

# Rocky Creek Elementary School

2016-2017

## Student GPS

This GPS belongs to: \_\_\_\_\_

Grade \_\_\_\_\_ Teacher \_\_\_\_\_

### My Schedule:

I go to lunch at \_\_\_\_\_.

I go to recess at \_\_\_\_\_.

### Related Arts Schedule

- On **Monday**, my class goes to \_\_\_\_\_.
- On **Tuesday**, my class goes to \_\_\_\_\_.
- On **Wednesday**, my class goes to \_\_\_\_\_.
- On **Thursday**, my class goes to \_\_\_\_\_.
- On **Friday**, my class goes to \_\_\_\_\_.
- Other:

**My teacher has reviewed the Rocky Creek Elementary School Student GPS with me. I understand what is expected of me as a student at Rocky Creek Elementary School. I will do my best to learn all that I can, and I will lead safely, lead responsibly, and lead respectfully.**

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

## Welcome from the Principal

*Welcome to Rocky Creek Elementary School! I am pleased that you will be a member of our student body this year. We, along with all the staff members and other students, will be working together to make our school the best that it can be! Every adult at RCE is here to help you and we pledge to make every effort to ensure that our school is a safe and happy place to learn. We know that you will also pledge to do your very best each day to take advantage of all the learning opportunities that will be here for you.*

*This Guide for Parents and Students (GPS) book is to help you organize your daily, weekly, and long-term assignments. We have also included some important information about our school. Please take time to review the contents together with your parents to make sure you and your family understand all of these procedures that we will follow this year.*

*I look forward to the opportunity to work with you. I invite you to stop by to visit with me at any time. As we all work together, we will have a successful year!*

*Sincerely,  
Mrs. Brenda Nichols  
Principal*

## About Our School

### **Six Years of Excellence**

*Rocky Creek Elementary opened in August 2010 on the Lake Murray Elementary School campus. The RCE students and staff moved into their new school building in January 2011.*

Our school vision is **“Rocky Creek Rangers are self-directed learners, caring citizens, and positive world-changers.”**

Our school mission is **“In collaboration with our families and community, Rocky Creek Elementary provides an exceptional educational experience for all.”**

Our school creed is

**Ready to learn;  
Celebrate each other!  
Encourage kindness, and  
Stay safe!**

Our school colors are **green and brown.**

Our school mascot is the **Rangers.**



## The School Day

The school day begins at 7:40 a.m. and ends for full-day students at 2:25 p.m. It is important for you to be present and on time for school in order to maximize your learning opportunities.

**Early arrivals:** All students should enter the building using the main front doors or bus loop doors that will open at 7:00 a.m. Staff members are not available for supervision prior to 7:00 am. RCE staff will supervise students that arrive before 7:25 a.m. These students will wait in the cafeteria.

**Tardiness:** It is very important that you get to school on time each day. In addition to missing valuable class time, instructions may be given at the beginning of the school day that will affect the whole school day. If students arrive after the 7:40 a.m. bell rings, you and your parents must go to the main office to be signed in for school and given a tardy pass to enter class.

## Attendance

Please be here every day you possibly can. Attendance will affect your grades and the way you feel about school more than anything else. Each day your teachers will teach new and important skills and ideas and if you are not at school, it may be difficult for you to catch up. Students will be recognized for excellent attendance (three or less absences) each year. Within three days of an absence, students must bring a written note which explains the reason for the absence and is signed by the parent, guardian, or physician.

## Make-Up Work Guidelines

It is your responsibility to make up work missed due to absences. Students will be given an opportunity to make up work during the first week following the return to school. Except in extreme circumstances, this make-up work must be completed within that week. Parents may call the office and request that your make up work be sent to the office. Usually work can be picked up after 3:00 p.m. on the day of the request.

## Homework

Homework is a vital part of the total learning process. Your teachers will communicate these expectations to you during the first week of school. The following list serves as a reminder about the importance of homework:

- provides essential practice in needed skills
- trains students in good work habits
- affords opportunities for increasing self-direction
- enriches and extends school experience
- helps students learn to budget time
- promotes growth in responsibility

## Reporting Student Progress

You will receive a formal progress report at the end of each nine weeks grading period. The numerical grading scale for Grades Two – Five is as follows:

A	(90-100)	Excellent Progress
B	(80-89)	Above Average Progress
C	(70-79)	Average Progress
D	(60-69)	Below Average Progress
F	(0-59)	Unsatisfactory Progress/ Failing

Informal progress reports are issued at various times throughout the school year. It is important that you share your work and progress reports with your parents regularly so they will be informed of your progress.

## School Dress

Students are expected to dress neatly and in a manner which is not disruptive or distracting in appearance such as using unnatural hair coloring. Remember that school is a work place so attire should be modest. Shorts and skirts should be at an appropriate length and fit properly. Shirts advertising alcoholic beverages or those with obscenities printed on them are not allowed. Students should not wear hats or other headgear in the building. Camisole-like tank tops and midriff tops should not be worn to school. Appropriate underclothes and shoes must be worn at all times. Students are discouraged from wearing flip flops as shoes because they are inappropriate for recess and PE wear. Shoes with retractable rollers are not allowed at school.

## Personal Property

As a general rule, personal electronic devices may be used for school appropriate activities prior to the start of school with parent permission. Students are to care for and use these devices in a responsible manner. Cell phones may not be used at school. They must be turned off and kept in book bags. Teachers may allow, however, the instructional use of personal communication devices during the school day. Possession of weapons (including pocket knives) and weapon-like items (including toy guns) may result in recommendation for expulsion from school. All personal belongings (including coats, book bags, and lunch boxes) should be clearly labeled with your child's first and last name.

## Lost and Found

Lost and found articles such as coats, lunch boxes, and book bags are stored on Wellness Way hall near the cafeteria. Smaller items are kept in the office. Unclaimed items are donated to a charity at the end of each semester.

## Student Postal System

***The Creek Courier*** allows students and staff to effectively communicate with each other by sending mail throughout the building. Letters should be addressed by referring to the room addresses which are located in each classroom and can be found on the school's web page. The mailbox is located near the cafeteria doors.

## Food Service Program

**Breakfast program:** A breakfast program is available for all students. The menu includes one hot item every morning or an alternate choice of cold cereal, toast, milk, and juice or fruit. Breakfast is served from 7:00 a.m. until 7:30 a.m.

**Lunch program:** During lunch all students in the cafeteria should have either a school lunch or a meal brought from home. Students may choose from two hot lunch menus, a sandwich or a chef salad. Each student will be given an ID card to use during the year. In the event the ID card is damaged or lost, the student will be responsible for the \$1.00 replacement cost. Special sales items may be purchased at an additional cost. The price of these items will be posted in the cafeteria. If a parent brings a forgotten lunchbox to school, it should be brought to the office with the child's name and teacher's name taped to the lunchbox.

Menus are posted on our school's web page as well as are displayed near the main office.

## Guidance Programs

Your school counselors, Ms. Dawkins and Mr. Bundrick, work with the staff at RCE to support and guide you as you grow and learn. Classroom guidance lessons focus on Learning to Learn, Learning to Live and Learning to Work. Lessons are taught to all students in kindergarten through fifth grade. Throughout the year, students may be invited to participate in small groups with their school counselor. Individual counseling is also available for those who would like to meet with the counselor.

## Health Services

Our school is fortunate to have Mrs. Stutts, a registered nurse and Mrs. Stegmann, our health room assistant at school. Students should have a pass to visit the health room. If you become ill or are injured at school, they will contact your parent/guardian. **All medications (including over the counter medications) must be brought to the school by a parent in the original container with doctor's prescription and specific instructions for how the nurse is to administer the medicine.** Under no circumstances may students carry medicine at school.

## Recess

Outdoor recesses are scheduled most days. When temperatures are higher than 90 degrees or lower than 32 degrees Fahrenheit, recesses may be altered or cancelled. Students' clothing should be suitable for outside play activities. For example, sandals, flip flops and open toe shoes are not appropriate for outside play. Be sure to have coats or jackets for cold weather days.

We want our students to enjoy a safe playground and recreational environment. It is your responsibility to use the playground equipment safely. Physically aggressive sports such as tackle football are not allowed. Students should report any problems immediately to an adult on duty.

## Expectations for Successful Leaders

Rocky Creek Elementary School is committed to providing a safe, orderly, and nurturing environment for our students. We guide students to stay safe, exemplify kindness, and be ready to learn. Faculty, staff, and students share responsibilities in all aspects of the school's operation. Procedures and expectations have been developed and must be adhered to for our school to maintain its goal.

During the first few weeks of school and periodically throughout the school year, your teachers will share lessons which allow for discussion and practice of the Rocky Creek expectations. In addition, re-teaching will occur based on monitoring of behavior habits during the school year. Instruction will be reviewed on an as needed basis for individuals and/or small groups who demonstrate an inability or an unwillingness to adhere to these guidelines.

The following chart outlines our expectations for behavior at school.

	<b>Stay Safe</b>	<b>Exemplify Kindness Respect</b>	<b>Ready to Learn Responsible</b>
<b>All Common Areas</b>	Walk facing forward. Keep hands, feet, and objects to self. Get adult help for accidents and spills. Use all equipment and materials appropriately.	Use kind words and actions. Wait for your turn. Clean up after self. Follow adult directions. Be honest.	Take proper care of all personal belongings and school equipment.
<b>Classroom</b>	Walk. Use materials for intended purpose. Keep feet and hands to self.	Be an active listener. Communicate well. Take ownership for your actions.	Be prepared with learning materials. Follow classroom procedures in a timely manner. Use learning posture. Make strong decisions.
<b>Cafeteria</b>	Keep all food to self. Walk. Sit with feet on floor, bottom on bench, and facing table.	Ask permission to be excused. Use appropriate table manners. Clean up after self. Wait to purchase extra items after others in class have been served.	Get all utensils, milk, etc. when first going through the line. Use voice level 0 while in serving line and voice level 2 when speaking to others at the table.

<b>Playground/ Recess</b>	Walk to and from playground. Stay within designated play areas. Use playground equipment in safe manner. Avoid physically aggressive sports.	Be courteous. Play fairly. Include others.	Ask permission to leave the playground.
<b>Halls, Sidewalks, and Breezeways</b>	Walk at all times. Stay to the right. Allow others to pass.	Use voice level 1. Avoid touching displays.	Stay on designated walking areas.
<b>Bathrooms</b>	Keep feet on floor. Keep water in sink. Wash hands with soap.	Knock on stall door. Give people privacy. Use voice level 1.	Flush toilet after use. Return to room/area promptly.
<b>AM Procedures</b>	Wait in the cafeteria until the bell rings.	Use voice level 1.	Arrive on time.
<b>PM Procedures</b>	Car rider students should sit and listen for ID number to be called. Walk to buses.	Use voice level 1.	Stay in designated dismissal area.
<b>Learning Commons</b>	See common areas.	Take care of books. Use voice level 1. Be a good listener.	Use shelf marker. Bring ID card.
<b>Assemblies</b>	See common areas.	Use audience manners. Sit on bottoms.	

### **Noise Levels for ALL Common Areas at RCE**

- 0 = Silent, No talking
- 1 = Whisper voice
- 2 = Conversation voice (lunch)
- 3 = Recreation voice (outside)

Specific consequences for infractions may include but are not limited to the following:

- Verbal reminder
- Verbal reprimand and/or removal from group/reassignment of seating or line order
- Participation in formal practice session
- For any repeated infractions, note/conference with parent/referral to principal

Students will receive “Creek Cash” for demonstrating positive behaviors. “Creek Cash” will be given by teachers, administrators, housekeepers, bus drivers, and our cafeteria staff. Students can redeem their “Creek Cash” at the Ranger Station which opens every School Spirit Day. Students may receive a stamp (Ranger’s badge in green ink) in their GPS to address negative behaviors.

## Conflicts and Bullying

Everyone has the right to be respected and the responsibility to respect others. At times, students will have conflicts. Conflicts occur when students who have a balance of power have disagreements or arguments. These conflicts may occur only once or may happen over time. Students may need adults to help them resolve these conflicts.

Bullying, however, occurs when there is an imbalance of power and someone is repeatedly doing, saying, or acting in a way that makes someone feel bad or hurts someone on purpose. Bullying will not be tolerated. If you feel you are being bullied or have witnessed someone bullying another student, you should tell an adult.

## Bus Discipline

By state law, the school bus driver is in charge of the bus he drives. Violations of school bus rules will be addressed either by the bus point system or by suspension from the bus. Safety is the first priority.

### **While on the bus, students should...**

- obey the driver
- sit in your assigned seat, if applicable, and remain seated while the bus is in motion
- face the front
- keep your hands and feet to yourself
- behave in an orderly fashion and refrain from being loud

### **Loading and Unloading...**

Students must ride on their assigned bus. Requests for exceptions must be made by the parent in writing and approved by an administrator. Students must get on and off the bus at their regular stop, unless a written parental request for changes, signed by an administrator, has been given to the bus driver.

## Use of Technology

Students have access to many valuable instructional technology tools; however, access to technology is a privilege, not a right. With this privilege comes a responsibility to use this access solely for educational purposes and not for inappropriate purposes. At the beginning of the school year, students will receive information about the appropriate use of technology, the district network, and technology safety. Our goal is to teach students to utilize these electronic resources to enhance our school's instructional goals. Users will not access inappropriate materials. Students who violate the technology policy or otherwise misuse technology will be subject to disciplinary action.

## Student Recognition and Programs

Throughout the year students are encouraged to display exemplary academic and behavioral performance. Our recognition programs are as follows:

- Excellent Attendance – Students with three or fewer absences in grades kindergarten-five
- *Ranger 'Robics* is a great way for you to start your day with exercise and fun. Each month a different grade meets each week from 7:00 – 7:30 a.m. in the PE room. Our PE teachers, Mrs. Duncan and Mr. Kennerly sponsor Ranger 'Robics.
- *The Creekside News* is a news program broadcast every Monday and Thursday morning. Fifth grade media production students produce the show under the direction of Mrs. Love.
- *Student tutors and mentors* are responsible students who are interested in assisting their peers with academic and social issues. Our teachers and administrators are contacts for student tutors and mentors.
- *Creek Compadres* (third, fourth, and fifth graders) meet weekly before school begins for Spanish enrichment activities.
- *Safety Patrols* are fifth grade students who assist with student safety during the morning arrival to school. Students apply and must meet selection criteria to participate.
- *Ready Rangers* are fifth grade students who apply and are selected by the school counselors based on their leadership abilities. These students are trained to be proactive in assisting other students to solve their own small problems. Ready Rangers will also assist in coordinating service projects for the school and welcoming new students and guests.
- The *Creek Market* is open most mornings from 7:00-7:30 a.m. Fifth graders are trained to run the store. Students may not spend more than \$2.00 at one time. Items needed at school such as pencils, notebook paper and markers are sold in the store.

## Learning Commons

The Learning Commons is the hub of our school. You will want to visit the Learning Commons often to check out books for informational and leisure-time reading. Mrs. Love and Mrs. Anderson are our media specialists and are always happy to assist you. We use a flexible schedule approach to visiting the Learning Commons. All students will need to ask their teachers for permission to visit the Learning Commons whenever they need new books. Students in grades two-five may keep their books for two weeks. If you need your book longer, you should stop by to renew it. The Learning Commons is open to all students every day from 7:00 am until 2:30 pm.

Here are some simple rules to follow:

- Always use a shelf-marker to help keep books in order when searching for library books.
- Take care of library books. Keep books away from pets and small children. Read with clean hands and use a bookmark to hold your place.
- Students may only use the Internet in the Learning Commons if they are accompanied by a teacher or have specific permission from a media specialist.

If a book is lost, look for it at home and at school or any other place where you might have taken it. We will print an overdue notice so that you will know how much the book costs in the event that it cannot be located.

## **School Safety**

Keeping our students safe is our first priority at school. We work diligently throughout the year to ensure our school's emergency plan is current and that staff and students are prepared. We practice emergency drills such as fire, tornado, intruder, and evacuation. It is important that we are attentive and serious as we practice drills so that we are prepared in case of an emergency.

### **Fire**

The signal for evacuation of the building because of fire is the sounding of the fire alarm. Students should follow their teacher's directions to exit the building according to the procedures posted in the classrooms. Students should walk and be silent as they leave the building. If you are in the halls or another part of the building when the alarm sounds, you should exit with the nearest adult. After you are outside the building, tell the adult your name and your teacher's name.

### **Tornado**

The signal for a tornado is an announcement over the intercom system stating "tornado drill" for all staff and students to go immediately to the assigned safe areas. Signs on the walls identify tornado safe areas in the building. Students should sit silently in these areas with their hands covering their heads.

### **Threat Outside**

The signal if there is a threat outside the building is an announcement over the intercom system stating "This is a lockout. Secure the perimeter." The outer doors will be locked and students and staff will carry on with normal activities safely inside.

### **Threat Inside**

The signal if there is a threat inside the building is an announcement over the intercom system stating "This is a lockdown. Locks, Lights, Out of Sight." Your teacher will lock the classroom doors and turn off the lights. If you are in the halls or another part of the building when the announcement is made, you should go to the nearest classroom with an adult and follow the adult's directions.

### **Earthquake**

If an earthquake severely shakes the building, take immediate duck and cover action (get under the nearest cover, curl your body on its side, and protect your face and head with hands and arms). Remain in this position until the building tremor stops. Everyone will evacuate the building when the tremor ceases.

## RCE “No Excuse” Words

Spelling is both a developmental and highly individualized skill; however, at RCE we feel that there are core words that students should know how to spell. We call these “No Excuse” words because there is no excuse for not spelling these words correctly. From research and our observations, students can spell these words correctly in isolation, but they do not transfer that into their **everyday writing**. Students are expected to spell them correctly in all of their writing across content areas. Below are the groups of words, which we hope most children at RCE will master by the **end** of their grade level. Students will be expected to correctly spell the previous grade levels words in their writing. For example, third graders will be held accountable for spelling the words from grades 1 and 2 at the beginning of 3rd grade. These words will be displayed in each classroom to help support children in their writing. Please help your child to spell these words correctly in their everyday **writing**. This list is the minimum expectation for most students; therefore, students may have additional words provided by the teacher.

Grade 1: Words 1 – 21

Grade 2: Words 1 – 36

Grade 3: Words 1 – 60

Grade 4: Words 1 – 100

Grade 5: Words 1 – 150

- |          |           |            |              |                |
|----------|-----------|------------|--------------|----------------|
| 1. the   | 33. what  | 65. her    | 97. called   | 129. even      |
| 2. of    | 34. all   | 66. two    | 98. just     | 130. place     |
| 3. and   | 35. were  | 67. like   | 99. where    | 131. well      |
| 4. a     | 36. when  | 68. him    | 100. know    | 132. such      |
| 5. to    | 37. we    | 69. see    | 101. get     | 133. here      |
| 6. in    | 38. there | 70. time   | 102. through | 134. take      |
| 7. is    | 39. can   | 71. could  | 103. back    | 135. why       |
| 8. you   | 40. an    | 72. no     | 104. much    | 136. help      |
| 9. I     | 41. yours | 73. make   | 105. go      | 137. put       |
| 10. me   | 42. which | 74. than   | 106. good    | 138. different |
| 11. it   | 43. their | 75. first  | 107. new     | 139. away      |
| 12. he   | 44. said  | 76. been   | 108. write   | 140. again     |
| 13. for  | 45. if    | 77. its    | 109. our     | 141. off       |
| 14. was  | 46. do    | 78. who    | 110. man     | 142. went      |
| 15. on   | 47. will  | 79. now    | 111. too     | 143. old       |
| 16. are  | 48. each  | 80. people | 112. any     | 144. number    |
| 17. as   | 49. about | 81. my     | 113. day     | 145. great     |
| 18. with | 50. how   | 82. made   | 114. same    | 146. tell      |
| 19. his  | 51. up    | 83. over   | 115. right   | 147. men       |
| 20. they | 52. out   | 84. did    | 116. look    | 148. say       |
| 21. at   | 53. them  | 85. down   | 117. think   | 149. small     |
| 22. be   | 54. then  | 86. only   | 118. also    | 150. most      |
| 23. this | 55. she   | 87. way    | 119. around  |                |
| 24. from | 56. many  | 88. find   | 120. another |                |
| 25. that | 57. some  | 89. use    | 121. came    |                |
| 26. or   | 58. so    | 90. may    | 122. come    |                |
| 27. have | 59. these | 91. water  | 123. work    |                |
| 28. by   | 60. would | 92. long   | 124. three   |                |
| 29. one  | 61. other | 93. little | 125. must    |                |
| 30. had  | 62. into  | 94. very   | 126. because |                |
| 31. not  | 63. has   | 95. after  | 127. does    |                |
| 32. but  | 64. more  | 96. words  | 128. part    |                |

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