubella dose (on/after 12 months of age)
- 1 varicella dose for children born after April 1, 2001 (or documented history of disease)



**Inclement Weather:** Please watch the local news for school closings due to weather. Make up days will be announced by Wake County and the school will inform families as well.

**Information Sheets/Cards:** At the beginning of

the school year, all parents will be asked to complete and return a student information sheet/card. This allows



to maintain current address, contact numbers, and emergency contacts on each child in the office. This also documents the names of other adults you allow to pick up your child.

**Insurance:** School insurance information is provided to each family at the beginning of the school year. The premium and responsibility for completing the forms are assumed by the parent/guardian.

**Interim Reports:** Interim reports identify standards for a specific grade and quarter that have not been mastered. These reports are distributed to students who have not met the benchmarks or have a lower evaluation or grade than on a previous report.

- Kindergarten students receive interim reports at the end of the 1st and 3rd quarters. Kindergarten students receive a report card at the end of the 2nd and 4th quarters.
- First grade students receive interim reports at the end of the 1st quarter and in the middle of the 3rd quarter. First grade students receive report cards at the end of quarters 2-4.
- Grades 2-5 will receive interim reports in the middle of the 1st and 3rd quarters and a report card at the end of each quarter. Students who are working below benchmarks will also receive an interim at the mid-point of quarters 2 and 4.

### J is for:



**Jam-Packed:** Your child's book bag will be jam-packed with his or her class work, homework assignments, and on Tuesday, the weekly folder. This Tuesday Folder will have newsletters from your child's teacher, the PTA, and the principal. This is our communication to you. Please go through your child's book bag nightly for important and time-sensitive information.

### K is for:

**Kindergarten:** The beginning of a great adventure!!

Kindergarten enrollment-information required to enroll in kindergarten:

- Age 5 on/before August 31<sup>th</sup>
- Certified birth certificate (mother's copy not acceptable)



- Kindergarten health assessment
- Immunizations-see Immunizations above
- Proof of residence (see address/proof of residence above)

### L is for:

**Lost and Found:** Please be sure to check our Lost and Found regularly. A note and/or a phone message will be given prior to the school donating unclaimed articles to the local charity. Unclaimed items will be donated.



### M is for:

**Medication:** All medication must be housed in the office. No student is allowed to keep prescription or over-the-counter medication (i.e. aspirin, cough drops). A medical form signed by a doctor and the original prescription bottle must accompany all medications that need to be dispensed at school. For students taking short-term medications, the prescription bottle will be required, but no signed medical form.



**Students are not to transport medications on the bus.** A parent must bring the medicine to school.

**Messages:** Emergency messages may be left for students by calling the office. We cannot call students from their classrooms to come for phone calls.



### N is for:

**Necessary items:** Please make sure your child comes to school with the necessary items for a successful school day. Your child's teacher will provide a list of necessary items.

### O is for:

**Observing in Classrooms:** Parents are encouraged to visit classrooms; however, parents/guardians are asked to **notify the teacher a day in advance** if they plan to stay in the classroom during instructional time. Visitors in the





classroom can distract the children and, as a result, disrupt instruction. For the benefit of all children, it is important that the teacher is aware in advance and can prepare activities for any visitor.

**Office:** Our main office is located on the immediate right once you enter the school. Parents and visitors are required to sign in using our computer and then must wear a badge that identifies their destination. Staff members will direct any visitor to the office who does not display a badge.

### **P is for:**

**Perfect attendance:** At the end of the school year, students will receive a certificate for perfect attendance. Students must be in school every day to have been considered for perfect attendance. Students who are late more than once, picked up early more than once, or absent from school for any reason will not have perfect attendance.

**PBIS:** Rolesville Elementary follows a school-wide program called PBIS (Positive Behavior Intervention Support). PBIS is a systematic approach that establishes and reinforces clear behavioral expectations to improve overall classroom and school climate to achieve higher academic performance of students. Rolesville students practice (RES) Respect, Effort, and Self Control and are expected to follow the rules and procedures in their classroom and in all school areas.

**PTA:** Our PTA is a dedicated group of parents who spend numerous hours organizing activities for our families, students, and staff. Please support them by attending PTA meetings,

volunteering for events, and participating in fundraisers.

### **Q is for:**

**Quarterly assessments:** Our school year is divided into 4 quarters, each marking the end of a grading period. Teachers will conduct assessments on each child quarterly and these assessments will help determine quarterly report card grades.

### **R is for:**

**Report Cards:**



- Kindergarten will receive their report cards at the end of quarters 2 and 4
- First grade will receive their report cards at the end of quarters 2,3,4
- Grades 2-5 will receive their report at the end of each quarter

### **S is for:**

**Safety:**

Your child's safety is our primary concern. Please do not allow your child to leave your car before staff supervision begins at 8:45 am. Follow carpool procedures and always watch for children when on campus.

**School Store:** Our PTA-sponsored school store sells materials for your child's academic day and a few school spirit items. Students may purchase items only on designated days.

### **T is for:**

**Tuesday Folders:** Each Tuesday, your child will bring home a *Tuesday Folder*. This is our most consistent means of communication with parents/guardians. Please look through this folder each week, discuss the work with your child, and send back any materials needed and/or requested by the teacher.



## U is for:

**Unneeded Items:** Toys and other unneeded items are not allowed at school. If you child brings an item for “show and tell”, please have him or her store the item with the teacher. Please note that the Wake County Public School System policy on bringing weapons to school includes facsimiles of weapons, such as plastic toy weapons, and no such item should **ever** be bought to school. Students who bring unnecessary money or valuables (such as MP-3 players, cell phones, etc.) to school do so at their own risk. The school is not responsible.

## V is for:

**Visitors and Volunteers:** We welcome all visitors and volunteers to Rolesville Elementary School. Please be sure to sign in at the office. Wake County Public School System requires that all volunteers register before volunteering with our students. You must use a school computer to register. Staff will assist you with this process. Parents/guardians cannot chaperone field trips until they have cleared this registration.

## W is for:

**Withdrawal from school:** If you are moving and withdrawing your child, please let the teacher know in advance so that the classroom can say good-bye.

**Workdays:** Workdays allow teachers and teacher assistants to attend staff development and complete assessment paperwork. The calendar in the WCPSS Parent/Student handbook includes workdays and other school holidays.

## X is for:

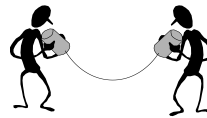
**EXceptional staff:** Rolesville’s staff is committed to excellence. Please feel free to contact us with any questions or concerns you have. Our school number is (919)554-8686; email addresses for all staff are available on our website at <http://rolesvilleelementary.wcpss.net>

## Y is for:

**You:** Your support, involvement and encouragement are essential for your child’s success in school. Be involved in your child’s education.

## Z is for:

**Zero Tolerance:** Wake County Public School System has a zero tolerance position pertaining to communications of “threats of violence” and bullying. Please remind your child/children that communicating threats and bullying is a serious offense and will result in serious consequences.



**For Wake County Board Policy and guidelines, please review the Parent/Student Handbook provided to every family. Parents and students are responsible for the awareness and understanding of Board Policy and school rules and procedures.**

