

WHEELESS ROAD ELEMENTARY SCHOOL



PARENT AND STUDENT Handbook 2016-17

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Dear Wheelless Road Families,

Welcome to the 2016-2017 academic school year and to an exciting time in the educational lives of our students. As the new principal at Wheelless Road Elementary, I am extremely excited about the many opportunities that lie ahead. Effective schools are built on a foundation of shared responsibility, loyalty, and trust. Open communication and parental involvement are the key components to building a positive school culture of collaboration. Working in unity with our parents will enable us to create an environment in our school that supports and establishes students as lifelong learners who are college and career ready when they graduate from high school. Together, we can provide our children with the tools and resources necessary to maximize their full potential. It is the hope of the staff that all parents will help us fulfill our commitment to excellence on behalf of *ALL* children at Wheelless Road Elementary.

The information provided in this handbook is intended to assist you in becoming more knowledgeable about the policies, practices and expectations at Wheelless Road Elementary. You can also find a copy of our handbook on our school's homepage at <http://www.wheellessroad.org>. The faculty and staff are looking forward to a rewarding and enjoyable school year. Let's do our best to ensure that our children receive the best education that the world has to offer.

Barbara Brown
Principal

OUR MISSION

To pursue excellence in academic knowledge, skills, and behavior for each student, resulting in measured improvement against local, national, and world-class standards.

VISION STATEMENT

To create and sustain a stimulating, safe, and structured learning environment that encourages high expectations for student success.

OUR CORE BELIEFS

We believe that education is a foundation for opportunity, growth, and success in life.

We believe children differ in the way they learn, the rate at which they learn, and the knowledge/experiences they bring with them.

We believe that success for all students occurs when they are provided with an atmosphere of high expectations.

We believe all students can reach their highest potential through a curriculum that fosters critical thinking skills, risk-taking, creativity, curiosity and enthusiasm for learning.

We believe that a safe, supportive, and stimulating school environment promotes student learning.

We believe students learn best when actively engaged in meaningful work.

We believe education must be relevant to the technological needs of our changing society.

We believe our goals can be best accomplished by developing strong interpersonal relationships with a spirit of camaraderie, cooperation, democratic decision making and opportunities for professional growth.

We believe the active participation and support of our parents and community as partners in education is vital to the success of our mission.

THE EDUCATION OF YOUR CHILD IS A SHARED RESPONSIBILITY

{Everyone has a role}

Responsibilities of Parents

Throughout this handbook, “PARENTS” includes any parent, legal guardian, or person having lawful control of the student. For your student’s success, you are encouraged to: {not in order of priority}:

- Make every effort to provide for the physical and emotional needs of your child;
- Encourage your child’s daily attendance to school; required detention, and promptly report and explain absences and tardies to the school;
- Keep informed of school policies and academic requirements of school programs;
- Support your child in pertinent school-related activities/organizations;
- Be sure your child is appropriately dressed at school and school-related activities;
- Discuss report cards and school assignments with their child;
- Bring the attention of school authorities any learning problems or conditions that may relate to their child’s education;
- Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school;
- Assist their child in understanding their responsibilities as outlined in this handbook and submit a signed statement (see last page of handbook);
- Promote high expectations for your child’s behavior; school achievement, and homework;
- Establish and maintain open lines of communication between home, school, and teachers;
- Participate in school activities including parent-teacher conference.

RESPONSIBILITIES OF STUDENTS

Student responsibilities for achieving a positive learning environment at school or school-related activities that include {not in order of priority}:

- Attending all classes, daily and on time;
- Being prepared for each class with appropriate materials and assignments;
- Being properly attired;
- Exhibiting respect toward others;
- Conducting themselves in a responsible manner;
- Refraining from violations of the code of student conduct;
- Obeying all school personnel, school rules, safety rules at school-related activities and on the bus;
- Cooperating with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to an offense; and
- Conveying information to their parents about academic and extracurricular requirements in school policies, and the student’s progress {including progress reports}.

RESPONSIBILITIES OF TEACHERS

Teachers have the responsibility to {not in order of priority}:

- Perform teaching and extracurricular duties with appropriate preparation;
- Teach to the standards of performance required by the RCSS;
- Teach the district curriculum;
- Serve as appropriate role models for the students, in accordance with standards of the teaching profession;
- Use discipline management techniques developed in the school discipline management plan;
- Promote good student discipline by modeling regular attendance and punctuality;
- Comply with the RCS district and school policies, rules and regulations, and directives;
- Maintain an orderly classroom atmosphere conducive to learning;
- Establish a meaningful rapport and open lines of communication with parents, students, and other staff members;
- Encourage student to strive toward self-discipline;
- Participate in meaningful parent-teacher conferences.

RESPONSIBILITIES OF THE PRINCIPAL

The principal has the responsibility to {not in order of priority}:

- Assume responsibility for instructional leadership;
- Serve as appropriate role models for students on the campus in accordance with the standards of the profession;
- Provide assistance to students in learning appropriate school behavior;
- Facilitate the school discipline management plan, provide on-site professional learning for teachers and classified staff, and respond to discipline issues;
- Encourage parent communication with the school as well as participation in parent-teacher conferences;
- Provide responses to parental inquiries (i.e. attendance, discipline, grades, etc);
- Supervise all affairs regarding school management, operations, and activities;
- Serve as liaison between students, parents, teachers, and the school board.

SCHOOL HOURS

Wheelless Road Elementary School hours are from 9:00 A.M. until 4:00 P.M. each day. Children should ***NOT*** arrive earlier than 8:40 A.M. if they are eating breakfast or remain on the campus later than 4:30 P.M. unless they are participating in a supervised activity. ***SCHOOL DOORS WILL NOT OPEN UNTIL 8:40 A.M. EACH SCHOOL DAY.*** Adequate supervision is not provided until this time. Students participating in the free breakfast program will be permitted indoors at this time. Whenever students are waiting indoors, they are asked to remain in their designated areas, stay out of classrooms, not block doorways, and to remain reasonably quiet. The above procedures are designed for the safety and well-being of your child. Again, we ask that you would please not drop off your child in the early hours of the morning unless discussed with the administrator. **If this matter should become a safety issue, a special request will be made in writing to meet for a conference to discuss an alternative means to accommodate you and your child!**

DAILY SCHEDULE

Breakfast/Early Students	8:40 a.m.
Morning Bell	9:00 a.m.
Tardy Bell	8:55 a.m.
Academic Instructional Time Starts	9:00 a.m.
End of Instructional Time Ends	3:50 p.m.
Dismissal	4:00 p.m.

STUDENT REGISTRATION FORMS

The student registration form is an important source of information for the school office. It provides the child's address, phone number, school identification number, emergency contact information, as well as other pertinent documentation regarding the background of the child. This information is used throughout the school year by teachers, the principal and other office and health personnel. It is imperative that this information be completed in its entirety for each child in attendance. Please inform the office of any changes in student information throughout the year, most importantly, work and emergency numbers.

RESIDENCY POLICY

Students may attend Wheelless Elementary School if they reside within our boundaries specifically indicated on the zone map. Two proofs of residency are required for registration and one proof of residency is required annually. Residency is defined by the Education Code as the place where the student's sleep-resides a majority of the time. A family may not claim more than one primary residence. Homes of grandparents, homes of other friends or relatives, or property owned in the Wheelless Road zone may not be used to establish residency. The principal or his/her designee is required to substantiate any resident claim, where there is a doubt of authenticity. There is doubt of authenticity arises if: no proof of residency is provided when requested at the beginning of the school year, children are late and/or absent often, mail sent to the home is returned to the office, children report to teachers or to the office staff that have moved.

PROCEDURES FOR STUDENT ENROLLMENT

{Basic Requirements for Student Enrollment}

Copy of birth certificate
Copy of social security card
Original health card

Copy of records request for transfer students should show enrollment date and parent/guardian signature.

{A registration packet for a student enrolling will contain}

Personal data sheet
Copy of Student/Parent Handbook
Copy of bus regulations
Video Consent Form

Health Card
Code of Conduct & Discipline
Title School Compact
Homework Policy

CHANGE OF ADDRESS OR PHONE NUMBER!!!

In an effort to maintain current and accurate information, you are asked to submit to the office any change of address or telephone number. Often times, we may need to notify you during the instructional day. All parents should have an operable telephone number where they can be reached or a phone number of someone who can be reached in the event of an emergency. Please notify your child's teacher immediately if there is any change. Your support in this most important request will be greatly appreciated!!!

ATTENDANCE POLICY

One of the greatest obstacles facing schools is the high rate of absenteeism. Students who are frequently absent miss important instruction and skills, have fewer social opportunities, and have a higher dropout rate when compared to students who attend school consistently. According to the Georgia State Law and Students Rights and Responsibility Regulations, all students are expected to attend school regularly to benefit from the instructional programs and to develop habits of punctuality, self-discipline, and responsibility. Attending school is not a privilege, it is an obligation! School attendance is the responsibility of the student, parents, guardians, community members, and the school district. When a student is absent from school, it is the duty of the parents or guardians to furnish promptly a written explanation of the student's absence. Research has proven that the most critical factor in a student's education is time-to-task. Dental or doctor appointments, shopping trips, or vacations take away from time-on-task. Both the classroom teacher and front office will monitor our school's attendance throughout the school term. If your child accumulates more than 3 unexcused absences, a letter will be forwarded to the home requesting a conference. A copy of this letter will also be sent to the school social worker for follow-up. In the event that unexcused absences continue to occur or excessive tardies resulting in loss of valuable educational time, a certified letter will be forwarded to the Juvenile Justice System requesting your appearance at a special hearing. Our school social worker works very closely with the courts on attendance law enforcement.

In order for an absence to be medically excused, a doctor's note must be turned in to the main office, immediately following your child's return. If a reoccurring health problem exists, parents must inform the school and provide documentation. This documentation will be shared with the social worker. To assist parents in monitoring their children's attendance and ongoing tardiness, the principal will contact parents by telephone or letter.

DISMISSAL FROM THE SCHOOL

Our school is dismissed at 4:00 P.M. There are even some half days with a 12:00 P.M. dismissal on early release days built into the schedule. We expect all students to leave the building at dismissal time. We will do our best to let parents know dismissal times through newsletters, reminder notes, the school marquee and P.A. announcements. **Students who have not been picked up from the school by 4:15 P.M. will receive a letter detailing further actions that the school may take. Please note that the ultimate responsibility for a child rests with the parents.**

WALKING TO SCHOOL

Heavy traffic in school areas creates a need for school walkers to carefully observe driver and pedestrian safety rules. Students should walk only on sidewalks, cross streets at corners except where designated, and carefully obey adult crossing guard instructions. Jaywalking is never acceptable under any circumstances.

EXCUSE FROM SCHOOL DURING SCHOOL HOURS

During school hours, no child will be permitted to leave the school prior to dismissal time without a written request signed by the parent or guardian or the parent or guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or legal guardian(s) or the individuals identified by their legal parent or guardian on the registration card. A government issued picture identification must be shown to check your child out of school. The adult who accepts responsibility for the child will be required to sign the student departure record. Because students are involved in learning until the end of the school day and activity level in the office during the last hour of the day, parents are asked not to sign out children between 3:30 p.m. and 4:00 p.m. Please help us protect your children by following these procedures.

WITHDRAWING FROM SCHOOL

If it should become necessary for a child to withdraw from school, please inform/notify the teacher or the school office as soon as possible. It is a hardship on the teacher and other students in the class if the teacher has to use teaching time to prepare the necessary paperwork for a withdrawing student. ***Forty-eight hour notice is necessary for paper work to be completed.***

SCHOOL RECORDS – PARENT RIGHT'S

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), parents (or students who have reached the age of 18) have the right to:

- Inspect all recorded information about their child maintained anywhere and in any form by the school system.
- Challenge information in the records which they consider inappropriate, inaccurate, misleading, or which violates the privacy or other rights of you and your child, and to request amendment or deletion.
- Provide or without written consent prior to disclosure of the records to any individual agency, or organization outside the school system.

ASSIGNMENTS WHEN ABSENT

When your child is absent from school and needs his/her homework assignment, please telephone the school office in the morning. The homeroom teacher will be notified and will make a folder that will include all assignments missed for the day. Assignments can be picked up in the front office at the end of the day or sent home with another child, if requested.

Please discuss and encourage your children to *NEVER* talk to strangers or enter anyone's home or car.

VISITORS AND SCHOOL SECURITY

We are committed to creating a safe and civil environment for students, enabling them to learn, achieve and promote healthy human relations. The faculty and staff at Wheelless Road are working together to ensure that the safety of all students remains a top priority.

If you are picking up your child during school hours, you are asked to buzz the front office to enter the building. You are furthermore asked to report to the front office at which time a staff member will assist you in the process of connecting with your child and will request that you sign out your child using the computer located in the front office. You may be asked to also show picture identification to maintain student safety.

If you would like to visit your child's class, you will need to secure a visitor's badge prior to leaving the front office. Teachers and staff members are instructed to question any non-employee without a visitor's badge. If you need to give your child a message, medication, homework, lunch money, supplies, etc., the office staff will take care of this for you. These short class interruptions hamper valuable instruction time.

If you are going to pick up your child after school, please wait outside, near the main entrance. Due to safety concern, **Students cannot be released between 3:30 and 4:00 p.m.** Students may only be released to their legal parent or guardian or the individuals identified by their legal parent or guardian on their registration sheet. In addition, parents or guardians should **send a written note to school** when there has been a change in the normal transportation plans. You are asked to **include a phone number** so that our staff will be able to contact you to verify the authenticity of the parent's request. Under no circumstances will a child be released without authorization of the parent or guardian! This policy is necessary to protect the safety and welfare of your children. We appreciate your cooperation in this matter.

HEALTH REQUIREMENTS

Immunizations: ***"No shots, No School."*** All students entering for the first time are required to have proof of immunization against diphtheria, tetanus, polio, mumps, measles, and rubella. According to board policy, if the appropriate documents are not readily accessible, parents and or guardians will be afforded an opportunity to provide these documents within a 30 day window.

MEDICINES-MEDICATION POLICY

The Richmond County Board of Education has a written policy for the administration of medications in school. Due to the large amount of medication given in school, we request that medication be given at home, if possible. If your child will need medication during the school day, please help us by complying with the following guidelines provided on the next page.

SHORT/LONG TERM OR DAILY MEDICATIONS

A school clinic is a service provided for children by a highly qualified clinic worker. First aid is provided to children who suffer injuries at school. The clinic keeps no medication on hand to give to students. Cuts and scrapes will be cleaned and bandages applied as needed. Anything requiring further care will be referred to the parent. This includes removal of splinters and teeth. Parents will be called and students sent home if they are too sick to remain at school. A child having a temperature of 100 degrees or more will need to be picked up from school. Should an emergency situation arise in which you child needs immediate medical attention and we are unable to contact anyone, we will call "911", and your child will be taken to the emergency room.

Medications can only be given with a completed medication form on file. This includes over-the-counter medication or a doctor's prescription. Medication forms are available in the clinic. Students are not permitted to carry medication of any kind to or from school. Parents must transport all medication to school. Medicine is not to be kept by a student. All medicine will be administered in the clinic. The teacher will not be held responsible for medication.

ILLNESS OR INURY

Instruct your child to report to the teacher any injuries that occur at school or on the way to and from school. If your child is injured at school, we will clean and apply a bandage. If the injury is major or there is any doubt in our minds, we will call the parent, guardian or other designated person for consultation.

If your child is subject to occasional, unpredictable spells such as asthma attacks, seizures or fainting for which a doctor prescribed medicine, we recommend that you leave such medication with the name of the child and the prescribed dosage with the school nurse where it will be available for emergency use.

If you, the parent, feel that your child is suffering from a temporary disability, but could attend school except for the physical exertion required for P.E. and /or recess, please send a note to the teacher requesting that your child be temporarily excused from such activity. Under those circumstances, the child will be required to attend P.E. class; however, will not be required to participate in any physical activity. If it's determined by a physician that your child has a temporary condition that requires he/she not be allowed to participate in all or some aspect of physical education, a note from the physician outlining the condition and the duration of restrictive participation should be forwarded to the school.

OFFICE TELEPHONES

The office telephones are to be used for official school business only. Students may not use the office telephone except in case of an emergency. Forgotten books, homework, musical instruments, lunches, lunch money, field trip permission slips, etc. are not considered emergencies!!!

SEVERE WEATHER!!!

When severe weather creates hazardous conditions, the regular school schedule may be postponed to ensure students' safety. It is the parent's/guardian's responsibility to monitor news reports via television and radio stations for information concerning the closing of school or visit the RCSS homepage at <https://www.rcboe.org>.

NOTICES FROM SCHOOL

Once a month, all students will be given school-wide calendars informing parent/guardians of any/all school related activities for the month. You are strongly encouraged to review and post near-by so that you can remain keenly aware of the many activities. These may include but not limited to parent workshops, PTA meetings, assembly programs, parent luncheons, after school activities, book fairs, parent/teacher conferences, school festivals, etc.... Please talk with your child daily about notices and forms that are forwarded home weekly. Being involved conveys to your child that you are interested in his/her school life.

TEXTBOOKS

Textbooks are furnished to your child by the school system on a loan basis and should be treated as borrowed property. Students are expected to take good care of their textbooks throughout the school term. Book covers are preferred and strongly encouraged. In the event that textbooks are lost or damaged, a textbook deficiency form will be forwarded home informing you of this matter. Your support regarding this issue will be greatly appreciated.

HOMEWORK POLICY

Homework is an important aspect of a student's educational experience. Although the amount of homework may increase as a student progresses through the grades, it is recognized that homework must accommodate the needs of students with various learning abilities.

Homework is educationally meaningful when it is assigned to meet the following objectives:

- reinforce school learning by providing practice drill and application activities,
- encourage the student to think and search for new ideas,
- assist the student to develop self-direction, self-reliance, a sense of responsibility and the ability to make decisions, and to
- broaden the student's experiences for increased participation.

THE CLOTHES CLOSET

We are very proud of this added value to our school. Our clothes closet will be filled with a wide array of clothes, shoes, jackets, and much, much, more. Thanks to the many donations from our community partners, our Wheelless Road families may stop by to visit at any time during the school day. Simply let the front office personnel know if you should ever need assistance.

COMPLAINT POLICY

As we all support our students in achieving their potential, questions and concerns sometimes arise. It has been our experience that when we work collaboratively with parents in a very student-centered approach, to ensure that issues are resolved quickly. It is always our intent to resolve concerns at the lowest possible level. If a parent has a classroom concern, it is important to try to resolve the concern with the classroom teacher. If the concern is not resolved, please contact the principal and she will set up a meeting between the parties involved in an effort to resolve the issue. All school wide concerns should come directly to the principal, who will meet with parent (s), e-mail, or call to address the issue. Please call the front office when concerns exist so that the secretary may schedule an appointment during the principals' daily office hours. Please always indicate the urgency of the concern, so that we can schedule you accordingly.

THE MEDIA CENTER

Wheless Road is extremely proud to have a media center filled with a wonderful collection of fiction, nonfiction and reference materials. The media specialist and media assistant are always enthusiastic and willing to assist in any way they can. Various innovative activities are offered throughout the year to stimulate and engage our students (i.e. book fairs, book clubs, story time, literary class sessions for the students and our wide collection of AR books). We are very proud of our media center. It is considered by many as the nucleus of our school. We strongly encourage you to visit on any day of the week!

THE PARENT RESOURCE ROOM

Wheless Road Elementary is very proud of our Parent Center. This very special room was established with you in mind. It is filled with our monthly calendars, parent brochures, enjoyable reading material, computers, informational parenting video tapes, periodicals, comfortable living room furniture to relax, and much, much, more. Feel free to visit to during the instructional day. Visiting hours are posted daily.

THE PRINCIPALS' EXCHANGE

The principal will host special sessions about instructional practices and "happenings" at our school. All parents are welcome to attend, participate and enjoy light refreshments. The dates and times will be forwarded home each month. Our no. 1 goal is to make the parents and guardians feel at home when they visit our school. Your participation and suggestions are always welcomed. A special box has been placed at the front entrance of our school for parents-guardians and visitors to jot down any suggestions for the school.

THE BIRTHDAY CLUB

Students celebrating a birthday each month will be recognized on the intercom during our morning announcements. In addition, students will receive a special treat for each on the last Friday of each month in the cafeteria. If you wish to also recognize your child's birthday at school by providing treats, we ask that you would contact the school or teacher in advance to make arrangements.

REPORT CARD DISTRIBUTION

Report cards are forwarded home every nine weeks. This is a means of informing parents/guardians how well their child is performing in school in each subject area. Parents are strongly encouraged to review and sign the report card jacket each six weeks. You are further advised to discuss any/all concerns regarding any aspect of the instructional program with the teacher. The instructional teams are always willing and eager to share specific tips and strategies that you can use at home.

Getting off to a great start by spending quality time with your child, asking him/her about school each day will make all the difference. Help your child to set reasonable goals. Praise the effort your child puts into reaching them. Children thrive on praise, especially from you! It also does wonders in building their self-esteem while encouraging them to strive much harder!!! *(A copy of report distribution dates can be found in the back of this handbook).*

GRADING-REPORTING TO PARENTS

The Wheelless Road staff continually checks each student's progress so that instructional activities can be planned that lead to improvement. **Progress is reported to parents weekly. This is commonly called 'Take Home Tuesday.'** Progress reports are also disseminated every nine weeks. Interim progress reports are issued at midpoint of each grading period unless a parent conference is held. Parent-Teacher conferences are scheduled periodically throughout the school year during early-release days.

We regard parents as partners in education. This reporting system emphasizes the need for a close working relationship between home and school. In addition to the scheduled conferences under the parental involvement program, you are encouraged to communicate with your child's teachers throughout the school year to discuss the academic progress and or/ deficiencies that your child may be experiencing. School success starts at home where you lay the foundation for your child's desire to learn. Help us to help your child by emphasizing punctuality, creating a study routine, insisting on good school attendance, acknowledging your child's efforts as well as his or her accomplishments can set the stage for your child to love learning.

STUDENT RECOGNITION

Student recognition is a vital part of our climate at Wheelless Road. Awards Assemblies are held at the end of each nine-week grading period with parents invited to attend. Students are recognized throughout the year in a variety of areas, such as attendance, conduct and academic achievement. Specific awards include Principal's Honor Roll, Accelerated Reader, Most Improved, Good Citizenship, First in Math and Student Council.

LABELING SUPPLIES/LOST AND FOUND

Throughout the school year, we have discovered that children will leave their personal belongings in various areas of the school. Owners may claim their property by identifying it. Parents are requested to label their child's jackets, book bags, lunchboxes, and other items to help us return them to their owners. At the end of each month, an announcement will be made for students to claim these items; however, any items not claimed will be turned over the Salvation Army.

HAVING A SAFE SCHOOL IS OUR PRIORITY

Our school is committed to providing a safe environment for students, staff, and visitors. We work closely with our Richmond County public safety personnel-police, fire, emergency medical services, emergency management agencies, and public health-to ensure that our school is well prepared for an emergency.

As a parent, you can feel confident that when you send your children off to school you are sending them to a safe, orderly place. All Richmond County schools are safe because our school communities work hard to ensure it.

- Each year, all school administrators are required to review and make any necessary modifications to their school's Emergency Safety Management Plans;
- We have key staff members with assigned roles and responsibilities to perform during an emergency situations; our school safety team is comprised of appropriate school personnel who meet regularly to review, discuss, and update the plan.
- The school system's emergency response plan is modeled on the National Incident management System (NIMS) that has been developed by the Department of Homeland Security.
- Our school conducts emergency drills throughout the school year so that students and staff are aware of the most effective and safe emergency responses.
- Parents may request to review this manual at any time. The manual is located in the school's media center and front office.

BOMB THREATS

Threats against school property or threats against the safety of staff members and students will not be tolerated. Such threats intimidate and cause anxiety and chaos in the community. Georgia law requires that students in grades six or above be expelled from school for 180 days if found to have communicated a bomb threat. Children below grade six will be disciplined and may be referred to the appropriate civil authorities. It is important to note that the Richmond County Circuit Court Juvenile Division has rules in several cases that restitution be made to school districts for expenses related to the making of bomb threats.

LOCK DOWN DRILLS

Lockdown drills are conducted periodically during the school year to ensure that students and staff are familiar with this important emergency procedure. The school may be placed under lockdown if an emergency situation occurs in the vicinity of the school or endangers a student's safety. During a lockdown, school personnel will take several security measures; all school doors and windows locked, and students and staff must remain in their classrooms or offices. No one is permitted to leave the building nor are visitors allowed to enter.

LUNCH TIME GUIDELINES

We believe the cafeteria should be an inviting place in which all individuals should be able to enjoy their lunch without chaos, loud talking, and unacceptable behaviors. Therefore students must respect and obey the assigned paraprofessional on duty. The following guidelines will be enforced:

- Use good manners. No throwing of food or other objects will be permitted.
- Use proper language and exhibit good manner at all times.
- Return lunch trays to the appropriate area when done.
- Use your inside voices when seated at the table.
- Stand quietly in line while waiting to be served.
- Listen attentively to the paraprofessionals on duty.

Students who are unable to follow the above mentioned rules will be reprimanded and parents notified immediately. We strongly appreciate your support as we attempt to create and maintain a pleasant and relaxed cafeteria atmosphere for everyone.

DRESS AND GROOMING

Students are expected to dress appropriately for school. Students should come to school neatly dressed, clean and well-groomed. Student dress and appearance must not present health or safety problems or cause disruption.

Students may not wear shorts and skirts above mid thigh. The length of shorts can be no shorter than the finger tips when they are worn at the waist and arms are extended at the sides.

Examples of inappropriate school clothing are:

- Form-fitting clothes
- Hats, headwear
- Tank tops, tube tops, bare midriffs (no navels showing) halter tops
- Mesh shirts, fishnet gloves or arm coverage
- Cutoffs
- Platform shoes, back-less or toe-less shoes, high heels or chunky heels more than 2 inches high, flip-flops, shoes with no socks, or skate shoes
- Low-slung pants (low riders), pants that extend beyond the shoe soles, pants that have writing on the seat
- Gang-style apparel (such as heavy chains, "colors," etc.)
- Make-up, tattoo decals, colored hair or artificial nails
- Outdoor boots (children must wear shoes during the school day.)
- Clothing displaying foul language, drugs, cigarettes, violence, weapons, alcoholic beverages, or inappropriate language or pictures
- Pants must have a belt and should not be sagging below the waist

PROPER CONDUCT IN SCHOOL

From time to time during the school year, we are confronted by disciplinary problems in the classroom. Fortunately, many of these problems are of minor nature. A student may temporarily forget his/her good manners by speaking out of turn, by playing some practical joke on a classmate, or by causing, some other disturbance. The teacher, acting in the capacity of a combined counselor and disciplinarian, can usually bring the situation under control by a word of warning to the offender and by a careful explanation of expected behavior to the student involved or to the class. However, if a situation requires additional disciplinary action, the principal will intervene, following the procedures necessary to ensure that the student is reprimanded immediately and parent notified!!! All students attending Wheelless Road are expected to exhibit proper conduct in school at all times and to follow the RCS code of conduct.

The following guidelines are to be reviewed and discussed with your child regularly.

- Be on time for school every day and use his/her time for study.
- Respect the rights of others.
- Be protective of the school and all property.
- Use self-control so as not to interrupt or interfere with a school's educational and extra-curricular activities.
- Demonstrate and maintain respect for adult authority.
- Develop well-mannered habits and attitudes.
- Keep the school a healthful and safe place.
- Exhibit proper lunch time behavior.
- Exhibit proper behavior on the way to and from school.

SCHOOL-WIDE BEHAVIOR AND EXPECTATIONS

Conduct which supports the educational process is encouraged and supported. Any action, conduct or attitude, whatsoever, which is disruptive of discipline, or which tends to impede the orderly conduct of school routine or the learning process, or adversely affects the safety, health and welfare of other students, shall be considered grounds for disciplinary action.

Every student's right to a public education carries with it a responsibility to know and observe school rules. These rules help keep non-educational distractions to a minimum each school day. They also help a student prepare for adult responsibilities and discipline.

Attention can be devoted to teaching and learning when the school has a safe and orderly environment. This means that the school has procedures and rules that are communicated clearly to parents and students. In a safe and orderly school, students are in control of their own behavior. Both the student and school staff play a role in learning proper behavior and control.

Student conduct and control extend beyond classroom behavior and includes respect for adult authority, respect for the common good, and respect for school rules and the law. The Board of Education supports the vast majority of parents who want discipline exercised in classroom when necessary. Therefore, all staff members have been

instructed to protect the rights of students who wish to focus on teaching and learning activities each day.

COUNSELING SERVICES

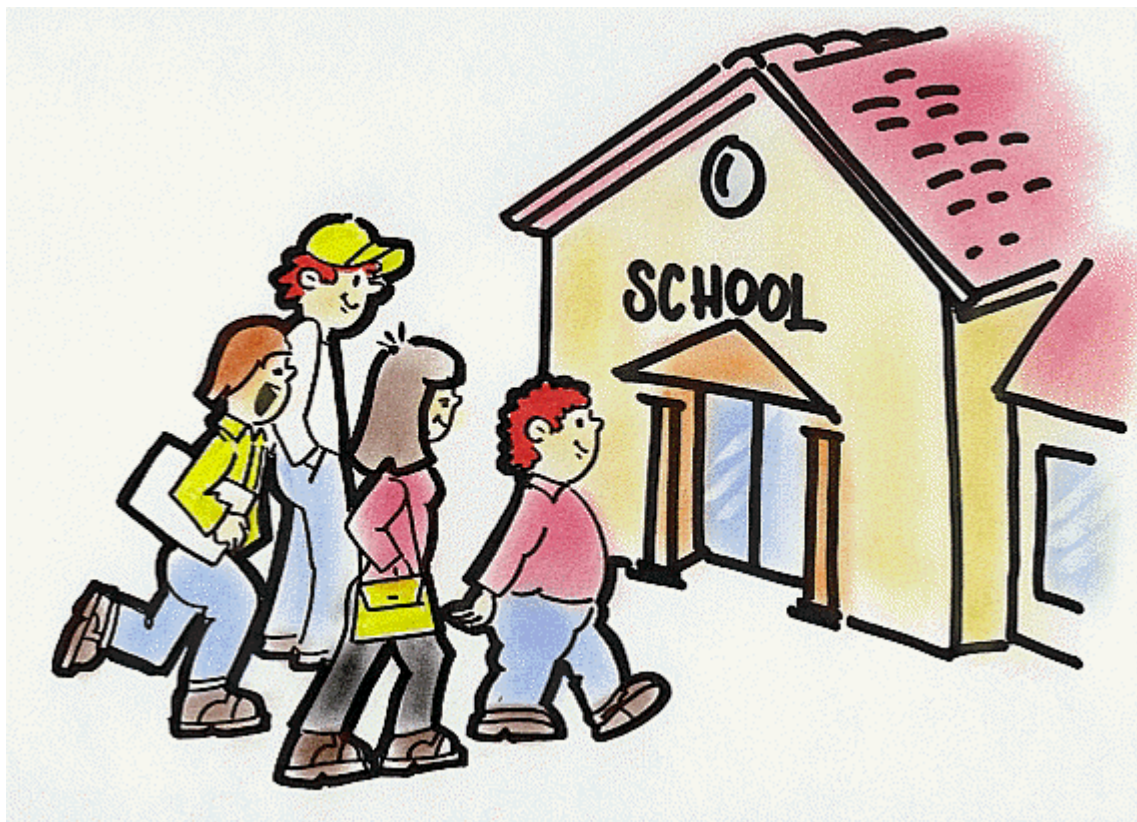
Our school has a full-time guidance counselor who is eager to provide quality services at all times. They are assigned to schools to successfully implement a comprehensive and developmental school counseling program on the identified needs of all students in three areas; academic, career and personal/social. Our counselor has been trained to offer a variety of services for students, teachers and parents.

Our counselor furthermore acts as an advocate for all students, meeting with them individually, in small groups and in classroom settings. Small group counseling generally will discuss such issues as: self-esteem, conflict resolution, peer support, tutoring and mediation, trauma and loss, and friendship, etc.

Classroom Guidance sessions is considered a major part of our elementary counseling program. Our school counselor presents information on many topics such as: problem solving, making appropriate decisions, adapting to change, accepting responsibility, respect for self and others.

Our school counselor also is available to assist parents by providing information to assist their child in academic and social development, interpreting test results; and conducting individual/group counseling sessions on areas of concern

The overall foundation of our counseling program is to provide support services that will aid our students in mastering developmental tasks by promoting positive, personal, and developmental growth.



'A Few Parenting Tips'

- Talk with your child every day about school-day experiences, successes, and worries.
- Review the school handbook together and all notices that your child brings home, as well as any that are posted to the school's web-site.
- Attend parent-teacher conferences when they are offered, as well as open houses school events, programs for parents, and school board meetings
- Consult your child's teacher or school staff whenever you have concerns, whether by phone or at meetings you schedule.
- Stay aware of your child's academic progress.
- Join the school's parent-teacher association (PTA) and participate in its activities.
- Volunteer! We always appreciate the extra help!
- Urge your child to take pride in efforts as well as achievements.
- Praise your child often and with sincerity. Sincere praise is one of the most precious gifts you can give your child because it helps build self-esteem.
- Make your home a learning and loving place. Fill it with books, quality videos, hobbies, and music.
- Teach by example... exhibit the traits you want your child to develop. Do this every day, everywhere, and in every way.
- Talk to your child often, and listen attentively.
- Show sensitivity to your child's feelings and uniqueness.
- Teach your child to treat others the way he or she wants to be treated.
- Help your child develop a positive attitude towards life.
- Encourage your child to think choices through in order to make wise decisions.
- Correct inappropriate behavior with discipline that's firm but fair and loving.
- Use mistakes as opportunities to teach your child that sometimes the best lessons come from mistakes.
- Stimulate your child's creativity, curiosity, and imagination.
- Give lots of hugs, kisses, and smiles.
- Urge your child to seek out friends who are supportive and optimistic.
- Your child's friends have a great impact on how your child thinks and how your child sees the world.
- Help your child appreciate life's simple pleasures. Share laughs as often as possible.
- Emphasize the importance of a healthful diet, as well as adequate exercise and rest.
- Make sure your child knows you are always available to talk.
- Encourage your child to see obstacles as challenges to be met, rather than barriers that signal "stop."

***Be patient.
Remember that it takes time to grow into a
responsible grown-up.***

VOLUNTEERS WANTED, NEEDED, APPRECIATED!

Whatever your schedule, there are many ways to volunteer that will benefit your child, the teachers, and the whole school community. Look over the list below. If you should find something that you may be of interest, please let us know. Your time and energies will be most appreciated!!!

- Assist teachers in the classroom and at after-school events
- Tutor what you know best
- Help to organize a school fair
- Help out at parties
- Cashier at book fairs
- Contribute books to the school
- Monitor fine arts events
- Assist at science fairs
- Escort children on field trips
- Bring cookies for class parties
- Monitor students in the cafeteria or field day
- Create costumes for school plays
- Give out name tags at school events
- Start or join a homework hot line
- Recruit other parents to volunteer
- Send out e-mails to other persons
- Help out in the school library
- Talk at career day
- Read aloud to children
- Enlist speakers for special events
- Serve on school advisory or school council for the school
- Help out on Grandparents' Day
- Create a new event at the school
- Create cookbook of recipes from parents, teachers, and students
- Offer to read to struggling readers
- Offer your professional services
- Contribute supplies from your business
- Help organize parent symposiums
- Become active in the PTA
- Organize an information telephone tree

There is a brilliant child locked inside every student."

--Marva Collins

‘THE VOICE OF A CHILD’

- Don't be afraid to be firm with me. I prefer it; it makes me feel secure.
- Don't let me form bad habits. I have to rely on you to detect them in the early stages.
- Don't make me feel smaller than I am. It only makes me behave stupidly "big."
- Don't protect me from consequences. I need to learn the painful way sometimes.
- Don't make me feel my mistakes are sins. It upsets my sense of values.
- Don't be too upset when I say, "I hate you." It isn't you I hate, but your power to thwart me.
- Don't take too much notice of my small ailments. Sometimes they get me the attention I need.
- Don't nag. If you do, I shall have to protect myself by appearing deaf.
- Don't make false promises. I feel badly let down when promises are broken.
- Don't forget that I cannot explain myself as well as I should like. This is why I'm not always very accurate.
- Don't tax my honesty too much. I'm easily frightened into telling lies.
- Don't be inconsistent. It completely confuses me and makes me lose my faith in you.
- Don't push me off when I ask questions. If you do, you will find I stop asking and seek my information elsewhere.
- Don't tell me my fears are silly. They are terribly real!!!
- Don't ever think it is beneath your dignity to apologize to me. An honest apology makes me surprisingly warm toward you.
- Don't forget that I love experimenting. I can't get on without it, so please put up with it.
- Don't forget how quickly I am growing up. It must be difficult to keep pace with me, but please try.
- Don't forget that I can't thrive without lots of understanding love, but don't need to tell you, do I?

