

# ROLLING GREEN SCHOOL PARENT & STUDENT 2008-09 HANDBOOK

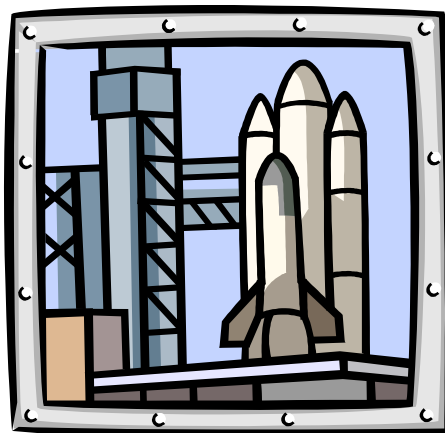
**815-229-2881**

Fax 815-229-2135

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3615 Westgate Pkwy      Rockford, IL 61108



**“To be a Better Student”**

**“To be a Better Helper”**

**“To be a Better Friend”**

## **ROLLING GREEN MISSION STATEMENT**

Rolling Green School exists to provide our diverse student population with an accepting and challenging atmosphere in which all children can achieve their fullest potential, socially and academically, through a partnership of students, staff and community.

## **EDUCATIONAL PROGRAMS**

We are a Pre-Kindergarten through 5th grade elementary program which includes self-contained classes and resource classrooms for students who are learning disabled, speech and language impaired, physically, cognitively, socially, emotionally, hearing and vision impaired.

**RESPONSE TO INTERVENTION::** Rolling Green has taken on this model in working with its students. This means that a student who is having significant problems within the classroom can be seen by various support staff. This may include special education personnel (teacher, social worker, psychologist, speech therapist, etc.) in consultation with your child's teacher at any time throughout the year.

This type of intervention allows us to meet student needs in a quick, more efficient manner. Parents who have concerns about their child should contact your child's teacher as soon as possible and know that special assistance is available.

**PBIS (Positive Behavior Intervention & Supports)—ROCKET BOOSTERS:** To reinforce the positive choices of students, Rocket Boosters were established. Students who are caught being good are given a note from a staff member and their name is entered in a Friday drawing for prizes. Besides these weekly recognitions, assemblies are also held to reinforce the ideas of respects, responsibility, and readiness to learn.

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## **DISTRICT ELEMENTARY HANDBOOK**

In addition to this booklet, all parents should have a Rockford Elementary School Handbook. Information in that booklet has not been duplicated here, but all that information is part of the Rolling Green School rules and expectations

## **DISTRICT DISCIPLINE CODE**

The Rockford Public Schools have adopted a Discipline Code. Each Rolling Green family should have a copy in your home. Please let the office know if you need a copy. Be sure to read through it and discuss its contents with your child in a manner appropriate to their age and level of reasoning. If you have questions regarding the code, be sure to let us know.

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## **STUDENT HARASSMENT**

The Rockford Public Schools have policies in place to deal with any type of harassment issues. If your child speaks to you of any such incident, sexual or otherwise, be sure to notify the Principal **immediately.**

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## **SCHOOL APPAREL**

Please be sure that your child is dressed appropriately for school. Hats, caps, bandanas, coats, and jackets are not to be worn in the building. It is recommended that your child keep a sweater here at school in the winter in case the room is too chilly for them. It is also recommended that students wear tops with collars and avoid any t-shirts with pictures, slogans, or statements. See the District Discipline Code for further guidelines

## **TRANSFERS**

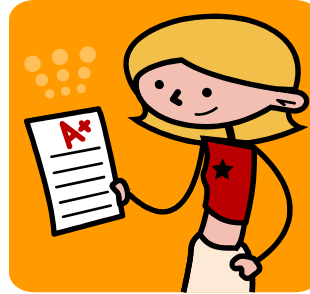
In the event that your child will be withdrawing from Rolling Green School, it will help us if you will telephone the school office at least one week before the date of the transfer. This will enable the teacher to complete the necessary records. It is necessary that all library books and teaching aids be returned before the child leaves.

## **RIGHT TO INSPECT STATE OF ILLINOIS SEX OFFENDERS REGISTRY**

Parents/Guardians have the right to inspect the State of Illinois Sex Offenders Registry maintained by the District in each school office.

## DAILY SCHOOL SCHEDULE

Starting Time:	9:00
First Lunch	11:40—11:59
Second Lunch:	11:59 - 12:18
Third Lunch:	12:18 - 12:37
Fourth Lunch:	12:37 – 12:56
Fifth Lunch:	12:56 - 1:15
Dismissal Time:	3:02 Kindergarten
	3:08 Bus Students
	3:11 Non-Bus Students



School doors open at 8:50. We discourage all children from coming before this time as there is no direct supervision available before this time. Children who arrive earlier than 8:45 must be enrolled in the YMCA SAC program.

## TELEPHONE

The telephone number for the school is 815-229-2881.

Please use this number to report all absence and tardy information or anything else that would affect attendance (doctor's appointments, etc.). Phone calls for absence should be made to the office by 9:30 AM. A telephone answering machine is connected to the school phone and is on at all times. Messages for attendance or for the school staff may be left there at any time.

Unless an emergency exists, teachers and children will not be called to the phone during school hours. Unless an emergency exists, messages to students will be held until 3:00. At that time teachers will be alerted and messages delivered. We will not interrupt classes to deliver these messages any sooner unless an emergency exists. The school phone is a business phone and must be reserved for that purpose. Students are permitted to use the phone only in an emergency.

Students will not be allowed to use the phone after school to arrange rides, etc. We hope the families will be able to plan their schedules ahead of time to avoid such calls.

## EARLY DISMISSAL AND TARDIES

If a child is late for school they must come to the office to sign in. When a child has to be dismissed early, a parent must come to the office and sign the child out of school. For an early dismissal, parents should call ahead of time, and we can have their child meet them in the office.

## END OF THE DAY

To insure that we maintain a safe learning environment until the very end of the day, we ask that you **NOT** go to your child's classroom to pick them up. Instead we ask that you wait in the lobby or the appropriate entryway. Each teacher has a dismissal pattern which we expect all students to follow. Please help us make sure our dismissal is safe for all. If you wish to see the teacher, they will be happy to see you AFTER they have dismissed all the students.

## ADDRESS AND PHONE NUMBER CHANGES

It is very important that at all times we have your current address and telephone number. In case of emergency, it is helpful to have the current telephone number of your place of employment or that of a family member or neighbor. Please help us by telephoning the school office when any changes are made.

## **COMMUNICATION**

Communication between parents and the school is important for the development of each student. Some methods of communication from the school are:

- Periodic letters from the teacher concerning the class content in the coming weeks.
- A bimonthly bulletin sent home in our special school envelope (NOTES ENVELOPE).
- Report cards for each 12-weeks and also mid-term reports.
- Parent/Teacher conferences during November & April

Report cards will not be mailed home unless the parent sends a self-addressed stamped envelope to the school to send it home.

All information is available to non-custodial parents. Contact the office to make arrangements. Parents often have questions, comments, concerns, and suggestions. If a concern deals with a specific child, class, or teacher, the parent is advised to discuss the matter with the individual teacher first. Comments, suggestions, etc. about the school as a whole and any of its programs are properly directed to the principal.

## **VISITING THE CLASSROOM**

We realize that your child and their education is very important to you. Seeing that in action by visiting the classroom is permissible and encouraged. When doing so we ask that you keep your visit to no more than 20 minutes unless you are involved in the activities of the room. Keeping a learning environment is very important to us and minimizing distractions is very important to that. When coming to visit, we ask that you sign-in at the office as all visitors do. Thanks.

Sometimes parents wish to eat lunch with their child. This is also perfectly acceptable. You may wish to call the office to make sure you have the correct lunch time as we eat in five different time periods.

## **NOTES ENVELOPES**

Envelopes are sent home every other week on Wednesday. Exact dates are listed in the calendar of events. These envelopes contain the parent newsletter, school calendar, lunch menu and any other correspondence that is to be sent to the students and families. It is important that these envelopes are returned to the school as soon as possible so that they can be reused for the next time. Your returning of the envelope also indicates that you have seen the information.

## **MONEY**

When you send money to school, it is most helpful if it is in a sealed envelope labeled with:

1. Child's Name
2. Room Number
3. Amount of money
4. What the money is for

## ***ARE YOU GOING TO TAKE THE ROLLING GREEN GUARANTEE?***

We feel we can guarantee that your child will finish Rolling Green achieving at grade level or better!!

But, like all guarantees, we need your help in meeting some conditions –

- Students must read or be read to for at least 15 minutes a day
- Students must memorize the math facts for their grade level
- Students must do daily homework & Use an assignment sheet
- Students must have needed supplies and materials
- Students must be at school on time and absent for illness only
- Parents must attend school for the “mandatory five” parent events of the year
- Parents must meet with teacher immediately if student receives a discipline or bus write-up

And it also helps if the student spends all 6 years with us.

Can you meet those conditions???? Are you ready for our **GUARANTEE???** **DO IT FOR YOUR KIDS !!!!!**

## **NURSING NOTES**

### **ACCIDENTS**

In case of a serious accident the parents of a child will be notified immediately and 911 will be called if necessary.

### **ILLNESSES, MEDICATION, ACTIVITY ALLOWANCE & VISION TESTING**

In the event that a child becomes ill at school the teacher will send that child to the nurse who will check for a temperature. Parents will be notified to come to school and pick-up their child if that child has vomited, has a temperature of 100 degrees or more, has a suspicious rash or if the child has diarrhea. A child should not come to school until they have been free of a temperature for at least 24 hours.

### **MEDICATIONS**

**ALL MEDICATION MUST BE BROUGHT TO THE NURSE.** This is for safety so another child does not accidentally find and take the medicine and to ensure doses are not missed.

**WRITTEN PERMISSION IS REQUIRED FOR ALL MEDICATION USED AT SCHOOL.** This includes antibiotics and non-prescription medications such as cough /cold medicine, ointments, stomach medicines.

Students may carry and self-administer asthma inhalers after demonstrating to the nurse the proper use.

Students who take medicine regularly at home in the mornings, may make arrangements with the nurse to keep a dose at school for mornings they forget to take it at home.

### **GYM / RECESS / RECESS EXCUSES:**

Students benefit from going outside for a few minutes of fresh air at recess daily. When dressed properly, this is safe even for students recovering from minor colds / illnesses. Our general policy is that **ALL STUDENTS GO OUT FOR RECESS** (weather permitting) unless the parent has spoken with the school to authorize an exception.

The nurse can excuse a student from gym / recess for 1-3 days after discussing the situation with the parent/guardian. Students needing to be excused for longer than 3 days must have a note from a doctor

### **ILLNESS / INJURY MANAGEMENT**

It is important that the school have current phone numbers so parents / guardians can be reached in case of serious illness / injury. Please notify the school of changes in your phone number and/or address.

If your child needs to go to a doctor because of a school related injury, please notify the school nurse. She investigates ways to prevent similar accidents in the future.

Students who have been sick should stay home until they have gone 24 hours without vomiting, diarrhea, or fever (temperature over 100.0).

The nurse takes actions to prevent the spread of communicable conditions when she is aware of the problem. Please let the nurse know if your child has Strep Throat, Pink Eye, Chicken Pox, Pneumonia, Intestinal infection, Ringworm, Impetigo, Scabies, or Lice. This information will be treated confidentially.

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### **SAFETY**

For the safety of our students and staff, all of the doors to the school will be locked after 9:10 a.m. The only entrance into the building will be at the Muhl Center lobby (main office—Door B) and **ALL** visitors will have to sign-in at the office and receive a Visitor's Badge in addition to being announced to the classroom or area of the building. Parents may enter the building to pick-up children starting at 2:50. Parents should not move out of the lobby or entryways to go to the classrooms or to pick-up children until the 3:11 bell.

### **SAFETY PATROL**

We will have Safety Patrol to help students cross the street safely at the following locations:

- |                                      |                                |
|--------------------------------------|--------------------------------|
| a. Sexton Dr & Louisiana Rd          | b. Louisiana & Colorado Ave.   |
| c. Colorado Ave. & West Gate Parkway | d. Louisiana Rd & Eastmoreland |

The patrol will be at their posts at the following times:

- |                              |                              |
|------------------------------|------------------------------|
| 8:40 until 8:55 each morning | 3:00 until 3:20 after school |
|------------------------------|------------------------------|

Patrols will also be posted at inside doors in the morning and at dismissal time. Patrols will be used at lunchtime and also in helping with the younger classes.

## **MANDATORY HOMEWORK SCHOOL !!!**

That means that every student in every grade has homework on each school day Monday through Thursday. The homework can vary from student to student and grade to grade, but homework is there every single night !!



You can help your child with this task by:

- having a certain time for homework each night
- have a certain place, clear of distraction
- help your child keep an assignment notebook
- help your child maintain an organized book bag

Each student will have some homework every evening. Such homework is mandatory. A good measure of how much homework a child may have, is that homework should not take more than 10 minutes per grade level per evening (ex: 1st gr. = 10 min., 2nd gr. = 20 min. etc.). The students in 3rd through 5th grade will have an assignment notebook or assignment sheet that should come home every evening for parents to check. A certain amount of required reading time should also be part of the homework period.

Education is much too important to leave to chance or to just "hope" that it happens. Help your child develop good study habits both at school and home.

## **TELEVISION VIEWING & VIDEO GAMES**

Rolling Green is dedicated to helping your child achieve his/her greatest potential. To reach this goal we urge you to monitor your child's amount and the quality of television viewing and playing video games.

Values portrayed on television and the actions of characters in video games are not what we wish for our kids. Certainly violence and fighting are overemphasized. Kindness and charity are underemphasized. Problem solving is nonexistent or limited to 30-minute solutions.

In addition to the question of values, television creates a passive, receptive attitude. Those are not valuable traits. So many times we hear children say "I'm bored," when what they mean is "I'm not being entertained." We need to teach our kids to be active learners, working with other people, enjoying nature and good books. That will only happen if we shut OFF the TV and put away the video games. There are some very good offerings on TV, but statistics tells us that children watch TV much too much!!

## **MATH FACTS**

It is practice at Rolling Green that all students need to master their math facts at each grade level in order to be successful. Tests will be given twice each month to all students to gauge their progress on this standard. Parents need to make it a part of homework to practice the required facts on a regular basis. Making use of time in the car, preparing meals, etc. should help families find the time for this practice.

In the first few weeks of school, be sure to receive the required facts for your child's grade level.



## **SCHOOL IMPROVEMENT DAYS**

It is a State of Illinois requirement that each school have a school improvement plan. The State allows schools time in order to develop and implement these plans. Rolling Green will utilize two days during the year for this purpose. Agendas for these days will be announced in the Parents Bulletin. Dates for this coming year are listed in the calendar.

## **PARKING / STUDENT DROP OFF & PICK UP**

### **In the morning**

**On Rolling Green side** - Parents may pull into the bus lane and drop their children at the north door (Door D) or the east wing door (Door F). Vehicles should then exit through the parking lot. No vehicle should have to back up or turn around. NO PARKING is allowed in the bus lane, even for a short time.

**On Muhl Center side** - Parents may pull into the circle and stay in the outer lane (one closest to the building) until they reach the child drop point. We need all children released at the sidewalk (not in the middle of the drive) in order to insure each child's safety. Please do NOT release your children before getting next to the sidewalk. After releasing the child, the parent's vehicle should continue around the circle and back onto Westgate Pkwy.

If you wish to park for even a short two-minute time, please turn right into the parking lot and use the spaces marked for visitor parking. Please then proceed to the main office doors to enter the building. You may also use the back half of the Circle Drive, but this is NOT encouraged.

### **In the afternoon**

**On Rolling Green side** - Please park only on the south side of Louisiana Rd. or on Sexton Ave. Do NOT park on the north side of Louisiana or in any designated "no parking" area. District busses and vans will be waiting in the parking lot. At approximately 3:00 the busses and vans will move to the playground lot. At that time vehicles can move into the bus lane to park and wait on children. Please pull up to the garbage dumpster as far as possible and park closely together to enable as many cars as possible to take advantage of this space. After picking up children, cars should continue in a circular pattern through the parking lot.

**On Muhl Center side** – Parking in the lot by Door A should be the first option and the one we prefer. You can park on the back half of the Circle. People who park here may exit their cars. Others may pull into the Circle for pick-up only and must stay with their cars so that they may pull forward in case a lane has to be cleared.

### **During school hours**

During school hours you should park in the parking lot to the right as you enter off of Westgate. No Parking will be allowed in the Muhl Circle. The area must remain clear for school busses and other district vehicles. ANY and ALL late students should be delivered to this entrance, even if they are 4<sup>th</sup> or 5<sup>th</sup> graders in the north wing of Rolling Green.

**ALL** students to be picked up during the day **MUST** be picked up at the main door of the Muhl Center building. When possible, please call ahead or write a note so that your child can be ready and waiting for you. Please remember that ALL other doors to our school will be locked. Going to other doors will only delay you. Thank you for understanding that this enables us to make Rolling Green a safer school.

## **PTO (PARENT - TEACHER ORGANIZATION)**

Rolling Green is very fortunate to have a strong and active PTO. The PTO needs the support of all parents. Committee chair people are always needed, as are workers for all events. Please give in whatever ways you can.

Officers for the coming year are:

<b>President</b>	<b>Dan Beard</b>
<b>Vice-President</b>	<b>Kim Walters</b>
<b>Secretary</b>	<b>Tracy Matheson</b>
<b>Treasurer</b>	<b>Mary Martinez</b>

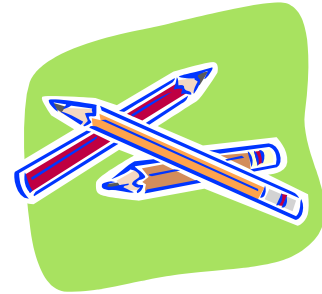
## **ASSISTANCE**

Rolling Green's main purpose is to provide a strong educational program for your child, but we have access to resources if you find yourself or your family in need. If you are in need of transportation to school events, supplies, translations, clothing, food, medical needs, or anything else and are having trouble getting these needs met, please contact us and we will attempt to help

## OTHER RULES & PROCEDURES

### FIELD TRIPS

Notices and permission slips will be sent to parents giving notice of field trips. All field trips require a permission slip to be signed in order for the child to participate. No student will be permitted to leave school grounds without this authorization **in writing**. Field trips are for educational purposes and are not a privilege. If a child is not doing his work at school, or is disruptive in class on a regular basis, that child will not be included on the field trip.



### STUDENT AWARDS

Awards for student achievement are given at the end of each term. The school-wide awards are given for Good Citizenship and Most Improved. Honor roll awards are given to students in the 4th & 5th grade. Honor Roll students must achieve a mark of A or B in each academic area with no D or F marks on the other areas of the report card. There are also special teacher awards that are given to students in all grades. Small awards will also be given for attendance. An all-school assembly will be held at the end of each 12-week period.

### TEXTBOOK AND LIBRARY BOOK CARE

All students should have some type of book bag for transporting their books to and from school. Books have become extremely expensive. Please help us save this cost by conserving our books. Books that are excessively damaged through student neglect shall be the responsibility of the parent. Please help us avoid this situation.

**Mark all belongings** - Please be sure to mark your child's name on all his/her belongings. This should include lunch boxes, coats, sweaters, and mittens - in addition to school supplies and books assigned to the child.

**Lost and Found** - will be maintained outside the school office. Approximately once a month the area will be cleared of all unmarked and unclaimed items.

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### SAVING ITEMS

Rolling Green focuses on three items for collection

CAMPBELL SOUP BAR CODES - We have always talked about saving soup labels before, but now it is the bar code of the soup that counts toward this program. Be sure to look for further information when it arrives in our NOTES ENVELOPES.

BIG G BOXTOPS - General Mills cereal boxes (Cheerios, etc.) have specially marked boxtops that we can turn in to the company for cash. Our Phy. Edu. dept. makes use of these funds

We will accept items for these programs at any time. Just send them with your child or drop them off at the office. Thanks for your help! It is always great to obtain school resources from your garbage!!

### SCHOOL STORE

A school store that sells school supplies is operated at Rolling Green each school day from 8:45 to 9:05. Prices for supplies are posted outside the store, which is located right outside the Rolling Green gym. Prices will not change throughout the year.

