

ROCKFISH ELEMENTARY SCHOOL

School Phone (910) 424-5313

School Fax (910) 424-5338

5763 ROCKFISH ROAD

HOPE MILLS, NORTH CAROLINA 28348-1899

Cafeteria Phone (910) 425-8540

Prime Time (910) 424-3476

Visit us on the web: www.rfes.ccs.k12.nc.us

E-mail us: therock@ccs.k12.nc.us

Expect the Best!

Dear Rockfish Family,

It gives me great pleasure to welcome each of you to the 2017-18 school year at Rockfish Elementary School where we always *Expect the Best*. It's going to be a great year as we work together to achieve our common goal of preparing our Little Tigers for success at the next level of their academic development.

Each day at Rockfish, our combined administration, faculty, and staff work diligently to sustain an environment that will inspire your children to the pursuit of excellence. Instruction is individualized to meet each child's learning style. Additionally, we strive to instill values that develop exceptional character and personal responsibility. We have programs planned throughout the year to engage and encourage parental participation. We invite you to support these activities that are designed to enrich your child's academic experience while cultivating knowledge and lifelong skills.

As a parent, you are welcome to visit at any time; however, please be reminded that you will need an appointment outside of regular instructional hours to conference with your child's teacher. We respect and protect the classroom instructional time. It is permissible for you as a parent/legal guardian to accompany your child to the classroom between 7:20 a.m. and 7:45 a.m.; however, for safety and security reasons all visitors are required to exit the building before the final bell rings at 7:45 a.m. For further clarification regarding visitors to the school, refer to our Visitor Policy on page 2 of this handbook. **If you require a conference with an administrator, please call the school or stop by the school office to make an appointment. Due to activities and appointments already on the calendar, it may be difficult to meet with us by just dropping in.**

This Parent-Student Handbook/Calendar contains information that will help familiarize you with opportunities and responsibilities that are yours at Rockfish Elementary School. We hope it will answer many of the questions you may have. Please take time to read the information thoroughly and discuss its contents with your child. I suggest you keep the handbook/calendar close at hand so that you may refer to it throughout the school year. Our staff will be discussing handbook contents and school expectations with all students during the first ten days of school. You may receive updated pages throughout the school year if circumstances require an alteration to the school calendar.

Research has confirmed that a positive and respectful relationship between home and school will significantly impact your child's success; therefore, we invite and encourage you to join our phenomenal PTA and become actively involved in our great volunteer program. By working together, we will achieve what we expect—the very best!

Empowering Children for Success,

Ann Crawford, Principal

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ROCKFISH ELEMENTARY SCHOOL

HOME OF THE LITTLE TIGERS



SCHOOL MASCOT: LITTLE TIGER
SCHOOL COLORS: ORANGE AND WHITE
SCHOOL MOTTO: *EXPECT THE BEST!*

MISSION STATEMENT

Rockfish Elementary School is committed to providing a quality education for all students within a safe and supportive atmosphere where all feel secure, loved, and challenged.

VISION STATEMENT

All students will demonstrate grade level proficiency and will experience at least one year of academic growth at the end of the school year.

SCHOOL CONTACT INFORMATION

School Phone: (910) 424-5313
School Fax: (910) 424-5338
Cafeteria Phone: (910) 425-8540
Prime Time Phone: (910) 424-3476
County Prime Time Phone: (910) 678-2451
E-mail: TheRock@rfes.ccs.k12.nc.us
Web Address: <http://rfes.ccs.k12.nc.us/>
Twitter: @RFESTigers

Visitor Policy

Due to safety concerns, all doors at Rockfish will remain locked at all times. Visitors to the school must come in through the front entrance. To gain entrance, press the button just to the right of the door. You may be asked to state your name before the office staff will buzz you in. When you hear the click, open the door on the right and proceed into the school.

After gaining entrance to Rockfish Elementary School, at any time for any reason, you must report to the front office where you will need to present your photo ID to the office staff on duty and state your reason for visiting. After your ID is verified, you will sign in on our Ident-A-Kid security system computer to obtain a visitor's photo ID pass. When your visit necessitates a visitor's door pass, you will leave your car keys or cell phone with the office staff until you return the visitor's door pass to the office and sign out.

The only exception to this policy is the morning arrival time between 7:20 a.m. and 7:45 a.m. when a child may be accompanied to the classroom by a parent/legal guardian; however, for safety and security reasons all visitors are required to exit the building before the final morning bell rings at 7:45 a.m.

If you bring snacks, lunch, homework, library books, etc. for your child or your child's classroom, you may bring them to the office, and we will call the teacher to inform them that items are in the office to be picked up.

According to Cumberland County School's Policy Code: 5020, *Visitors to the Schools*, school visitors are expected to comply with all school rules and school board policies, including policy 5025, *Prohibition of Alcoholic Beverages*; policy 5026/7250, *Smoking and Tobacco Products*; and policy 5027/7275, *Weapons and Explosives Prohibited*. Persons who are subject to policy 5022, *Registered Sex Offenders* must comply with the provisions of that policy. Policies are located on CCS web site: <http://ccs.k12.nc.us>.

DISCLAIMER

Reasonable endeavors were made to ensure that materials contained in this handbook were correct at the time the handbook was created and last modified. However, Rockfish Elementary School administration reserves the right to make necessary changes at any time. You may receive updated pages throughout the school year if circumstances require an alteration to the school calendar. If there are questions please check for confirmation with an administrator.

DAILY SCHEDULE

7:20-3:30	Office Hours
7:20 a.m.	Students may arrive on campus
7:20-7:40 a.m.	Breakfast is served
7:40 a.m.	Warning Bell
7:45 a.m.	Tardy Bell - Instructional day begins
2:15 p.m.	Dismissal

IMPORTANT INFORMATION: School will begin promptly at 7:45 each morning and will end at 2:15 each afternoon. **Students will not be released from our classrooms until 2:15 each afternoon.**

Our doors will open at 7:20 a.m., and the warning bell will ring at 7:40 a.m. Breakfast is available from 7:20 until 7:40 each morning for students in grades K-5 who eat breakfast at school, and it will be served and eaten in the cafeteria. It is very important for you understand that your child **must be in his/her classroom at 7:45 a.m.** If students are not in their classrooms when school begins, they will be marked tardy. Being in the office when the bell rings does not constitute being on time for school.

IMPORTANT REMINDER:

Instruction begins at 7:45 a.m. each day, and *Every Minute Counts!* Breakfast ends promptly at 7:40 a.m.; therefore, when a student gets in the breakfast line at or after 7:40 a.m. he/she will be permitted to eat but will receive a tardy slip. Arriving in the cafeteria at or after 7:40 a.m. will make a student arrive late to class. Being in the breakfast line is not the same as being in the classroom.

WITHDRAWAL FROM SCHOOL

The procedure for withdrawal from school is as follows:

1. Parents need to notify the school either by phone or in person as soon as you are aware that your child will be withdrawing. We need at least a **two-day** notice to properly process withdrawal papers.
2. The data manager will give the teacher a withdrawal form.
3. A parent may pick up the withdrawal form in the office at the end of the student's last day in school unless other arrangements have been made.

STUDENTS ENROLLED WITH NOTARIZED AFFIDAVITS

In order to remain at Rockfish Elementary School, students who are currently enrolled with a notarized affidavit must renew the affidavit each year.

STUDENT DATA CARDS

It is the responsibility of parents/legal guardians to maintain correct and current up-to-date information on the Student Data Card maintained in the school office as well as assuring prompt arrival and pickup of your child daily. At the beginning of each year, on your child's first day of school, he/she will receive a Parental Responsibility form stating that you understand your responsibility for information on your child's card and daily prompt pickup and arrival of your child. Please sign and return the form to your child's teacher. A copy of the Parental Responsibility Form is included at the end of this handbook.

CHECKS AS PAYMENT POLICY

Checks will be accepted at Rockfish Elementary School as a form of payment this year. However, anyone who has previously presented an insufficiently funded check or anyone who presents a check that cannot be processed due to insufficient funds or account discrepancies will forfeit the privilege of using checks as a payment for field trips, fines, fees, or any financial transactions made directly with the school. Cash or money orders are also acceptable forms of payment. Money orders can be secured at the U.S. Post Office, banks, and many businesses. A check may also be used as payment in the cafeteria, as needed, and to PTA.



ADMINISTRATIVE & OFFICE STAFF

Principal: Ann Crawford
 Assistant Principal: TBD
 Bookkeeper: Cathleen Stewart
 Data Manager/Registrar: Wendy McNeill
 Office Clerk: Vivien Leffew
 Parent Facilitator: Pat Lucero

DO YOU NEED A QUESTION ANSWERED?

SUPPORT STAFF CONTACTS:

Announcements	Ann Crawford
Attendance	Wendy McNeill & Monica Hall
Bookkeeping	Cathleen Stewart
Buses	Assistant Principal
Exceptional Children	Nicole Serra
Grades	Classroom Teachers
Health Records	School Nurse
Medication	Vivien Leffew
PTA	Dawn West/Christy Ivey
Social Work	Monica Hall
Guidance Counselor	Sarah Zahm
Student Records	Wendy McNeill
Testing	Assistant Principal/Ann Crawford
Textbooks	Assistant Principal
Transportation/Field Trips	Assistant Principal
Well-being of Children or Students Needing Assistance	Sarah Zahm & Monica Hall

CONCERN PROCEDURES

Parents are always a child’s first advocate; however, we realize that your child needs an advocate within the academic day. Your child’s first advocate at Rockfish Elementary School is his/her classroom teacher; therefore, parental concerns should be expressed first to the teacher. Concerns that are more specific in nature should be made to the principal only after discussing them first with the teacher. An advocate liaison is assigned to each grade level to further assist students and teachers with student needs: Ms. T. Jones, Kindergarten and First Grade; Ms. Hall, Second Grade; Ms. Zahm, Third Grade; Mr. Skarie, Fourth Grade; Ms. Spurlin, Fifth Grade.

Concerns and/or suggestions regarding school processes and policies should be shared with an administrator.

PHONE POLICY

If you need to speak with a teacher or one of our administrators, you may expect to receive a returned call within a 24 hour period from the time you made your call. Calls made to teachers in the morning between 7:15-7:40 will be put through to the classroom; however, the teacher may be engaged with students and unable to answer at that time. If the teacher cannot answer, the call will go to voice mail. Please note that messages left after 2:45 p.m. on Fridays will not be picked up until the following Monday. Additionally, calls left over a weekend or during holidays will not be retrieved until school resumes on a full schedule.

In an effort to provide safety and security for all of our students, **we will not take a message by phone, and you may not leave a message on voice mail that will alter your child’s normal daily routine, add or delete persons on your checkout list, or change the set method of transportation to and from school.** It is impossible to verify by phone or voice mail that we are communicating with a parent, guardian, or other person(s) responsible for your child’s welfare. You must submit change requests in writing with your signature. **There are NO EXCEPTIONS to this policy!!!**

Your child should be aware of persons who are on the checkout list and allowed to check them out in case of an emergency. Please discuss with your child the importance of following their set route and method of transportation to and from school each day.

Please be assured that we will assist you if an emergency arises.

Friends and relatives are not to call students at school. The phone is not for student use and students will not be called out of class to answer a phone call. **It is not permissible to leave messages for students on voice mail. Voice mail messages WILL NOT be passed on to students.**

STUDENT CELL PHONES AND OTHER ELECTRONIC/COMMUNICATION DEVICES

Student cell phones may not be seen or heard during the school day. Students are not to use cell phones during the school day. If it is determined that a child is using a cell phone for texting, talking, games, etc. at any time during the school day, the phone will be confiscated and taken to the front office. Only a parent will be permitted to pick up the phone from the office. The school is not responsible for student cell phones that are damaged, lost, stolen, etc. at RFES or at any off campus activities with RFES.

Rockfish Elementary School adheres to the official policy of the Board of Education regarding student cell phones and other electronic devices. All policies governing Cumberland County Schools are posted on the CCS web: <http://ccs.k12.nc.us>.

The Board of Education Policy Manual; Section 4000 – Students; Policy code: 4318 Use of Wireless Communication Devices:

The board recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed or visible during the instructional day or as otherwise directed by school rules or school personnel. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios and similar devices.

A. AUTHORIZED USE

Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided that they supervise the students during such use.

Although use generally is permitted before and after school, use of cellular phones and other wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses. In addition, elementary and middle school students who participate in after-school programs are prohibited from using wireless communication devices during such programs. No pictures or video are

allowed to be taken on school buses by students. Cell phone use that result in Code of Conduct infractions can result in suspension or expulsion.

B. CONSEQUENCES FOR UNAUTHORIZED USE

School employees may immediately confiscate any wireless communication devices that are on, used, displayed or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned only to the student's parent or guardian.

The disciplinary consequences for violations of this policy shall be consistent with *Section D of policy 4300, Student Behavior Policies*. The superintendent or designee shall list in the Student Code of Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

Aggravating factors may be considered when assigning consequences. Aggravating factors may include, but are not limited to, using wireless communication devices (1) to reproduce images of tests, obtain unauthorized access to school information or assist students in any aspect of their instructional program in a manner that violates any school board policy, administrative regulation or school rule; (2) to bully or harass other students; (3) to send illicit text messages; and (4) to take and/or send illicit photographs.

C. SEARCH OF WIRELESS COMMUNICATION DEVICES

In accordance with policy 4342, Student Searches, a student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

D. LIABILITY

Students are personally and solely responsible for the security of their wireless communication devices. The school system is not responsible for the theft, loss or damage of a cellular phone or other personal wireless communication devices.

Legal References: G.S. 115C-36, -391



SMOKING/TOBACCO PRODUCTS POLICY

Please be reminded that smoking is not allowed at any location on our school grounds, including while you are in your vehicle during drop off and/or pickup. In accordance with CCS Board of Education **Policy 5026/7250 Smoking and Tobacco Products**, the board of education promotes

the health and safety of all students and staff and the cleanliness of all school facilities. The board believes that the use of tobacco products on school grounds, in school buildings and facilities, in or on any other school property owned or operated by the school board, or at school-related or school-sponsored events is detrimental to the health and safety of students, staff, and school visitors. To this end, and to comply with state and federal law, the board adopts this tobacco-free policy that prohibits smoking and the use of tobacco products as follows. For the purposes of this policy, the term “tobacco product” means any product that contains or is made or derived from tobacco and is intended for human consumption or that resembles tobacco or tobacco products, including electronic cigarettes and all lighted and smokeless tobacco products such as cigarettes, electronic cigarettes/e-cigs, cigars, blunts, bidis, pipes, chewing tobacco or snuff. Tobacco use includes smoking, chewing, dipping, or any other method of utilizing products prohibited under this policy.

1. All employees and other persons performing services or activities on behalf of the school system, including volunteers and contractors, as well as students and visitors, are prohibited from using any tobacco products at any time in any school building, in any school facility, on school campuses, and in or on any other school property, including school buses and other vehicles owned or operated by the school board.

2. In addition, persons attending a school-sponsored event at a location not specified in subsection 1 above are prohibited from using tobacco products when (a) in the presence of students or school personnel, or (b) in an area where use of tobacco products is otherwise prohibited by law.

Our staff has been instructed to remind all visitors of this policy if a violation is observed.

All policies governing Cumberland County Schools are posted on the CCS web: <http://ccs.k12.nc.us>.

SCHOOL ORGANIZATION

We believe in learning for all students, whatever it takes, and we will work diligently at Rockfish Elementary to ensure that all students are provided a quality education.

In order to administratively manage the total number of students in the school, grades K-5 will be divided into smaller units of 15-30 students and assigned to a classroom with a teacher. Due to G.S. 115-59, which places a legal limitation on classroom size, there is a possibility that students may have to be changed from one class to another during the school year. When these changes and new assignments are absolutely necessary, a great deal of thought and consideration will be given to each new placement.

Classroom teachers will be responsible for all subjects with additional instructional opportunities provided by other professionals, such as Lead Teachers, Speech Therapist, Academically Gifted Teacher, EC Resource Teachers, and Counselors. Additionally, each student will participate in weekly instruction in the areas of art, music, media, and physical education.

WATER BOTTLES/CONTAINERS

During the school day, it may be necessary for students to have an expensive piece of technology equipment on their desks when working on a lesson or class project. Since water spills are destructive to such equipment, a new water bottle or water container policy was put in place to minimize the potential for damage and loss:

- Water bottles/containers will not be allowed to sit on student desks.
- Water bottles/containers must be placed in the back of the room.
- Students may get their water at non-instructional breaks.
- Bottles/containers must be labeled with student’s name so they are not mixed up.
- Water bottles/containers should not be bigger than 16 ounces.
- Water bottles may only contain WATER. They cannot have any type of flavoring in them, and they cannot have any other liquids such as soda, tea, etc.

BOOK-BAGS

Wheeled book-bags are not permitted at Rockfish. Students must use book-bags that are carried or worn.

ANIMALS ON CAMPUS

Animals are not permitted at Rockfish. They may not be anywhere on the campus, inside or outside, running loose, inside a vehicle, on a leash, held, or carried. The only exception to this policy is certified service animals and animals that are approved by administration to be on campus for learning/instructional purposes. We love animals; however, we choose not to take risks that will be adverse to children with allergies or that will possibly expose anyone on our campus to an unexpected attack by an animal that is usually considered to be friendly.

EVENTS/COMMUNICATON

Our school calendar of events is included in this publication. Our PTA and Parent Facilitator will send home ongoing communication concerning school events and activities. Additionally, we utilize *Parent Link*, a phone messaging contact system, to keep our parents informed of upcoming events and to communicate important information. When the need arises for important dates to change, a new calendar page or a brief memo will be sent home to those affected by the change.

If your phone number changes, it will be necessary to notify the office immediately in order to continue receiving calls and updates from *Parent Link*.

VALID EDUCATIONAL OPPORTUNITIES

The Cumberland County Board of Education has adopted a student attendance policy which permits prior approved temporary absence of a student from school for a valid educational opportunity to be coded lawful. This policy includes that the parent make a written request to the building principal at least seven days in advance of the absence. The request should include reason for absence, length of absence, and educational objectives of the absence. The principal then will make a determination of whether or not the request is approved. Please note that **no more than three days** of educational opportunity absence will be approved during the school year. Assignments to be completed will be provided by the teacher once the absence is approved. **When planning a family vacation, we request that parents plan them during time frames when students are not in school.** Family vacations are not excused absences. All family vacations to include Disney, amusement parks, graduations, special occasions, etc. are not excused. All work can be made up and submitted on the day a student returns; however, the absences will be coded as unexcused.

STUDENT DRESS CODE

Children should be encouraged to have pride in good personal appearance at all times. Student dress contributes to the school atmosphere. A clean, neat, appropriately dressed student advertises the fact that he/she respects self in a way designed to win respect from others. Please stress the importance of good grooming and proper dress with your child. Keep in mind that what may look cute or be acceptable on a young child is not appropriate for an older child. Students must adhere to the following:

- **Short skirts, short dresses, or short shorts are not permitted to be worn. Use the fingertip rule as a guide to determine appropriate length.**
- **Leggings, jeggings (with or without pockets), skirts, dresses, shorts, or even tight pants (with or without pockets) may not be worn unless an appropriate fingertip length (or longer) top is worn.**
- **Spaghetti strap tops, halter tops, low cut clothing around the neck or arms, cut offs, or tank tops of any kind are not permissible to wear. NOTE: There is NO 2 or 3 finger rule with tops. All shirts/blouses must have a full shoulder with a fitted armhole or sleeve.**
- **Sagging pants and see through items are not appropriate attire at any time and are not be permitted to be worn at school.**
- **Students are not permitted to wear jeans styled with holes, tears, ravels, or shreds.**
- **Head covers of any kind may not be worn in the building including, but not limited to, hats of all types; headbands with protruding, noisy, or blinking objects; scarves; bandanas; ear muffs; and winter cover bands unless sanctioned or required by administration for a school play or program.**
- **Costumes may not be worn at any time on the RFES campus unless sanctioned or required by administration for a school play or program.**
- **Sunglasses are not permitted to be worn in the building.**
- **Flip flops, sandals, and open-toed shoes are not allowed. Shoes with wheels in them may not be worn to school or school events due to safety concerns.**

The aforementioned policies are in effect all year long, including the last day of school. Since your child will participate daily in physical education, he/she must be suitably dressed for active participation. **Students in questionable attire will be directed to call home for appropriate clothing to be brought to school. Students not meeting dress code may remain in ABC or in the front office until appropriate clothing is brought to school.**

SCHOOL EXPECTATIONS/ DISCIPLINE/BEHAVIOR

At Rockfish, we *expect the best* from our students and staff. Management, routines, rules, and consequences are a very important part of any school. They provide the basis for a structured environment so that a high level of instruction can occur. We believe that a positive emotional learning climate that ensures safety, order, and learning focus is the key to enabling the success of our students and our school. Your support is crucial in helping our students learn to take responsibility for their own behavior. Please review the following school-wide rules with your child to support this development.

SCHOOL-WIDE RULES

It is our expectation at Rockfish that students come to school to learn in a safe environment. To ensure this type of learning environment, we expect that students will respect self, others, and property by following directions, keeping hands, feet, and objects to self, and participating in appropriate and positive conversations.

SCHOOL-WIDE DISCIPLINE

Discipline is consistent for students in grades K-3. Discipline for students in grades 4-5 is consistent.

MINOR OFFENSES AND CONSEQUENCES

Minor offenses are disruptive to the educational process. Students are expected to conduct themselves appropriately at school and on the bus. Minor offenses include, but are not limited to, the following:

1. Talking out of turn or disrupting class
2. Not completing or turning in classwork and/or homework
3. Chewing gum or unauthorized eating
4. Being unprepared for class
5. Misuse of school passes
6. Failure to follow the directions of adults
7. Using inappropriate language or gestures
8. Being disrespectful to classmates by teasing, picking, or name calling
9. Wandering or loitering in the hallways
10. Bringing toys/games/collectible cards and other **unnecessary** items to school, including Uzi, Pokemon cards, baseball cards, electronic games, iPods, etc.
11. Integrity violation

Consequences for violation of Minor Offenses:

Minor offenses will be handled by the classroom teacher. Repeated offenses will be referred to the principal or assistant principal. Consequences for minor offenses include, but are not limited to:

*ABC = Academic & Behavioral Center

- Out of school suspension/After school detention supervised by parent
- Reminder of appropriate behavior expectations
- Time-out, loss of free time, loss of privileges
- Phone call to parent/guardian
- Apology to appropriate individual(s)
- Parent conference
- Sent home for remainder of school day
- Note to parent to be signed (please return to school the next day)
- Written reflection/assignment
- Silent lunch
- Confiscation of telephone, toys, or unnecessary items (first time: returned to parent/guardian same day; second time: returned to parent/guardian on last day of school)

MAJOR OFFENSES AND CONSEQUENCES are covered in the *Cumberland County Schools Code of Conduct* booklet, which is distributed to every student when they arrive at school each year. It is imperative that you review the *CCS Code of Conduct* with your child.

ABC = ACADEMIC & BEHAVIORAL CENTER

ABC was developed as an in-school intervention measure for students who may need time apart from the classroom as a result of poor choices. Additionally, students who display behaviors that warrant administrative referral or who consistently refuse or fail to complete classwork may be sent to ABC. During their assigned tenure in ABC, students may have the opportunity for reflection and time to make up incomplete or missing assignments. Parents will be notified either by letter or a phone call if a student has been sent or assigned to ABC.

CLASSROOM EXPECTATIONS

Each class and teacher will discuss and determine its specific rules and consequences. Classroom rules will be based upon expectations set by the Cumberland County Board of Education as outlined in the Code of Conduct and Rockfish Elementary School Handbook. Parents and students will receive a copy of the teacher's classroom rules and consequences and the Cumberland County Schools' Code of Conduct handbook. We ask that you discuss the rules and consequences with your child and encourage him/her to follow the rules at all times. Each teacher will post the classroom rules and consequences in the classroom. A copy of the rules and consequences will also be submitted to RFES administration. **NEW FOR 2017-2018:** All classes will adhere to expectations as defined in our new behavioral management plan: PBIS (*Positive Behavioral Interventions and Supports*).

HOMEWORK

Homework is a crucial part of student success and is assigned to give students the ability to practice what they have been taught in class. Parents, please assist your children with their homework.

CCS GRADING SCALE, REGULATION CODE 3400-R

Grades 3-5: A = 90-100 B = 80-89 C = 70-79
D = 60-69 F = Below or equal to 59

Grades K-2: 4 = Above GL 3 = On GL 2 = Below GL
1 = Well Below GL \ = Not Assessed
√ = See Attached Progress Report

SELLING OF GOODS AND ARTICLES

Students are prohibited from selling anything at school that is not school sponsored. Sale of food or candy during school hours is NOT allowed.

HALLWAY EXPECTATIONS

1. Walk single file to the right of the hall.
2. Silent in hallways.
3. Keep hands and feet to yourself.
4. Listen carefully for the teacher's directions.

RESTROOM EXPECTATIONS

Students must have a hall pass and an assigned buddy to be in the restroom without teacher supervision. Playing or loitering in the restroom is not permitted. Students are expected to clean up after themselves before leaving the restroom area.

CAFETERIA EXPECTATIONS

1. Stay in your seat at all times. Get all items as you go through the lunch line.
2. Raise your hand for help and/or permission to move.
3. Silent for first 10 minutes and quiet voice for remainder of lunch time.
4. Food is not to be exchanged between students.
5. Clean your area before leaving.
6. Remain with your class until the teacher or assistant directs the class to leave.
7. Enter and leave the cafeteria in a silent and orderly manner.
8. No talking while in the lunch line.
9. Use appropriate language and dining manners.
10. When eating lunch with a parent, a student may invite only one classmate to eat with him/her.

Consequences for violation of Cafeteria Expectations:

Failure to adhere to cafeteria rules will result in silent lunch and/or being referred to the teacher/administration.

PLAYGROUND EXPECTATIONS

1. Respect the rights of other students.
2. Share and wait your turn.
3. Listen carefully for the teacher's directions.
4. Play safely. Only use equipment provided by the teacher. Avoid rocks, pine cones, sticks, glass, etc.
5. Stay in your assigned area.
6. Use good sportsmanship. Avoid arguing, pushing, calling names and/or fighting. Keep your hands and feet to yourself at all times.
7. Line up immediately when your teacher signals.
8. No more than 10 students will be allowed on the rope set at a time.

***Pushing or fighting will result in an administrative conference.**

AFTER SCHOOL ACTIVITIES - CLUBS/TUTORING

Students who participate in after-school activities (clubs, tutoring, etc.) must have written parental permission to remain after school for participation. Students will not be allowed to call home for permission. Students who are not picked up promptly after clubs will not be allowed to participate.

BICYCLES

If you ride a bicycle to school, you must park in the area provided at the back of the parking lot. Bikes should enter racks directly from the grassy area. After a bike is parked in the morning, no one is to use it during the school day. It is strongly recommended that all bikes be locked. Bicycles are to be walked onto and off of the school grounds during the school day from 7:20 a.m. until 2:30 p.m. The school is not responsible for lost or stolen bicycles. According to North Carolina Law, riders must wear appropriate headgear.

ARRIVAL AND DEPARTURE INFORMATION

For the safety and welfare of students, arrival at school should be between 7:20 and 7:40 a.m. Doors will not be open until 7:20 a.m. **It is imperative that children not arrive before that time.** Because of a lack of supervision, high traffic area around the school, and possibility of inclement weather, **STUDENTS SHOULD NEVER BE LEFT UNATTENDED.**

Parents transporting children should never park where children must cross the street. Parents are not permitted to park in the bus lot, the daycare pickup area, or on Crampton Road to wait for a child. Since teachers have after school activities, meetings, and clubs to attend, parents should pick students up at 2:15 p.m. Unless attending a school approved activity, all students should be off campus by 2:30 p.m. each school day. When students are chronically tardy or not picked up on time, the school social worker will contact the parents to determine why they are unable to comply with the school schedule. Students may be given after school detention for being tardy. Prime Time is available for parents who have conflicts with the times established for arrival and departure.

You may enroll your child in Prime Time by calling the following numbers:

Rockfish Prime Time – (910) 424-3476
County Prime Time Office – (910) 678-2451

PARENT PARKING/SCHEDULED MORNING MEETINGS

Parking in front of the school is reserved for parents who have a meeting that requires their attendance (IEP meetings, discipline hearing, etc.). Please let the parking lot attendant know if you have a required meeting to attend.

TRANSPORTATION CHANGES

All changes in how a child is transported home must be submitted to the teacher in written form along with parent signature and contact information. **Changes in transportation will not be made via email or phone calls.**

Changes in transportation will not be made after 1:50 p.m. Changes will not be made after students have been dismissed in the afternoon and have boarded their designated bus, day care vehicle, or any other mode of transportation. Parents or other persons designated to pick up students in the afternoon cannot take students off a bus or a day care van unless they first go into the office and check the students out in accordance with school policies and procedures, which includes ID verification. Safety policy prohibits parents, or other persons designated to pick up students in the afternoon, from walking or driving into the bus parking lot or the daycare parking area. In addition to violation of safety procedures, staff members on duty in these areas have no data with them to confirm that a person who is attempting to take a child off a bus or remove a child from a day care vehicle is an approved parent or person listed on the Student Data Card in the office.

When it is necessary to change the customary arrangements for your child's transportation, please plan ahead to ensure that you are in compliance with policies designed for the safety and welfare of all persons on the Rockfish campus.

PRIME TIME

Prime Time, a before and after school care program, is available at Rockfish Elementary so long as there is substantial interest and participation in the program. Applications are available in the school office. Currently, Rockfish has Prime Time for after school care only. For more information you may call: CCS Prime Time: 910-678-2451 or Rockfish Prime Time: 910-424-3476.

INSURANCE

Students will bring home information about accident and dental insurance in their **"first day of school"** packets. Applications should not be returned to the school but be mailed directly to the company.

BUS SAFETY EXPECTATIONS

Safe transportation of our students to and from school is of the utmost importance to all of us. Disruptive behavior endangers the lives of others and will not be tolerated on our buses. Please take the time to review the following safe riding procedures with your child:

Students are expected to:

1. Follow all state, county, and school rules while on the bus. The bus is an extension of the school campus and **all** school rules apply on the bus.
2. Cooperate with and obey the driver or other school personnel.
3. **Be prompt and ready to board the bus in an orderly manner at your designated stop.** (Bus drivers have been instructed **not** to wait for students who are not at the bus stop.)
4. Remain seated while the bus is in motion.
5. **DO NOT** eat, drink, or chew gum on the bus.
6. Avoid pushing, tripping, fighting, or using profanity.
7. **DO NOT** bring dangerous or unnecessary items on the bus. (Walkmans, iPods, Gameboys, beepers, weapons, squirt guns, fidget spinners, and other unnecessary items **are not permitted** on the bus or at school.)
8. Balloons and/or flowers **are not permitted** on the bus.
9. Students may not use cell/mobile phones or any type of digital or electronic device while riding the school bus
10. Keep head, arms, legs, and other body parts inside the bus.
11. Do not throw items inside or out of the bus.
12. Ride the bus that has been assigned to you.
13. Talk quietly on the bus. Drivers have the authority to place students on *silent bus* when the bus becomes too loud. **STUDENTS TALKING ON SILENT BUS WILL BE SUBJECT TO A BUS SUSPENSION.**

School bus transportation is a privilege, which may be revoked. Inappropriate behavior and/or poor attitude **WILL NOT BE TOLERATED.** Students who disregard bus rules or fail to follow the instructions of the driver may be denied bus transportation for a period of time or for the remainder of the school year. We realize that many parents lack transportation or are inconvenienced by having to transport children to and from school. In order to avoid this situation, we expect your child's best behavior on the bus and appreciate your discussion of these expectations with your child.

STUDENTS WHO ARE SUSPENDED FROM THE BUS ARE NOT ALLOWED TO ARRIVE AT SCHOOL BEFORE 7:20 A.M. AND MUST BE PICKED UP AT 2:15 P.M.

Discipline Policy for Minor Offenses:

First Offense – Letter sent home from driver/administrator

Second Offense – Three day suspension

Third Offense – Five day suspension

Fourth Offense – Ten day suspension

Fifth Offense – Permanent suspension for remainder of the year

Discipline Policy for Major Offenses:

In the event of major infractions of bus rules (i.e., fighting, putting hands or feet on others, “**play fighting**”, blatant disrespect to the driver or other adult, throwing any object inside or outside the bus, bringing weapons or other inappropriate items on the bus, or refusing to board or unload properly), **immediate loss of bus riding privileges may occur.** We have asked the students to keep their hands to themselves, even if they are "just playing" since this often results in feelings being hurt and consequently leads to fighting. If a problem arises, we have asked students to use the following procedures rather than take matters into their own hands:

1. Notify the driver or teacher of the problem.
2. Notify the parent of the problem.
3. Notify the principal or assistant principal.

PARENTS WILL BE RESPONSIBLE FOR THE TRANSPORTATION OF STUDENTS TO AND FROM SCHOOL WHEN BUS RIDING PRIVILEGES ARE SUSPENDED.

As a reminder, public school laws prohibit parents and other non-school employees from stepping on a school bus. Non-school employees who violate this law will be charged with trespassing and prosecuted through the court system.



STUDENT ATTENDANCE

STUDENT ABSENCES

Regular attendance, as well as being on time daily, is essential to success in school. When tardy or absent, a student misses important instruction and learning opportunities; thus, your child should be in school at every opportunity. We understand that illnesses do occur; however, if your child is absent for more than one day, please call the school. This will keep us informed for accounting purposes. After three days of absences, a well-check contact will be made with a parent/guardian.

Three days of lawful absences are permitted when a student must be absent for attendance at a funeral for immediate family members. More than three days must be coordinated with RFES administration.

Students who are too ill to participate in the regular school program should be kept at home. If there is an unusual problem, please notify the child's classroom teacher by calling the school. When a child contracts a communicable disease, such as mumps, measles, chicken pox, or scarlet fever, the child's teacher should be **notified** by a telephone call to the school at **424-5313**.

Even if a phone contact is made, a written excuse from the parent is required when a child is absent from school. Also, a written excuse is needed when a child is not able to participate in any part of our school program. If this is prolonged, a note from the doctor will be required. For any type of illness or injury that affects participation in physical activity, a doctor's note is needed. When a child returns to school from any absence, the parent must send a note explaining the absence. A reason is necessary for coding the absence on records. Excuse notes should be sent in on the day following the absence. If a note is not received within three days of the absence, the absence is coded **unlawful**. After ten lawful days of absence, a letter will be sent requesting that all future absences be covered by a doctor's note or the absences may be coded unlawful. School work may not be made up and turned in for credit without a lawful absence. Parent and doctor notes will not be accepted when turned in after three days following an absence.

REQUESTING MAKE-UP WORK

ABSENT ONE DAY: Student will receive make-up work from teacher on the day following the absence. Please be reminded that make-up work will only be given when an absentee note for a lawful absence is presented to the teacher.

ABSENT MORE THAN ONE DAY: Parent should call school in the morning to request work. The work will be gathered by the teacher and placed in the front office for the parent to pick up. **Please allow a 24 hours' notice.** Office hours are from 7:20 a.m. to 3:30 p.m. Students will not receive credit for makeup work without a lawful absence.

EARLY CHECK-OUT

Cumberland County Board of Education Policy states that "No staff member shall excuse any pupil from school or class prior to the end of the school day or class, or into any person's custody, without the direct prior approval of the principal or designee. No student shall be permitted to leave school early under any condition without the parent's' or guardian's authorization and the principal's or designee's permission." Students leaving school grounds without proper authorization will be disciplined by the principal or assistant principal. The school instructional day ends at 2:15 p.m. **Children will not be checked out after 1:50 p.m. any school day due to safety concerns.**

When it is necessary for your child to leave early, a parent/guardian/designated other must come directly to the front office to check out your child and sign the Student Data Card. After signing the card, you will exchange your keys for a door pass and walk to the classroom to pick up your child. After getting your child, you will return to the office to turn in the door pass and retrieve your keys. It will be very helpful if you send a note to your child's teacher on the day of the intended early check-out. **A picture ID of the person who checks out a student is required for all student check outs. Students may be checked out only by persons listed on the Student Data Card.**

Teachers will not be available to speak with or conference with you during early checkout. You will wait outside the classroom door for your child to come out. This policy is in place to protect instructional time for all students.

TARDIES/LATE CHECK-IN

To ensure that your child receives a full day of instruction, it's important that he/she gets to school on time each day. The instructional day begins at 7:45 a.m. for all students. Your child should be in the classroom at 7:45 a.m. If it is necessary for your child to miss the beginning of the school day due to illness, appointment, or other reason, you must bring him/her into the front office to check him/her in on the Ident-A-Kid computer in the lobby. It is also necessary to prepare a written note for the classroom teacher. Please remember that excessive tardiness may result in a referral to the Department of Social Services and after school detention. Students with more than 2 tardy check-ins or check-outs each nine weeks are not eligible for perfect attendance for the nine weeks, regardless of the excuse.

After signing your child in on the computer, you will exchange your keys for a door pass and walk your child to the classroom. **Teachers will not be available to speak with or conference with you during late check-in.** After dropping your child off at the classroom, you will return to the office to turn in the door pass and retrieve your keys.

CCS BOARD OF EDUCATION TARDINESS POLICY

The Board of Education Policy Manual; Section 4000 – Students; Regulation Code: 4400-R1 Unexcused Tardiness / Early Check-Outs:

School attendance is essential for student success and the habitual, chronic tardiness is a major factor in the loss of instructional time for students regardless of age. It is also one of the most valuable life skills a student can learn and can be easily transferred as a valuable asset for the future.

The Cumberland County School system is continuing its efforts of "Every Minute Counts" to ensure that students attend school for the entire school day unless excused. If a student is tardy, it is the parent/guardian's responsibility to inform the school in writing the reason for tardiness.

Parents should make every attempt to make appointments outside of the school day so interruptions and missed school time are minimal.

PROCEDURE

- Cumberland County Schools will utilize a public relations campaign that focuses on improving student attendance, emphasizing arriving at school on time and remaining in school throughout the instructional day as an important element of supporting student learning.
- The loss of instructional time due to tardiness and early checkouts may affect a student's grades, achievement, and overall success in school.
- All instances of tardiness are recorded, whether excused or unexcused, in the district data base (PowerSchool).
- A student is considered tardy after the start of the school day. "Bell to Bell" instruction is critical to optimize learning.
- A parent/guardian will be required to report to the school's attendance office/desk to sign the student in when tardy (elementary/middle).
- Choice School students are not allowed flexibility from attendance expectations. Principals will inform the Student Assignment office when the Choice School student has six (6) unexcused tardies. Choice parents will be required to attend Parent Accountability classes after their sixth (6th) instance of unexcused tardiness. The Student Assignment office will then provide a warning of pending dismissal to the parent/guardian in writing. After 10 cumulative instances of tardiness or early checkouts a Choice School student may be returned to the home school.
- After 3 unexcused cumulative instances of tardiness or early checkouts, the school will notify the parent/guardian by using the Parent Link program with the principal's pre-recorded message, reminding the parent/guardian of the time that school starts and

of the Cumberland County Schools policy regulation on tardiness. The classroom teacher will make contact with the parent/guardian to discuss the importance of on-time behavior.

- The school will contact the parent when the student is tardy following the third (3rd), sixth (6th), and tenth (10th) unexcused tardy/early checkout by using the district form letters.
- After 6 unexcused cumulative instances of tardiness or early checkouts, the school social worker will notify the parent/guardian by letter that he or she may be in violation of the Cumberland County Schools Policy Regulation 4400--R1 Unexcused Tardiness /Early Checkouts and that he may be referred to take a series of Parent Accountability Classes. The school social worker will work with the child and the parent to develop a plan for addressing the chronic tardiness.
- After 10 cumulative instances of unexcused tardies or early checkouts, the school social worker will notify the parent/guardian by letter of the need for a meeting with the social worker and school administrator. In this meeting, the principal or the principal's designee will determine if the parent/guardian has made a good faith effort to comply with the regulation code. If the principal finds that the parent/guardian has not made a good faith effort, the social worker will notify the Student Support Services Office which will arrange for the parent/guardian to attend a series of mandatory Parent Accountability Classes to eliminate excessive tardies/early checkouts. Parents will be informed with a phone call and follow-up letter.
- After 25 cumulative instances of unexcused tardies or early checkouts, the Principal/Social Worker may refer a parent to Truancy Mediation Council (TMC).
- The school (Principal or Social Worker) may file an affidavit with the Cumberland County District Attorney's office concerning excessive tardies for loss of instructional time. The record of tardiness will be included in the filing as well as the student's cumulative file. The parent/guardian will be notified that the filing was made and of the possibility of prosecution.
- The Cumberland County Schools Policy Regulation 4400-R1 Unexcused Tardiness /Early Checkouts will be posted on each school's website, in its handbook and other information outlets along with the start time of the school day indicating that any student will be considered tardy after the instructional day begins.
- Each school communicates to parents/guardians and students on a regular basis the immediate consequences for tardiness.

Approved by the Superintendent: September 22, 2011

Revised: November 30, 2015

SAFETY AND SECURITY MEASURES

In an effort to maintain the security and safety of our students the following security measures have been developed:

1. Access to the building:

- a. At 7:20 a.m. the main doors will be opened for students. All secondary doors will remain locked to allow exiting from the building only.
- b. All parents, visitors, volunteers, substitute teachers and non-school based persons are required to report directly to the office, sign a log, and obtain a pass prior to entering any building or classroom. Please note that a picture ID must be shown in order to receive a visitor's badge and door pass. Visitors should also sign out in the main office when leaving. The badge you receive from the office must be displayed on top left of chest for easy viewing. The only exception to this policy is the morning arrival time between 7:20-7:45 a.m. when a child may be accompanied to the classroom by a parent/legal guardian; however, for safety and security reasons all visitors are required to exit the building before the final morning bell rings at 7:45 a.m.**
- c. Any staff member noticing a stranger and/or a person without a visitor's badge in or around campus is authorized to stop and question that person. Students will be instructed to notify the office or their classroom teacher when they observe a stranger.

2. Securing the building:

- d. At 7:45 a.m., all exterior doors will be set to allow building exiting only. After 7:45 a.m., entry to any building or classroom will require a door pass from the office. The front doors are locked at all times and everyone must use the buzzer system to be admitted into the building.

3. Other security measures:

- a. No child is to be left alone and unsupervised anywhere in the building or on school grounds. Parents should directly supervise their children prior to 7:20 a.m. and after 2:15 p.m. If a student forgets an item in the classroom or on the bus, the parent should report to the office prior to going to the classroom or bus to retrieve the item. If a teacher is not in the classroom, student will not be permitted into the classroom.
- b. Car passengers are to be picked up at 2:15. There will be no supervision of children at school beyond this time. Prime Time is available for parents not able to arrive by 2:15 p.m. The school social worker will be notified, and the Department of Social Services may be called when a parent consistently neglects to pick up a child by the designated time. Children not picked up by 2:30 are considered as "late parent pick-up."
- c. No foot traffic will be allowed in the parent pick-up, daycare, or bus lots. Please use crosswalks when walking on and off the RFES campus.

- d. Students will only be released to walking parents on the right side of our building. Parents must not be in any courtyards or other areas of the school grounds to pick up their children. All children must be dismissed from the appropriate location to ensure the safety of all students.
- e. A written note, with your signature, to your child's teacher is the appropriate way to make a change in your child's method of being transported home. In order to ensure your child's safety, please do not call the school to make this type of request by phone. Phone requests cannot be honored.

Rockfish is an open campus and parents are always welcome. We encourage you to visit; however, please notify your child's teacher of your planned visit prior to the day of visitation. During your visit, you may not interact with your child unless directed to do so by the classroom teacher. Without a volunteer form on file, you may not interact with other children. When you arrive for a scheduled visit, report to the office and sign in on the Ident-A-Kid security system and receive a visitor's badge prior to going to the classroom.

Please remember that teachers are teaching during instructional hours; therefore, this is not an appropriate time to discuss specifics about your child. If you need to speak with the teacher concerning your child, please schedule a conference after school. Additionally, when dropping students off in the morning or picking them up in the afternoon, please respect the teacher's time as he/she prepares for the students' arrival and/or departure. Students are not permitted to bring visiting relatives or friends during the school day. Parents may not have unscheduled conferences with teachers from 7:15 to 7:45 a.m.



“Education is for improving the lives of others and for leaving your community and world better than you found it.”

Marian Wright Edelman

STUDENT HEALTH

SICK STUDENTS

In the event of an accident, illness, or emergency the school will notify a parent and/or other persons listed as emergency contacts. It is important that we have your correct current address, home and work phone numbers, and someone listed as an emergency contact. Notify us immediately of any changes of address or telephone number. Parents are responsible for maintaining correct and current up-to-date information on the student data card in the school office.

Students who show any of the following symptoms **will not** be permitted in school until he/she has been symptom free for a minimum of 24 hours:

- Temperature of 101.1 or greater
- Vomiting
- Diarrhea
- Lice
- Skin rash of a contagious nature
- Discharge from the eyes or ears

In extreme instances a doctor's note may be required prior to a student returning to school.

If a child is having difficulty breathing due to any type of condition, the parent needs to immediately report to school to attend to the child. If the school deems an emergency, 911 will be called.

MEDICATION POLICY

In an effort to do all that we can to ensure the health and safety of our children, we are seeking your support in the full implementation of the Cumberland County Schools' policy regarding medication at school. **MEDICATION CANNOT BE GIVEN AT SCHOOL UNLESS IT IS PRESCRIBED BY A DOCTOR WITH INSTRUCTIONS THAT IT BE ADMINISTERED DURING SCHOOL HOURS.** The following procedures will be utilized for the administration of medication by school personnel:

1. All medicine, prescribed or over-the-counter (OTC) including aspirin, cough syrup/drops, sunscreen, insect repellent, lipbalm/ChapStick, etc. administered by school personnel at school, must be in a prescription labeled container and have a completed Physician's School Medication/Release of Liability Form signed by a physician and the child's parent/guardian.
2. Medication should be in the original container prepared by the pharmacist, which includes name, dosage, instructions, and storage information. Instructions on the container must match exactly the instructions on the Physician's School Medication/Release of Liability Form.

3. Parents are responsible for transporting medicine to and from school. **Children are not permitted to transport medicine to and from school.**
4. Parent/guardian will check-in medication and sign Medication Check-In Log with designated school personnel. Medicine will be counted in the presence of the parent.
5. School personnel designated by the principal will administer medicine to your child.
6. A daily log will be kept of all medication administered at school.
7. Students **may not** bring cough drops or medicated lip balm/ChapStick to school for self-administration.

For students who have certain medical conditions, including diabetes, asthma, or seizures, a Health Care Plan will be developed with the school nurse to ensure that appropriate health procedures are followed.

MEDICAL SUPPLIES

It is a violation of the law for school officials to supply medicine for a student who is ill; therefore, students **may not** go to the office for aspirin or any type of medication without a medication form, signed by a parent/guardian and a physician, on file. In the event of an emergency, the school can help with emergency first aid. If a student is too ill to attend classes, he/she is too ill to remain in school, and parents will be notified to come for the student.

HEAD LICE

Students diagnosed with live head lice will be sent home immediately from school, and parents should treat their child immediately with proper medication. The child may return to school the following day after hair has been treated with medication. Prior to re-admittance to class, students must be seen by the lice screening team. Nits may remain after treatment, but successful treatment should kill crawling lice. Students who present 3 times within a nine week period will be placed on a no nit policy.

Medication in the form of shampoo or crème rinse is available over-the-counter or by prescription. It is important that medication instructions be followed exactly as written. Nit removal is also very important.

If you suspect your child or another RFES student has head lice or if a student is identified as having head lice, please notify your child's teacher or the school nurse so that a proper screening can be made. You may visit the following website for information concerning head lice and other health matters regarding your child: <http://healthservices.ccs.k12.nc.us/health-matters/>

Rockfish Elementary - Child Nutrition Services Cafeteria Phone Number - 910-425-8540

Breakfast and Lunch - Community Eligibility Provision (CEP)

The Community Eligibility Provision is being offered to Rockfish Elementary School for the 2017-2018 school year. CEP enables each student enrolled in participating schools to receive a breakfast and lunch at no charge on days when school is in session. Since Rockfish is a CEP participant, our students will not be required to submit a lunch application to receive their meals at no charge

Students must continue to use their PowerSchool numbers at the register in order to receive their meals. When making a meal choice, students must select a complete meal. If a student selects an incomplete meal, he/she will be charged a la carte prices for the foods selected on his/her tray and will be expected to pay the a la carte price.

In addition to receiving a complete meal at no charge, students may purchase a la carte items if they have money in hand or on their accounts. Students may continue to purchase an extra milk for 50¢.

Parents may direct questions pertaining to the Community Eligibility Provision to the Child Nutrition Office at 910-678-2502.

**Please note: All Adults: a la carte pricing.
Extra Milk: 50¢.**

The CEP breakfast and lunch program will begin on the first day of school and will operate each school day. This year breakfast will be served and eaten in the cafeteria from 7:20 to 7:40 a.m. for students in grades K-5 who eat breakfast. All lunches received from the school cafeteria or brought from home will be eaten in the cafeteria or in a supervised setting (See page 8 - Cafeteria Expectations).

Two Hour Delay: Please be advised that Cumberland County Schools **do not** serve breakfast on days that have a two hour delay.

Please be advised there may be menu changes on school days operating after school closings due to inclement weather.

Students are expected to eat some type of lunch each day. We encourage your child to take advantage of the CEP breakfast and lunch program, which serves hot meals that meet federal nutritional requirements.

For Students Bringing Lunches From Home: Parents must not pack soft drinks or other carbonated beverages. Do not pack food which will need refrigeration or will spoil at room temperature. Student lunches cannot be refrigerated or warmed.

If you would like to join your child for lunch, you may participate in our nutrition program by purchasing a meal from the cafeteria at a la carte prices. When joining your child for lunch, he/she may invite only one classmate to eat with you.

Throughout the school day, students may have a capped/lidded bottle or container of water in the classroom for hydration. **Students may not have a container with Gatorade or any beverage other than water.**



CLASSROOM PARTIES/CELEBRATIONS

Each teacher may schedule two class celebrations/parties per school year. These will be held at the winter holiday and at the end of the year. Treats may be brought to school to share with classmates for special occasions only with prior notification/approval from the teacher. Birthday parties for individual students are **NOT permitted** to be held at school. Parents may send in cupcakes to be given out at lunch in honor of a student's birthday; however, birthday parties will not be celebrated in the classroom, because they take up important instructional time. Per Cumberland County School Board Policy, home-baked goods are not permitted. Flowers, balloons, gifts, stuffed animals, or other surprises may not be sent or brought to school for children. In an effort to prevent hurt feelings on the part of pupils, students will not be permitted to pass out party invitations **AT SCHOOL** unless the invitation is issued to **ALL CLASS MEMBERS**. **BIRTHDAY PARTIES AT SCHOOL ARE PROHIBITED.**

Expect the Best!

FIELD TRIPS

Prior to an intended field trip date, the teacher will send information to you regarding field trip plans, costs, transportation, etc. along with a field trip permission form generated by Cumberland County Schools. **Students are required to return the designated field trip permission form, completed and signed by a parent, before going on any school sponsored trip.**

Permission over the phone will not be accepted for a field trip. Additionally, a hand written note will not be an acceptable form of permission. If you do not wish for your child to attend the planned trip an instructional plan will be provided for your child at school on that day.

Field trip costs are kept at a minimum by factoring in the total number of students in a classroom/grade level to determine cost to each student; therefore, **NO REFUNDS will be given for field trips regardless of reason to include, but not limited to, illness or suspension.** Parents and volunteers are charged the same costs for field trips as students.

Checks may be accepted as a form of payment for field trips. Cash or money orders are also accepted. (Refer to Checks as Payment Policy on page 4 of this handbook.)

NOTE AGAIN PLEASE: NO REFUNDS will be given for field trips regardless of reason, to include, but not limited to, illness or suspension.

Parents/volunteers who accompany classes on field trips to assist with supervision must adhere to the following:

1. Under no circumstances may a parent/volunteer/chaperone take other children, or any person not approved as a volunteer or chaperone, when accompanying a classroom on a field trip.
2. All children who are attending the field trip must ride the designated school transportation to the field trip location. No students can be transported to the field trip in a private vehicle, including a parent's vehicle.



ROCKFISH ELEMENTARY SCHOOL PTA

Rockfish Elementary PTA is very active, and you are urged to become a member. It is in the best interest of your child.

2017-2018 Officers

President: Dawn West
 Vice President:..... Christy Ivey
 Secretary: Rakia Epps
 Treasurer: Marylu Schaffhauser
 Teacher/PTA Rep Johnette Wheeler



VOLUNTEERS

Volunteers are welcome at any time; however, Rockfish Elementary and Cumberland County School policies require **ALL volunteers** to complete and submit a background check form prior to volunteering. After you are cleared and approved, please come and volunteer. Our parent facilitator, who coordinates our volunteer program, will match your skills to an area of need. We can always use someone to read to or with a child, supervise in designated areas, assist teachers, or assist administration. When you arrive to volunteer, you will sign in on the security computer in the front office and get your photo ID pass to let us know you're here and where you'll be working.

Only adults, 18 years old or older, may visit classrooms from 7:20 a.m.-2:15 p.m. When volunteering or visiting in a classroom, **it is not permissible to bring siblings, other children, family members, or friends with you—NO other children permitted EVER!!** In order to avoid interactions or side conversations that are distracting to both teacher and students, visits are limited to only one parent per visit. All parents or guardians are requested to volunteer at least one day each nine weeks in your child's classroom. **You are valuable to us!**

MEDIA CENTER POLICIES AND PROCEDURES

Rockfish Elementary School Media Center functions as a resource center for all students and faculty. We are innovative in fulfilling our mission to be a friendly, inviting, and resourceful facility. Our large collection of over 20,000 books and periodicals (magazines and newspapers) have been selected to fit the interests and ability levels of the student body as well as the curriculum taught in the school. Non-print materials such as videos, DVDs, CDs, and eBooks are also available for use in the Media Center and the classrooms. *Destiny*, a comprehensive online library catalog utilized in all Cumberland County Schools, is available to anyone both at school and at home. The web address is <http://destiny.ccs.k12.nc.us>. On our RFES Destiny catalog, over 280 eBooks can be accessed. The username for our eBooks is: **rockfish**. The password is: **tigers**.

For Sebcu eBooks the user name is: **rockfishes**. The password is: **123**.

Kindergarten students begin checking out books as soon as the classroom teacher and the Media Coordinator have taught lessons in the use and care of books, appropriate behavior in the Media Center, and a general overview of the Media Center and its resources. Our kindergarten students usually begin checking out books during the fourth-fifth week of school. Students in grades 1 through 5 begin checking out materials on their first visit to the Media Center. The books are checked out for 1-2 weeks and may be renewed if necessary. Overdue fees are **not** charged on late materials, but **damaged or lost** media items must be paid for by the user. **Students in grades 3-5 will also check out a calculator. Students are held accountable for the calculator just as they are with library books. If a calculator is lost or damaged, the student responsible for it must pay the appropriate fee.**

Teachers and students are encouraged to use the Media Center for research as well as for pleasure. Small groups of students may also use the center for research simultaneously with regularly scheduled classes. Parents and community members are welcome to visit and use the Media Center. We have a Parent Library with over 200 items, including parenting books and read-together sets that may be checked out. Participation in special events observing Read Across America Week in March, National Library Week in April, and our book fairs is highly encouraged. The primary goals of our media program are to provide service to all patrons and to develop life-long learners who possess a love and appreciation of books and multimedia sources. No “one” person knows the answer to all questions, but to know how to find the answer is a giant step in equipping a child with an essential skill for life.

ROCKFISH ELEMENTARY CLIMATE PLAN GOALS

1. Maintain or increase attendance rate of 95%.
2. Reduce student tardiness.
3. Continue to improve levels of student achievement, as measured by Reading 3-D, EOG test scores in grades 3-5, and nine weeks progress reports.
4. Enhance student self-esteem.
5. Increase parental involvement.
6. Continue use of effective research-based teaching strategies.
7. Continue implementation of Instructional Alignment through use of The Common Core and the Cumberland County Task Analysis, in accordance with NCDPI expectations.
8. Maintain a safe and orderly environment for students, parents, and staff.

WHAT YOU CAN DO TO HELP YOUR CHILD LEARN

1. Start each day right—a calm beginning at home makes the school day much better.
2. Encourage your child to have a good breakfast and lunch. Make certain that your child sleeps at least 8½ hours each night.
3. Praise your child each day for something he/she has done. Have a special place to put school work or things brought home.
4. Laugh and talk with your child about school experiences and listen to what is said about your child’s school day experiences.
5. Stress attendance. If the child is ill, home is the best place; otherwise, your child needs to be at school every school day.
6. Keep the lines of communication open between yourself and your child’s teacher. Inform the teacher of any family situation that could influence your child’s behavior. Also, if he/she is reluctant to go to school, let the teacher know so that together you can find the reason.
7. Take your child to the public library and encourage reading for pleasure.
8. On Monday through Thursday set aside a family reading time for 15 to 30 minutes. Children should be reading or read to during that time.
9. Stress organization of school notebooks, materials, etc.
10. Check your child’s book bag and or assignments daily.
11. Work at home with skills taught at school.

TITLE IX

As required by law, the Cumberland County Board of Education and Rockfish Elementary School do not discriminate on the basis of race, color, sex, creed, national origin or handicap.

GRIEVANCE PROCEDURES TITLE IX

Students who believe that they have been mistreated because of sex discrimination in the public school may appeal to the person designated in each school as the one responsible for hearing said complaints. If after appealing to this designated official the student is dissatisfied, he/she may submit a request in writing to the superintendent for a review of the case. The superintendent or his designated representative will arrange a conference with the student and make a decision regarding the grievance. If the decision rendered by the superintendent is unsatisfactory to the student, the student shall within ten days, give written notice to the superintendent and request a review by the Cumberland County Board of Education. The Board of Education shall render its decision within thirty days of receipt of the grievance.

Rockfish Title IX Contact: Mrs. Crawford, Principal

GENERAL STATUTE 115-34 - APPEALS TO BOARD OF EDUCATION AND TO SUPERIOR COURT

An appeal shall lie from the decision of all school personnel to the appropriate county or city board of education. In all such appeals it shall be the duty of the board of education to see that a proper notice is given to all parties concerned and that a record of the hearing is properly entered in the records of the board conducting the hearing.

The board of education may designate hearing panels composed of not less than two members of the board to hear and act upon such appeals in the name and on behalf of the board of education.

An appeal shall lie from the decision of a county or city board of education to the superior court of the State in any action of a county or city board of education affecting one's character or right to teach.

PUBLIC SCHOOL LAWS**GENERAL STATUTE 115-147 - SUSPENSION OR EXPULSION OF PUPILS**

1. Local boards of education shall adopt policies governing the conduct of students and shall cause these policies to be published and made available at the beginning of each school year to each student and his parents. Local boards of education shall also adopt policies, not inconsistent with the provisions of this section or the Constitutions of the United States and North Carolina, establishing procedures to be followed by school officials in suspending or expelling any pupil from school and shall cause such procedures to be published and made available at the beginning of each school year to each student and his parents.
2. The principal of a school, or his delegate, shall have authority to suspend any student who willfully violates policies of conduct established by the local board of education for a period of 10 days or less: provided, that a student suspended pursuant to this subsection shall be provided an opportunity to take any quarterly, semester or grading period examinations missed during the suspension period.
3. The principal of a school, with the prior approval of the superintendent, shall have the authority to suspend any pupil who willfully violates the policies of conduct established by the local board of education for periods of times in excess of 10 school days, but not exceeding the time remaining in the school year. The pupil or his parents may appeal the decision of the principal to the local board of education.
4. A local board of education may, upon recommendation of the principal and superintendent, expel any student 14 years of age or older who has been convicted of a felony and whose continued presence in school constitutes a clear threat to the safety and health of other students or employees. Notwithstanding the provisions of G.S. 115-274, a local board of education has no duty to continue to provide a child with special needs, expelled pursuant to this subsection, with any special education or related services during the period of expulsion.
5. A final decision of the local board of education pursuant to subsections (c) and (d) shall be subject to Chapter 150A of the General Statutes.

RELEASE OF INFORMATION FROM STUDENT RECORDS

In accordance with the Cumberland County Board of Education Policy JR, Student Records, the privacy rights of students and parents are protected by prohibiting the release of information from student records consistent with the Family Educational Rights and Privacy Act. Certain directory information, however, such as students' names, addresses, telephone numbers, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and other similar information may be released as set forth below:

Directory information will be released to other governmental agencies when the eligible student, parents, or guardians have not objected to the release of directory information. At the beginning of each school year or upon the enrollment of the student in the school the parent, guardian, or eligible student will be given notice of his or her rights regarding student records under the Family Educational Rights and Privacy Act. The parent, guardian, or eligible student will be given an opportunity to object in writing to the release of directory information within ten days of the receipt of such notice. If the parents, guardians, or eligible student do not object within the ten-day period; directory information may be released consistent with this policy.

NOTICE TO PARENTS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under this law, parents of students or students (if they are at least 18 years of age) have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents or the students is limited and generally requires prior consent by the parents of the student.

Copies of this policy may be found in the office of the Superintendent and in the Principal's office of each school within the Cumberland County School System.

Complaints about failures of school personnel to comply with the Family Educational Rights and Privacy Act may be made, in writing, to FERPA Office, Federal Building No. 10, 600 Independence Avenue SE, Washington, DC 20202.

TITLE I EXPECTATIONS

Please be aware that Rockfish Elementary is a Title I School-wide School. As part of the program components and the regulations of the No Child Left Behind legislation, we have been asked to ensure that each parent be informed of the following **Parent Right To Know Statement**.

As required by **The No Child Left Behind Act (NCLB) of 2001**, Title I Part A, information is available at our school to include but is not limited to the following:

- The School Improvement Plan
- Qualifications of your child's teacher
- Professional development opportunities for teachers and assistants to ensure highly qualified personnel
- Opportunities for parent involvement and input
- The Cumberland County Schools Improvement Plan.
- The Cumberland County Title I Parent Involvement Plan and School Parent Involvement Plan
- Cumberland County System Report Card
- School Report Card

Please contact our school and we will be glad to provide you with this information upon request.

We will also be discussing this information at our annual public meeting to be held in conjunction with our first PTA meeting on Thursday, September 21, at 5:30 p.m. In the beginning of the year packet materials, we will also send home a copy of the Parental Involvement Policy for Rockfish as well as the Student-Teacher-Parent-Compact Agreement. Please be sure to review these two important documents and return a signed copy of each to your child's teacher.

NOTE: The confirmation form to confirm receipt and review of this handbook with your child must be signed and returned to your child's teacher. The form is at the beginning of this handbook.

SECTION 504/AMERICANS WITH DISABILITIES ACT

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of one's disability. Specifically, Section 504 requires that:

No otherwise qualified individual with disabilities in the United States... shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance or activity conducted by an Executive agency or by United States Postal Services.

The regulations of Section 504 require affirmation efforts by the Cumberland County Schools as a means of ensuring that discrimination on the basis of disability does not occur. The regulations require that students with disabilities be provided appropriate educational opportunities. An appropriate education is the provision of regular or special education and related aids and services that (i) are designed to meet individual educational needs or handicapped persons as adequately as the needs of non-handicapped persons are met and (ii) are based upon adherence to procedures that satisfy the requirements for least restrictive environment, evaluation and placement, and procedural safeguards.

For further information please contact:

Natasha Scott
Cumberland County Schools
P.O. Box 2357
Fayetteville, NC 28302
Phone: 678-2433
E-mail: natashascott@ccs.k12.nc.us

Rockfish Elementary School

5313 Rockfish Road
Hope Mills, NC 28348
Phone: 910-424-5313
Fax: 910-424-5338

Parental Responsibility

I understand that under State Law I am responsible for maintaining correct and current up-to-date information on the Student Attendance/Data Card maintained in the school office. This information includes current phone numbers and addresses along with the names and phone numbers of any and all persons who are authorized by me to pick up my child in my place. It is my responsibility to inform those who may pick up my child that they must have a current **Photo ID** and that their name must be on the Student Attendance/Data Card.

I understand that leaving my child unattended or allowing my child to arrive on school grounds prior to **7:20 a.m.** may be considered child neglect.

I understand that failure to pick up my child after school **later than 2:30** may be considered child neglect.

I understand that repeated incidents of early drop-offs and/or late pick-ups may result in reports to Child Protective Services.

I understand that supervision of my child(ren) before and after school hours is my responsibility.

Student's Name: _____

Parent's Signature: _____

Date: _____

You will receive a copy of the Parental Responsibility Form (above) for your child(ren) at the beginning of each new school year. After reading and signing the form, return it to your child's teacher. This copy is to be left in the Parent-Student Handbook for your information.