

Rocky Creek Elementary School
430 Calks Ferry Road
Lexington, South Carolina 29072
Phone: 803-821-4200 Fax: 803-821-4203
Website: <http://rces.lexington1.net/>

Vision:

Rocky Creek Rangers are self-directed learners, caring citizens, and positive world-changers.

Mission:

In collaboration with our families and community, Rocky Creek Elementary provides an exceptional educational experience for all.

We value:

*Children First;
Safety and Well being;
Kindness and Compassion;
High Expectations;
Collaboration and Critical Thinking;
Resilience and Perseverance;
Creativity and Communication;
Every child's ability to learn.*

Motto:

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

RCE is in the second year as an Energy Bus School (EB) for Leadership developed by Jon Gordon. The EB approach is to create and sustain a positive school culture through shared leadership. We define leadership as the ability to take personal responsibility for your actions and stop to think about outcomes prior to reacting to challenging situations. We incorporate seven common principles – all the skills needed to be successful in today's world.

Principle 1: You're the Driver – reinforces taking personal responsibility for your actions, not blaming or complaining.

Principle 2: Create a positive vision- teaches students to set positive personal and academic goals as they become active participants in the learning process.

Principle 3: Drive with purpose –students discover their unique talents and how they can utilize these gifts to determine their purpose.

Principle 4: Fuel Your Ride with Positive Energy- reveals ways to become a more positive person while learning how your behavior can impact everyone in the learning community.

Principle 5: Transform negativity – turn challenges into opportunities for learning and growth.

Principle 6: LOVE your passengers – seeing the true gift in every person we meet as we find ways to serve our school and our community.

Principle 7: Enjoy the Ride! – reinforces the importance of living a happy and healthy life.

Rocky Creek Elementary School

Office Hours 7:30 a.m. - 4:00 p.m.

Rocky Creek Elementary School opened in 2010 and is accredited by the State Department of Education and AdvancEd. It serves approximately 700 students in four-year-kindergarten through fifth grade. The school was designed and constructed using Leadership in Energy and Environmental Design (LEED) strategies that are geared toward energy savings, water efficiency, improved indoor environmental quality and stewardship of resources and sensitivity to their impacts. The school mascot is Rocky the Ranger and the school colors are green and brown.

Main Office821-4200
RCE Fax.....821-4203
Attendance.....821-4204
Health Room.....821-4198
Cafeteria.....821-4196
Media Center.....821-4185
Special Services.....821-4188

Lexington District 1.....821-1000
Lexington 1 General Information.....821-1299
Lexington 1 Bus Transportation.....821-1340
Lexington 1 Web site: www.lexington1.net

Lexington 1 Parent Center Web site:
www.lexington1.net/lexingtonparentcenter

Administrators:

Brenda Nichols bnichols@lexington1.net
Andrew Brooks cabrooks@lexington1.net
Diane Thomas dbthomas@lexington1.net

School Counselors:

Matt Bundrick.....821-4175
mbundrick@lexington1.net
Jamie Dawkins.....821-4181
jdawkins@lexington1.net



Lexington County School District One does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in admission to, access to, treatment in or employment in its programs and activities. The following people have been designated to handle inquiries or complaints. The Chief Human Resources Officer handles inquiries/complaints regarding Title IX. Inquiries/complaints regarding Section 504 for elementary students go to the Coordinator of ESOL/RtI and for secondary students to the Director of Counseling and Advisement. The Mathematics Coordinator handles inquiries/complaints regarding Title II. Contact these people if you have questions regarding these issues at 100 Tarrar Springs Road, Lexington, SC 29072 and telephone number (803) 821-1000.

Rocky Creek Elementary Staff

Administration

Brenda Nichols
principal
Diane Thomas
assistant principal
Andrew Brooks
assistant principal

Office

Karen Price
executive secretary
Nan Tisdale
student records operator
Cathy Davis
special services secretary
Julynn Spence
secretary
Carolyn Beck
secretary
Charlene Kneece
nurse
Marina Stegmann
health room assistant

Kindergarten

Leslie Crocker
teacher
Larissa Burgess
assistant
Emily Guerard
teacher
Doris Emasia
assistant
Hope Hiott
teacher
Sylvia Jeffcoat
assistant
Carla Jackson
teacher
Kathy Young
assistant
Erin McQuade
teacher
Angie Jones
assistant
Hannah Joyner
assistant
Amy Quiat
teacher
Sheryl Craig
assistant

Mary Jane Britt
4K teacher
Heather McClary
assistant

First Grade

Meredith Gray
Hali Hendricks
Julie Sanders
Kristen Taylor
Addison White

Second Grade

Mary Allison Carpenter
Leah Dukes
Paula Langdale
Stacy Osment
Jennifer Taylor

Third Grade

Katie Crapps
Cheri Dickinson
Katherine Merrell
Jennifer Ringo
Whitney Seddon

Fourth Grade

Jamie Brunson
Emily Kimpton
Staci Mims
Caitie Plein
Sarah Simms

Fifth Grade

Kelli Brown
Natalie Carter
Andrea Davies
Kim Denney
Amber Youmans

Related Arts

Ashleigh Berrian
Spanish
Dedra Childress
computer lab assistant
Kiley Cohoon
Music
Lynne Harris
Art
Stewart Kennerly
PE
Blair Lindsey
Art
Neely Swygert
Librarian
Jean Senn
Music
Dee Dee Williams
PE

Instructional Coaches

Lee Motley
Literacy
Jennifer Berry
Mathematics

Interventionists

Katie Herndon
Beth Stuart
Meredith Hatley

Special Areas

Michelle Anderson
library assistant
Emily Brewer
assistant
Chris Brown
ESOL
Matt Bundrick
school counselor
Marjorie Cloniger
school psychologist
Jamie Dawkins
school counselor
Halsey French
assistant
Adrienne Morrison
speech
Cindy Rainey
EAGLES
Kelly Rawl
speech
Lynn Waldrop
Special Service teacher
Paige Jergenson
Special Services teacher

Cafeteria

Cindy Nichols
food service director
Anne Lubitz-Carter
cashier
Susan Gantt
food service
Glenda Noble
food service

Custodial

Mike Palmer
head custodian
Michelle Lagunes
assistant custodian
Morrer Bethea
housekeeper
Christine Bowman
housekeeper
Teresa Hendrix
housekeeper
Lewis Water
housekeeper

After School Program *The Boys & Girls Club of the Midlands* provides a quality after school program that is conveniently located at school. Each day, after completing homework and having a nutritious snack, children may choose from up to ten fun and purposeful programs. Visit www.bgcmidlands.org or call the school's office 821-4200 for more details.

A.M. Ranger 'Robics Each month a different grade meets on most Tuesdays and Thursdays from 7:00 – 7:30 a.m. in the PE room to start the day with exercise and fun supervised by our PE teachers.

Animals at School For the safety and protection of the children, visitors should not bring family pets on our school grounds. Approval from the principal must be obtained before an animal is allowed in the building.

Arrival and Dismissal Procedures Our morning arrival and afternoon dismissal procedure goals are to provide a safe and organized environment for arrival and dismissal of all students, to provide for student accountability and to conduct arrival and dismissal in an orderly and timely manner. Since many parents choose to drive their children to and from school each day, drivers should expect traffic congestion in the mornings and afternoons. For the safety of your child and our staff, please refrain from using your phone when in dropping off or picking up your child in the loading zones.

Morning Arrival Guidelines, Options, and Procedures

Option 1: Parents may drop off children using the right lane of the main driveway. Staff will be on duty to supervise children as they walk to the building. Drivers should utilize the entire unloading zone curb. This will allow as many cars as possible to unload at one time. Once a driver has dropped off his child, he may cautiously exit the unloading zone by using the left lane. The LEFT lane must always be free for moving vehicles.

Option 2: You may park in the parking lot and **WALK WITH YOUR CHILD TO THE BUILDING**. An adult must accompany children in the parking lot at all times due to the large volume of traffic. Parents and children may cross the school driveway ONLY at the marked crosswalk locations and should obey the crossing guard at all times. Running is not allowed in the parking lots. FOR THE SAFETY OF YOUR CHILD, PLEASE DO NOT DROP YOUR CHILD OFF IN THE PARKING LOT.



Option 3: Cars may utilize the bus/daycare driveway between 7:00 a.m. and 7:40 a.m. only. Strict attention must be given to these times so that cars do not interfere with the buses and daycares as they unload. It is unlawful for a car to pass a school bus when it is unloading. Therefore, cars may NOT pass buses in the bus loop at any time. Cars should utilize the entire unloading zone next to the sidewalk. Staff members will be on duty to supervise the children as they walk to the building.



- Always exit from cars along the sidewalk curb. At no time are children to exit from the left side of the vehicle.
- Parents and drivers should not leave their vehicle to assist with unloading students.
- The bus loop doors will be locked at 7:40 a.m. each day. If a staff member is not present on the sidewalk, do not allow your child to unload. Please drive to the main entrance of the school after 7:40 a.m.

Option 4: Use the state operated buses. A route schedule is available in the main entrance lobby.

Attendance Students should be present in school each day in order for optimum learning to take place. Students will be excused from school only for the following reasons: illness, medical or dental appointments, death in the immediate family, recognized religious holidays, and participation in approved school events or activities. The principal may approve unusual circumstances. Within three days of an absence, students should bring a written note, which explains the reason for the absence and is signed by the parent, guardian, or physician.

Students are responsible for finding out what assignments need to be made up and completing them in a timely manner. For students who will be missing more than two or three days due to illness and special circumstances, teachers will assemble make-up work to be completed at home. Parents should call the school office in advance to give teachers sufficient time to get all of the materials together. Assignments will be ready for parents to pick up by 3:00 p.m. on the day of the request.

Tardy Students arriving after the 7:40 a.m. bell are tardy. Parents should escort students in the building to sign them in at the main office. Students will be given a tardy pass to take to their homeroom teacher.



Bullying Bullying behavior disrupts a school's ability to educate students and threatens public safety. All students have a right to learn in a safe, supportive environment that is free from harassment, intimidation, and bullying. Reports of being or witnessing bullying should be reported to an adult immediately.

Bus Conduct Students who ride a school bus must observe school bus rules, remain seated and conduct themselves in an orderly and safe manner at all times. Students who break any bus rules are subject to disciplinary action. Depending on the severity of the rule broken, a student may receive points, be suspended or be expelled from the bus.



Bus Transportation The District Coordinator of Transportation arranges all bus transportation. Any questions concerning bus numbers, schedules, bus stops, etc. should be referred to the district transportation office at 821-1340. *If a student wishes to ride home on any bus other than the one he/she normally rides, parents must make the request in writing to the school office for approval.* A bus pass will then be issued from the office, provided space is available.

Change of Family Information Parents are asked to keep mailing addresses, ALL phone numbers, email addresses, place of employment, legal custody rights, and emergency contact information up to date and accurate at all times. Please notify the school office immediately in the event of any changes in these important family information issues.

Class Parties Class parties may be held on the day before the Winter Break and on the last day of the school year. Participation in bringing food and drinks for these parties is voluntary. Birthday parties may not be held in class. However, parents may send cupcakes or a healthy snack to be enjoyed by the entire class during lunch. So that they don't interrupt instruction, birthday treats will not be distributed during class time. (Half-day programs may enjoy birthday snacks during the regularly scheduled snack time.) Invitations to private parties may not be distributed at school unless the entire class is invited.

Collaboration Days Teacher led collaborative planning provides quality time for teachers at school to get together to discuss and solve instructional issues. This shared time significantly improves the quality of instruction that we are able to provide our students, which as a result improves students' academic performance. Five days have been designated as early release days so that teachers may meet to plan together. These days are September 20, December 6, January 24, February 28, and March 21. *School will dismiss at 11:40 a.m. on each of these days.* A bag lunch will be served to those students whose parents request for their child to have lunch. Regular bus transportation will be provided for early dismissal. Supervision will be provided for those students whose parents cannot pick up at 11:40 a.m.



Communication Effective family-school communication and related family involvement in education contribute to improved student achievement and better learning outcomes. RCES uses a variety of ways to communicate with our families. You can find us on Twitter (@RCESLex1 or using the hashtag #oneRCE), Facebook.

School Messenger® Lexington School District One uses School Messenger® which is a telephone messaging system that allows the district and school to notify parents of special announcements, emergencies, student absences and lunch credits.

Conferences Regular conferences and/or conversations between parents and teachers provide an excellent opportunity to discuss the many details about the child's school experiences that cannot be conveyed on the nine weeks progress report. Parents are encouraged to schedule conferences with teachers to share information about their child and to gain a better understanding of how their child is performing at school.

Delayed Openings/Emergency School Closing Inclement weather may cause a delayed opening or early school closing. On a two hour delay, school begins at 9:40 a.m. Buses will run their normal routes. No half-day programs will be held on one or two hour delays. Breakfast will be served on delayed opening days. Local radio and TV stations will have information regarding specific instructions about such matters. The district has a 24-hour information line that can be accessed at 821-1299.

Designated Way Home Each student must have a designated way home each school day. At the beginning of the school year, parents must indicate in writing their child's way home each day. See *Dismissal Changes* for the procedure to notify teachers of changes.

Delivery of Items If a flower or balloon delivery is made to school for a student, the student will be notified during an instructional transition time to come the office to see the delivery. The student may come back at the end of the day to take the delivery item home. Bus riders are not allowed to take glass containers or helium balloons on the bus. A parent will need to come to school to pick up the delivery.

Discipline Our school must be a place where effective learning can occur. We maintain standards of conduct and discipline because students and staff have a right to a safe and orderly learning environment. Students are expected to conduct themselves properly at all times within the school, on the playground or any school site, while going to and from school or

on any school related outing.

School staff members will utilize positive reinforcement to instill the desire within children to do well. Compliments, special privileges, and rewards are examples of reinforcements used.

Specific behavior expectations are outlined in the student agenda. Students are expected to monitor their own behavior by making good choices and accepting consequences for poor choices. Disciplinary procedures will be progressive in nature. Specific consequences for infractions may include but are not limited to verbal reminders, verbal reprimands and/or removal from group/reassign seating or line order, participation in formal practice session, conference with parent, or referral to principal. Corporal punishment will not be administered by anyone at Rocky Creek Elementary School.

Students will receive "Creek Cash" for demonstrating positive behaviors. Teachers, administrators, housekeepers, bus drivers, and our cafeteria staff will give "Creek Cash". Students can redeem their "Creek Cash" at the Ranger Station, which opens every School Spirit Day.

No weapons (including pocket knives) or look-alike weapons (including toy guns) are allowed at school. Any student who brings a weapon to school faces disciplinary action, which could include suspension and/or expulsion. Students may not use cell phones during the school day. They must be turned off and kept in book bags. They will be confiscated property and returned to the parent for the first offense.

School personnel commit to maintaining close communication with parents regarding disciplinary issues involving their children. Parents are asked to support the school's efforts to maintain a safe and orderly learning environment by enforcing all disciplinary policies. Staff members and parents will work together to correct any disciplinary problems that may develop.



Dismissal Procedures

Afternoon Dismissal Groups:

- Bus Riders: Students ride assigned buses.
- Daycare Riders: Students ride assigned daycare buses/vans.
- Car Riders: A parent remains in his car to pick up his child from the school's front sidewalk area.

Traffic Control Procedures

- Traffic at the front of the school will use both lanes until directed to merge into one lane nearest the sidewalk.
- Cars must have a vehicle tag with family ID # hanging from rear view mirror or clearly displayed in windshield.
- Staff will direct traffic into loading zone (approximately 5 cars at a time) and hold waiting traffic.
- Cars should be put in park while staff and students are in loading zone and drivers must remain in cars.
- Traffic will be directed to move when loading zone is safe, and all students are secure in cars.
- Traffic will proceed at a slow pace in the right lane.
- Please do not use cell phones while driving on our campus.



Early Dismissal Please avoid early dismissals except in emergencies since students who leave early miss valuable information and teachers may not be able to stop their instruction to prepare missed assignments or homework. However, if a parent must pick up his child during the school day, he should come to the office in order to properly sign the child out of school. *No early dismissals will be made after 2:00 p.m.*

Dismissal Changes For the safety of our students, the school will deviate from a student's designated way home ONLY with the following two procedures: 1) Parents must write a note and students must give the note to the teacher. 2) Phone requests for change in transportation will be accepted only if the person calling can provide the last four digits of the child's social security number or the family's ID number.



Do not email or leave voice mail messages to make transportation changes. All transportation changes whether requested in person or by phone must be made prior to 2:00 p.m.

Dress We at Rocky Creek Elementary School recognize the importance of having high standards in dress and personal grooming. Students are expected to dress neatly and in a manner which is not considered contrary to good hygiene or which is distracting in appearance such as wearing temporary unnatural hair color hairstyles. Shorts and skirts should be at an appropriate length and fit properly. Camisole-like tank tops, midriff tops or see through mesh shirts should not be worn. Shoes and appropriate undergarments must be worn at all times. Students are discouraged from wearing flip flops to school as they are inappropriate for recess and P.E. wear. Students may not wear tennis shoes with wheels. Garments advertising alcohol, tobacco products or obscenities are not permitted. Hats should not be worn inside the building. In the event that a child dresses in a manner that disrupts the educational process, the parent will be called to bring the child a change of clothes. Parents are asked to help us avoid such a situation by closely monitoring the dress of their child before coming to school.



Food Service Program The Rocky Creek Elementary cafeteria stresses good nutrition and follows the patterns for meals as advised by the US Department of Agriculture. Each daily lunch menu is made up of five food items: a meat or meat alternative, two or more servings of vegetables or fruit to total $\frac{3}{4}$ c., a serving of bread or bread alternative, and one

serving of milk 1c. To avoid waste, we do allow students to choose three of the food items. A la carte and special sales items may also be purchased for an additional charge. These items are not intended to replace the regular meal but simply to supplement the regular meal purchased. Examples may be an extra entrée, fruits/vegetables, french fries/macaroni & cheese, bread, or desserts. Costs of these items may range from \$.25 to \$1.25. A detailed posting of these special sales items will be located in the cafeteria.

Breakfast is served between 7:00 to 7:30 a.m. Students should arrive prior to 7:30 in order to have adequate time to have their breakfast. A daily breakfast meal is made up of four food items: meat/meat alternative and/ or bread/bread alternative, fruit or vegetable, and one serving of milk. At least two of the food items must be chosen.

The RCE cafeteria (821-4196) operates under the Micro-Check system of collecting meal fees. Lunches are available for full, reduced, and free fees. In order to qualify for the reduced or free meals, parents must complete the application provided by the school office. Each child will be given an ID card that will be used for the entire year. When the student purchases a meal, a meal is deducted from the student's account. In the event that a student loses his/her ID card, it can be replaced for \$1.00. The additional special sales items must be paid for separately in cash each day.

No more than three meals should be charged at one time. At no time will children be denied meals; however, parents are asked to be responsible about payments for meal fees. When the three-meal credit has been exceeded, parents should provide a meal from home. All students must eat during the lunch period. If a meal is not brought from home, a school meal will be provided to the child.

No variations from the school menu will be allowed unless a written prescription from a doctor is provided to the food service manager. Menus will be available each month on the

school's web page. Sometimes failed shipments or other emergencies may necessitate changes in daily menus.

Whenever possible, the school will notify parents and students of such changes in advance. If a parent brings a forgotten lunch box to school, it should be brought to the office with the student's name and teacher's name taped to the lunch box.

The SC Student Health and Fitness Act of 2005 prohibits foods of minimal nutritional value and certain carbonated beverages from being sold or given away on school premises by the school, school and non-school organizations, teachers, parents, or any other person or group during the school day.



Students pay \$1.35 per breakfast and \$2.85 per lunch. Adults pay \$2.35 per breakfast and \$3.85 per lunch.

Forgotten Items Forgotten assignments, books, or other items brought to the office will be placed in the teacher's box. Parents will not be allowed to deliver the items to the classroom. Neither will students be called to the office because of the interruption it would cause to instruction in the classroom. Lunch boxes brought to the office should have the student's name and the teacher's name taped to the box. They should be brought to school before 10:15 a.m. so they can be taken to the cafeteria.

Gifted and Talented Program Lexington One serves all qualified academically gifted and talented students in the E.A.G.L.E. program, "Educational Activities Geared for Learning Excellence" beginning in grade three. Identified gifted and talented students spend a specific amount of time with an EAGLE teacher for instruction with an accelerated and enriched curriculum. EAGLE students are responsible for the concepts covered while they are gone. They are not expected to complete all class work missed. If needed, they may complete a reduced amount of the work to support their understanding of the concepts covered that day. At no time should they be expected to complete everything that was done while they were gone.

Grading The Lexington School District One grading scale is

90-100 (A) 80-89 (B) 70-79 (C) 60-69 (D) 0-59 (F)



Interims will no longer be sent home.

Parents can see their child's grades online on the Power School Parent Portal at any time.

Login information can be obtained from the school office. Please contact Nan Tisdale at 821-4205 or ntisdale@lexington1.net with any Power School questions.

Guidance Program Through a comprehensive developmental school counseling program, RCE school counselors work collaboratively with the school staff, parents and the community to create and support a safe and caring learning climate. RCE school counselors guide *all* students in the areas of academic achievement; personal/social development and career development, ensuring today's children become the productive, well-adjusted leaders of tomorrow. The RCE guidance curriculum is delivered and systematically presented by school counselors in collaboration with other professional educators in classroom and group activities.

Our School Counselors are Mr. Bundrick (821-4175) and Ms. Dawkins (821-4181).



Health Services Our school is fortunate to have Charlene Kneece, a full time registered nurse, and a part time health room assistant to coordinate our health program. They assess illnesses and accidents at school in addition to screening for vision and hearing. They act as a liaison between school personnel and community organizations. The health room phone number is 821-4198.

Parents are asked to follow these guidelines when determining if your child should remain home:

- any contagious disease
- sore throat and/or swollen glands with fever
- undiagnosed red eyes or drainage from eyes
- earaches with fever
- undiagnosed rash or skin eruptions
- head lice or scabies
- fever over 100 degrees within the past 24 hours
- vomiting or diarrhea within the past 24 hours



If a child becomes ill at school or if an injury occurs that needs medical attention by a physician, a parent will be contacted and will be responsible for taking the child home. If, in the best judgment of the school nurse, an ambulance is needed to quickly transport a child to a hospital, appropriate emergency medical personnel will be authorized and called by the school administration. This special assistance will be the financial responsibility of the parent.

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.

Homebound Services Homebound instruction is available for students that cannot attend school for more than a two-week period due to an accident or serious illness. For a student to be eligible, a physician must complete the required form to certify the need for home instruction. This form can be obtained from special services at the district office.

Homeroom Parents These parents represent the link between the classroom teacher, other class parents, and the PTA. They coordinate activities with the teacher and recruit parents to participate. They oversee the two class parties. During the orientation at the beginning of the year, specific guidelines are explained to these volunteering parents. At no time should homeroom parents collect money from students without an administrator's approval.

Homework Policies Homework extends time for learning and can help students develop study skills and habits as well as keep families informed about their child's learning. Homework usually falls into one of three categories: practice, preparation, extension. Research indicates children who spend more time on homework, on average, do better in school, and that the academic benefits increase as children move through the grades. Our teachers assign homework using these guidelines: grades kindergarten - two students should not spend more than 30 minutes and grades three - five students should not spend more than 60 minutes doing homework. Parents should inform their child's teachers about any homework concerns.



Instructional Organization

The four-year-old kindergarten program serves four-year-olds that are in need of early intervention. The students come to school every day for two hours and forty minutes. Children must be four on or before September 1 to be eligible and must be screened as part of the eligibility criteria.

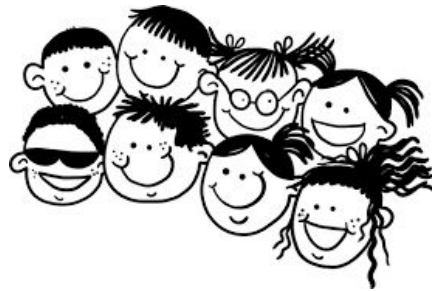
Full day five-year-old kindergarten serves children who turn five on or before September 1. State kindergarten objectives are taught through active learning experiences involving all subject areas. Special activities in the computer lab, media center, as well as art, music and P.E. classes are provided to enhance the instructional day for these students.

Students in grades one – five are grouped heterogeneously and most classes are self-contained in which there is one teacher for each class. The state curriculum standards are the foundation for all core subjects (English language arts, math, science, social studies, and health).

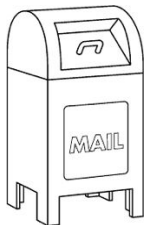
Kindergarten – fifth grade students have the opportunity for instruction in art, music, Spanish, and physical education as well as technology.

Special services teachers provide instruction for students that qualify for and have an Individualized Education Program (IEP). As well as academic instruction, these students may qualify for speech services, visual and hearing assistance, occupational and physical therapy.

Leadership We are continuing our exciting journey with Jon Gordon's *Energy Bus for Schools Leadership*. It is through this adventure that we will inspire our students, families, and staff to help create a positive school culture and develop positive school leaders.



Lost and Found Lost and found articles such as coats, lunchboxes and backpacks 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. Students' names should be on all personal items.



Mail The Rocky Creek postal system, *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 school's addresses, which are located in each classroom and can be found on the school's web page. Parents are encouraged to write their children using the school's postal system as well. The *Creek Courier* mailbox is located near the cafeteria.

Make-up Work Students will be given an opportunity to make up work during the first week following the return to school after an absence. Students are responsible for finding out what assignments need to be made up and completing them in a timely manner. For students who will be missing more than two or three days due to illness and special circumstances, teachers will be glad to assemble make-up work to be completed at home. Parents should call the school office in advance to give teachers sufficient time to get all of the materials together. Assignments will be ready for parents to pick up by 3:00 p.m. on the day of the request.

Medication Guidelines 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. All prescription and over-the counter medications must be kept in the health room and administered by the nurse. Parents must transport all medication to and from the school. Children may not transport medication under any circumstances.

Morning Activities Students who arrive to school prior to 7:25 a.m. will wait in the cafeteria until a bell rings to dismiss students to their classrooms. From 7:00-7:25, students may choose to participate in a variety of *Rise and Shine Activities* in the Learning Commons, computer labs, and STEM lab.

Parent Involvement (See PTA, SIC, and Volunteering.)

Parent and Teacher Association (PTA) This association of parents and staff members is designed to support the programs of the school. General meetings for all parents will be held a minimum of once per nine weeks. Meetings will promote pertinent information and family fun opportunities. Fundraising efforts will support the needs of the school.

Progress Reports The following progress reports will be sent home each nine weeks. The particular type of reporting will vary depending upon the grade level.

Kindergarten - Kindergarteners receive a progress report at the end of each nine weeks. They will be assessed in the areas of Language and Literacy, Mathematics, Science, and Health, Personal and Social Development, Social Studies, and Physical Development. Assessments will be recorded as Consistently Demonstrates, Sometimes Demonstrates, and Rarely or Never Demonstrates. Related Arts will be assessed as either Satisfactory or Needs Improvement.

First Grade – First graders receive a progress report at the end of each nine weeks. They will be assessed in the areas of Language and Literacy, Mathematics, Science, and Health, Personal and Social Development, and Social Studies. Assessments will be recorded as Consistently Demonstrates, Sometimes Demonstrates, and Rarely or Never Demonstrates. Related Arts will be assessed as either Satisfactory or Needs Improvement.

Second Grade – Second graders receive progress reports at the end of each nine weeks period. They will be assessed with numerical grades in Mathematics and Language Arts. Social Studies, Science, Health, PE, Art, and Music are assessed as either Satisfactory or Unsatisfactory at the end of each nine weeks.

Third, Fourth, Fifth Grades – Students in grades three through five receive progress reports at the end of each nine weeks period. They will be assessed with numerical grades in Math, Language Arts, Social Studies, Science and Health. Related Arts will be assessed as either Satisfactory or Unsatisfactory at the end of each nine weeks.

Recycling At RCE, we believe recycling is necessary to reduce waste and maintain our planet. We collect and recycle paper, plastic bottles, aluminum cans, aluminum pop tops, and Box Tops. Grades are designated to collect the different items.



Release of Student Information Teachers are not permitted to share class rolls, students' addresses and/or phone numbers.

School Safety Our school safety measures are extensive. We work diligently throughout the year to ensure our school's emergency plan is current and that all staff members are prepared for all types of contingencies. Emergency drills for fire evacuation, tornado, earthquake, and intruder/lock-down situations are conducted on a regular basis. Our school participates in a safety audit annually.

School Improvement Council (SIC) Elected and appointed parent representatives will join staff members to monitor the operation of the school. Information regarding the school's attainment of its goals will be studied and suggestions for improvement made. This group of representatives will also offer guidance as to how to spend certain funding made available during the year.

School Store The *Ranger Market* operates each day from 7:00-7:25 a.m. Students may not spend more than \$2.00 at one time. Only items needed at school such as pencils, notebook paper, and markers are sold in the store.

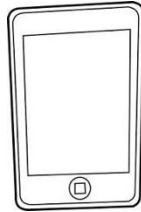


Service Learning Students will have opportunities to participate in service activities, which support the betterment of our school, community and country.

Snacks Students may bring healthy snacks and water to enjoy during recess or other designated times during the school day. We ask that students bring only water as a snack beverage.

Student Recognition Rocky Creek Elementary believes in recognizing students for outstanding academic and behavioral performance. In grades three-five, students are recognized for achieving all B's and higher. All students with excellent attendance (3 absences or less) will be recognized at the end of the year. Students who demonstrate good citizenship and/or exemplary behavior will be recognized throughout the year.

Technology Due to the integration of technology in the educational process and the curriculum, student use of technology is not optional. However, access to technology is a privilege and with this privilege comes a responsibility to use this access solely for educational purposes and not for inappropriate purposes. Students may bring their personal mobile devices such as iPods, Nooks, Kindles, and iPads to use in their classrooms with teacher permission and supervision. However, the school is not responsible for lost or damaged equipment.



Textbooks Books are provided by the State Department of Education and are issued to students at no cost. Students are responsible for the books and must pay fines for lost books or damaged books.

Visitors Parents and visitors are welcome to visit during the school day. We believe the best way for you to learn about our school is by volunteering and attending your child's school activities and events. For the safety of our students, all visiting adults must enter the building using the main entrance doors and provide a driver's license, which will be scanned in the main office. A picture visitor's label will be issued and must be visibly worn at all times during the visit. Following a visit, parents and visitors must return to the main office to sign out and exit the building using the main entrance doors.

Parents are always welcome to observe in the classrooms; however, it is important not to interrupt instructional activities and supervision for which our teachers are responsible. Please write a note or request a conference rather than ask a teacher to stop teaching or supervising students for a quick question or chat. When observing in the classroom, parents should not bring small children who may easily become restless or disruptive.

Parents wishing to eat lunch with students should wait in the compass lobby area or outside the cafeteria to meet their child's class as they walk to lunch. A separate table has been designated for parents and their children.

We ask that parents not visit classrooms or eat lunch with students during the first two weeks of school so that students may learn and practice procedures without interruptions.



Visitors may not accompany classes to the playground without special permission from an administrator. Visitors must not be in the bus loop area during afternoon dismissal.

Volunteering Parents are encouraged to volunteer by tutoring, reading, assisting in the health room, media center or with clerical tasks, baking goods, covering lunch duty for teachers, etc. One of the best ways to observe what is going on in our school is to volunteer and become an active participant in the students' learning process. Our district has determined a procedure for screening volunteers and visitors to the school. We ask that you leave small children at home while volunteering. Volunteer sign-up sheets will be available on Class Assignment Day and at the beginning of the school year.

World Language Students in all grades will learn Spanish. Students will have weekly lessons with Mrs. Berrian, our Spanish teacher. School-wide activities will be planned to emphasize Spanish customs to help enhance student appreciation and understanding of cultures in other parts of the world.



2018 - 2019 School Year Important Dates

August 21 First Day for Students

September 3 Labor Day/No School for Students

October 12 Parent/Teacher Conferences (No School for Students)

November 21, 22, 23 Thanksgiving Break

December 21 End of 1st Semester

December 24 - January 3 Winter Break

January 7 Students return to school

January 21 Martin Luther King Holiday

February 15 Professional Development Day/No School for Students

February 18 First Weather Make-up Day

March 15 Second Weather Make-up Day

April 15 - 19 Spring Break

April 22 Third Weather Make-Up Day

May 27 Memorial Day Holiday

June 3 Half Day for Students

June 4 Last Day/Half Day for Students