

2016-2017 Parent Handbook



Rockwell Elementary
Home of the Roadrunners

Dear Parents/Guardians:

Welcome to Rockwell Elementary School! We are looking forward to having you as part of the Rockwell family. This supplement to the **Parent/Guardian Handbook** provides you updated information such as our staff roster, lunch information, the school calendar and other general information. Copies of the Parent/Guardian Handbook are issued to **all kindergarten and new students** at registration. (If you have not received the **Parent/Guardian Handbook**, please request a copy from the office).






I look forward to meeting new students and their families. **I think you will find Rockwell Elementary School to be your child's home away from home.**

Jennifer Walden, Principal

Rockwell's Mission Statement and Beliefs

Rockwell School exists to educate students to their highest level of academic and social performance.

We Believe...

-  All children are naturally curious and can learn in a school environment, which is conducive to learning.
-  Teachers are critical to the learning process and can teach all children by using a variety of teaching strategies and by creating a motivating learning environment.
-  The Rockwell Staff must challenge students and each other to reach individual potentials.
-  The total well-being of the student affects his/her academic performance.
-  Social performance needs to be taught and reinforced so students can become contributing members of society.

**Rockwell Elementary School
821 Monroe Street
Fort Atkinson, WI 53538
Jennifer Walden, Principal
920-563-7818
E-mail: waldenj@fortschools.org**

Notice of Nondiscrimination Policy

Any student in the District shall be provided equal opportunity to participate in any programs or activities offered by the District.

The School District of Fort Atkinson does not discriminate against students, employees or in its relationship with the community in areas of programs, services or facilities on any basis protected by federal, state or local laws.

The School District of Fort Atkinson does not discriminate in employment on any basis protected by federal, state, or local laws.

Individuals who believe they have been discriminated against are encouraged to discuss the possible discrimination with the building administrator of the site at which the alleged discrimination took place.

NOTICIA DE POLIZA INDISCRMINADO Y NOTICIA DE OPORTUNIADES DE VOCACION

El Distrito Escolar de Fort Atkinson ofrese una variedad de cursos en Educacion de Agricultura, Educacion Coercial de Negocios, Educacion Familiary Educacion Consumidor, y Educacion de Tecnijolia, Incluir oportunidades para Estudiantes para que participen en trabajo basico de aprendencia.

Todos los programas de el Distrito Escolar de Fort Atkinson, incluyendo estos programas de vocacion, sigen las polizas de Distrito indiscriminado:

Es la poliza de el Distrito Escolar de Fort Atkinson que ninguna persona sea negada de admission en ningun escolar publico en este distrito o sea negada de participacion, sea negada de beneficios de, o sea discriminada de estudios, extracurricular, servicio de alumno, recreacional, o otro programao actividad de el sexo de la persona, raza, religion, origen de nacional, abolengo, credo, embarazo, estado civil o origen de padres, sexo oriental, o fisico, mental, emocional, o incapacidad para aprender o necesidad desvantajado por s. 118.13 Wisconsin Estatuto. Esta poliza tambien prohíbe discriminacion como definado por Titulo IX en Mienda de Educacion de 1972 (genero)Titulo VI de la Acta de Derechos de Civil de 1964 (raza, color y origen de naconal) Seccin 504 de la Acta de Rehabilitacion de 1973 (desavelidad).

El Distrito no discrimina en base de empleo de edad, raza, color, origen de nacional, sexo, religion o incapacidad, en conformided con la ley Federal. En conformided con la ley de el Estado, el Distrito no discriminaen practices de empleo en las bases de credo, color, incapacidad, origen de padres, sexo, origen national, abolengo, religion, historia de aresto, historia de condena, orientacion sexual, o de la guarda nacional, fuerza defense de el estado, o culquir freza militar de los Estados Unidos.

El Distrito anima resoluciones informales de quejas abajo de esta poliza. Una queja formal de resolucion procedimiento esta disponible, en acuerdo, para dirigir alegaciones de violacions de la poliza de Distrito Escolar de Fort Atkinson.

Questions concerning this policy should be directed to:

***Amy Oakley
Director of Instruction
School District of Fort Atkinson
201 Park Street Fort Atkinson, WI 53538***

ROCKWELL ELEMENTARY SCHOOL DIRECTORY

SCHOOL DISTRICT OF FORT ATKINSON BOARD OF EDUCATION

Rodger Thomann, President
Victoria Hachtel, Vice President
Kim Patrick, Treasurer
Sue Hall, Clerk
Mark Chaney, Member

SUPERINTENDENT OF SCHOOLS	Dr. Jeff Zaspel	920-563-7807
DIRECTOR OF INSTRUCTION	Amy Oakley	920-563-7802
DIRECTOR OF SPECIAL EDUCATION	Lisa Hollenberger	920-563-7804
ROCKWELL PRINCIPAL	Jennifer Walden	920-563-7818

SCHOOL ADDRESS: **Rockwell Elementary School**
 821 Monroe Street
 Fort Atkinson, WI 53538
 Telephone: 920-563-7818
 Fax: 920-568-3202

TEACHING STAFF

Barganz, Stacci
Belzer, Susie
Bernhardt, Lisa
Eske, Megan
Hansen, Jessica
Gary, Jessica
Held, Lori
Horwath, Sarah
Isaacsen, Toni
Keating, Julie
Lemke, Ambyr
McCarty, Nicole
McDonough, Shawn
Rao, Sara
Rice, Linda
Riddell, Greg
Saucedo, Jennifer
Schafer, Nicole
Schlepenbach, Rebecca
Schuenke, Lisa
Schuldt, Amy
Schweigert, Shaun
TenHoor, Rebecca
Thom, Nicholas
Tindal, Meg
Westcott, Julie
Wixom, Katherine

GRADE

GATE Coordinator
Art Teacher
LD Teacher
Math Interventionist
Reading Specialist
Band/Orchestra Teacher
Third Grade
Librarian – Teacher
Speech Teacher
Fourth Grade Teacher
Third Grade
Music Teacher
Fourth Grade Teacher
First Grade Teacher
Second Grade Teacher
P.E. Teacher
Special Education Cross Categorical Teacher
Kindergarten Teacher
Special Education ID Teacher
Math Interventionist
Kindergarten Teacher
School Psychologist
Occupational Therapist
Fifth Grade Teacher
Second Grade Teacher
Fifth Grade Teacher
First Grade Teacher

Support Staff

Beckman, Cynthia
Brom, Lisa
Castle, Tanya
Chwala, Michele
Cluver, Chris
Doeberlein, Patricia
Ehrke, Cheryl
Erickson, Angela
Floerke, Judy
Gozy, Joan
Heth, Cassandra
Kleinschmidt, Stella
Lanza, Linda
McMahon, Kristi
Mech, Kathleen
Mehring, Susan
Nikolay, Karen
Poepfel, Denise
Radloff, David
Todd, Kelly
Townsend, Kathy
Waugh, Laura
Weisensel, Wil

Special Education Aide
Special Education Aide
Custodian
Para Professional
Office Para
Special Education Aide
Learning Aide
Special Education Aide
Para Professional
Administrative Assistant
Special Education Aide
GATE Coordinator Assistant
Learning Aide
Learning Aide
Special Education Aide
Library Aide
Learning Aide
Special Education Aide
Custodian
Kindergarten Aide
Special Education Aide
Special Education Aide
Special Education Aide

Lunch Room Staff

Bleecker, Sandra
Reich, Sigrid

Cooks Helper
Cooks Helper

DISTRICT NURSING STAFF

Andrea Davis, RN
Sara Noeske, RN
Janice Madson

School Nurse
School Nurse
Nurse's Administrative Assistant

2016-217 PTO Officers

President
Secretary
Treasurer

Julie Leslie
Sara Rao
Cara Menzel

PTO meetings are held the first Tuesday of the month at 5:30 p.m. in the school library. You can make a difference!
Please come join us.



Home of the Roadrunners!

Arrival and Departure from School

If your child does not ride the bus, please do not have him/her arrive on the school grounds before 7:30 a.m. Please instruct your child to return home immediately after school is dismissed at 3:00 p.m. Once students arrive they should report to the playground area until the bell rings, unless they are eating breakfast in the Multi-Purpose Room. After students finish eating they should go out to the playground until the bell ring. Students will remain outside of the building until 8:00 a.m. During inclement weather a “**We are IN**” sign will be posted in the front windows of the school. This cues children to enter the building for indoor recess. Kindergarten through second grade should report to the lunchroom and grades three through five to the gym.

Once students are on the school grounds, they are not permitted to leave without permission from their parents. If it is necessary for your child to leave the school grounds during the school day, please notify the school office. Parent must pick up students in the office and sign them out.

Parents are asked to wait outside or in the Multi-Purpose Room until the bell rings at 3:00 p.m.

An adult crossing guard employed by the City of Fort Atkinson is on duty at the corner of Monroe and Cramer Street before and after school.

After School Supervision

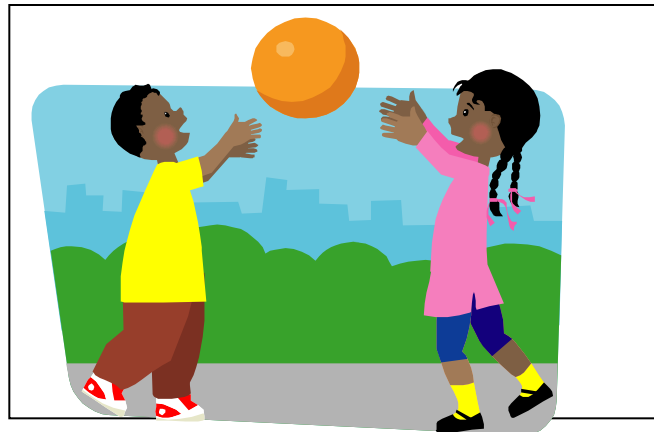
At the end of the school day students are expected to go home immediately; there is NO supervision provided on school grounds after school. Students not picked up by 3:15 p.m. should go the office so parents can be contacted.

If you have any question or concerns, please call Principal, Jennifer Walden at 563-7818.

Attendance/Absences

It is extremely important for the school and parents/guardians to work together to promote good attendance. **Parents/guardians are required to notify the office by 8:30 A.M. on the day of their child’s absence.** The communication must include the reason for the absence. If the school is not notified by 8:30 a.m., we will attempt to contact a parent/guardian and determine if an absence is excused or unexcused. This is done to ensure the safety of your child. **NOTE: If absence is due to an extended illness, (3 or more days of school) a doctor’s excuse will be required upon student’s return to school.**

Please note: When picking a student up for an appointment, because they are ill etc...parents must pick their child up in the office and sign them out or sign them in when returning.



PERFECT ATTENDANCE AWARD

A great many students achieve this recognition yearly. Students receiving such an award will receive a Perfect Attendance Certificate at the year end award assembly. In order to qualify, a student must not be absent or tardy unexcused throughout the year.

In certain cases (Excused Tardy) a student may have an appointment before or after school. Such absences will not jeopardize perfect attendance as long as the appointment is for any medical, guidance, or related professional appointment and the student:

- Is back to school before 10:00 AM – (will not count as ½ day absence)
- Leaves after 2:00 PM – (will not count as ½ day absence)
- Is not able to be picked up by a school bus due to inclement weather
- Is attending a school-sponsored trip
- Is observing a special religious holiday

Criteria for Perfect Attendance Award are:

- 0 – Days Absent
- 0 – Days Tardy Unexcused for the year

GOOD ATTENDANCE AWARD

Good attendance will be awarded to students missing two or less days throughout the year.

Criteria for Good Attendance Award are:

- 2 or less – Days Absent
- 0 Tardy Unexcused for the year

UNEXCUSED TARDY DEFINED

Any Unexcused Tardy eliminates a student from receiving an Attendance Award.

Criteria for Unexcused Tardy:

- Students are not at school when bell rings at 8:00 AM
- Students are not in the classroom when bell rings at 8:05 AM

School Registration Fee (Mandatory)

\$35 per student (Grades K-5)

Classroom Milk Break (Optional)

Students may purchase milk to drink in the classroom school. There is milk break provided for each class during the school day. All milk served is low fat white/chocolate. The cost for milk in the classroom is \$30 per semester or \$60 for the year.

Free/Reduced Breakfast/Lunch

Breakfast is served daily from 7:30 to 7:55 am.

Cost for breakfast:

\$1.50 full price
.30 reduced
.00 free

Cost for lunch:

\$2.65 full price (\$2.00 Adult Breakfast – Milk .35)
.40 reduced (\$3.75 Adult – Milk .35)
.00 free

Classroom Lunch Times

Kindergarten – 11:35 a.m.
First Grade – 11:25 a.m.
Second Grade – 11:45 a.m.

Third Grade – 12:15 p.m.
Fourth Grade – 12:05 p.m.
Fifth Grade – 11:55 p.m.

Charging Meals to the School Lunch Program

Students will be permitted to charge no more than \$15.00. No meals will be charged to adults or students not enrolled in the School District of Fort Atkinson.

Computerized Meal System

- Each student and staff member at Rockwell School will have an account of his/her own. As each person goes through the line for breakfast, lunch or for milk with their sack lunch, their account will be debited the amount of their purchase.
- You are able to put money into an account for each of your children at Rockwell School. You may put in any amount you wish. We recommend at least \$25, which is approximately the amount of two weeks of lunches. You may submit one check for all of your children. **Put the check into an envelope listing each student's name into whose account you wish money to be deposited, and the amount you wish to put in each account.** We prefer checks since it's better for a money trail, but cash will be accepted. The teachers will collect envelopes every morning.
- **Payments On-line.** To help make your life easier, making a payment on-line to access your child's lunch account balance is an option. This option is listed on the district website, please check it out at: www.foftrschools.org
- You will be notified when your child (ren's) account is getting low by a note sent home with your child. All accounts should maintain a positive balance. School board policy, directs that a child may not charge more than two lunches.
- If you are applying for free or reduced status, please do so as soon as possible. Information must be put into the computer by the first day of school.
- Free and reduced applications are available in the office. Students qualifying for free or reduced meals will receive free milk at breakfast and lunch and at milk break. Students who are receiving free or reduced meals **must reapply in September** to continue this service.
- Please contact Nutrition Director, **XXX** at (563-7811 ext. 1161) with any questions about your account etc.

Cell Phones at School

More and more students are carrying cell phones. If you choose to send your child to school with a cell phone, please have them set it on silent and keep it in their backpack. Rockwell Elementary School is not responsible for any damaged lost or stolen cell phones.

Dress

Please make sure your child(ren) is dressed in clean, neat clothing appropriate for the time of year. Clothes should not be a distraction for the child wearing the clothing or for others in the school. Please make sure your child has options as we do experience changing weather conditions.

Lost and Found

Rockwell's Lost and Found is located in the hallway across from the office. Valuable items (glass, rings etc...) left behind will be secured in the office. Please check for any lost items on a regular basis. Items not collected are donated twice a year to a local charity.

School Communications

A school wide newsletter is sent home via-email on the first school day of the month. Please review each monthly issue. A school calendar is provided as well as details for upcoming activities at school. The Roadrunner Reporter serves as an important communication link between home and school. Be sure to inform the office if you need a second mailing for your child. Copies of the monthly Roadrunner are posted on our Rockwell's web site: fortschools.org/Rockwell. We also have a Facebook page that highlights school events.

Parent/Teacher Organization

By having a child at Rockwell School, you are a member of the Parent Teacher Organization (PTO). Rockwell's PTO is an active group that works hard to support educational programs for all children. PTO meetings are open to anyone interested. Meetings take place on the first Tuesday of each month at 5:30 p.m. in the IMC.

Parking/Traffic Control

The circle drive in front of the school on Monroe Street is limited to bus traffic from 7:15 a.m. to 8:00 a.m. and 2:45 p.m. to 3:15 p.m. ***Parents should not drop off or pick up students in the staff parking lot.***



Please obey the flashing lights indicating a School Zone and a 15 MPR Speed Limit.

PBIS and the School District of Fort Atkinson

We are focusing on establishing clear expectations and promoting appropriate behavior in all students. The purpose of PBIS is to create a positive and fun environment where students feel safe and ready to learn.

Your child will spend the first few days of school learning about our social and behavior expectations:

**Be Respectful
Be Responsible
Be Safe
I Am Ready to Learn**

Students will learn what respectful, responsible and safe behavior looks like through out the building and will have opportunities to practice these behaviors. Throughout the year staff will reinforce and may reteach those expectations.

Hallway Expectations

- Stay in your personal space
- Keep hand and feet to self
- Walk on the right in single file
- Go directly to destination
- O voice level when classes are in session

Restroom Expectations

- Keep it clean
- Wait your turn
- Use time wisely
- Honor privacy
- O-1 voice level

Bus Expectations

- Sit and stay in your seat
- Use kind words
- Keep hands and feet to self
- 0-2 voice level
- Keep area clean

Classroom Expectations

- Treat others with kindness
- Be a good listener
- Follow classroom rules
- Follow directions given by adults
- Be ready to learn
- O-3 voice level

Playground Expectations

- Take turns
- Use kind words
- Include others
- Keep hands and feet to self

Cafeteria Expectations

- Throw away trash
- Keep area clean
- Eat your own lunch
- Stay in seat until dismissed
- Use good manners
- O-2 voice level



School Security

We have implemented a new security system at Rockwell Elementary. All doors at Rockwell are locked during school hours. When you need to enter the building, you need to be buzzed in. The buzzer is located on the left side of the doorway. Staff have view of the entrance, and will buzz you in after proper identification is made.

©All visitors should report to the office and sign our visitor's register upon arrival and departure. Visitors will be asked to wear a visitor badge or sticker.

School Cancellations

Blackboard Connect 5 telephone call system will be used to notify parents of emergency and school closings.

WFAW/ 106.5
WSLD/ 104.5
WISC - TV - Ch 3
WMTV - Ch 15
WIBA/WTSP/WMLI/WZEE/WMDA
TODAY'S TMJ4/WKTI/WTMJ
School District of Fort Atkinson Website:
www.fortschools.org

School Visitors

We encourage you to visit school as often as you can. Please make arrangements with your child's teacher or the office prior to your visit. All visitors must use the main entrance and sign in at the office.

Skateboard and Scooters

Each year many reminders are issued regarding skateboards and scooters at school. **Please leave them at home as they create many distractions.** Thank you!

Spirit Days

The first Friday of each month is designated as Rockwell Roadrunner Spirit Day. Students and staff are encouraged to wear blue and gold/yellow, the school colors, or Rockwell Spirit Wear.

