

2012-2013 Parent Handbook



Rockwell Elementary
Home of the Roadrunners

Dear Parents/Guardians:

Welcome to Rockwell 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.**

Vicki Wright, 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
Vicki Wright, Principal
920-563-7818
E-mail: vwright@mail.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 Familiar, Educacion Consumidor, y Educacion de Tecnijolia, Incluir oportunidades para Estudiantes para que particpen en trabajo basico de aprendencia.

Todos los programas de el Distrito Escolar de Fort Atkinson, incluyendo estos programas de vocacion, siguen 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, origin de nacional, abolengo, credo, embarazo, estado civil o origen de padres, sexo oriental, o fisico, mental, emocional, o incapacidad para aprender o necesidad desventajado por s. 118.13 Wisconsin Estatuto. Esta poliza tambien prohíbe discriminacion como definido por Titulo IX en Mienda de Educacion de 1972 (genero) Titulo VI de la Acta de Derechos de Civil de 1964 (raza, color y origin de naconal) Seccin 504 de la Acta de Rehabilitacion de 1973 (desavelidad).

El Distrito no discrimina en base de empleo de edad, raza, color, origin de nacional, sexo, religion o incapacidad, en conformidad con la ley Federal. En conformidad con la ley de el Estado, el Distrito no discrimina en practicas de empleo en las bases de credo, color, incapacidad, origin de padres, sexo, origin 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
920-563-7802***

ROCKWELL ELEMENTARY SCHOOL DIRECTORY

SCHOOL DISTRICT OF FORT ATKINSON BOARD OF EDUCATION

Rodger Thomann, President
Carrie Chisholm, Vice President
Kristin Wallace, Treasurer
Scott Johnson, Clerk
Bob Chady, Member

| | |
|-------------------------------|-----------------------|
| SUPERINTENDENT OF SCHOOLS | Dr. James Fitzpatrick |
| DIRECTOR OF INSTRUCTION | Amy Oakley |
| DIRECTOR OF SPECIAL EDUCATION | John Peterson |
| ROCKWELL PRINCIPAL | Vicki Wright |

SCHOOL ADDRESS: **Rockwell Elementary School**
 821 Monroe Street
 Fort Atkinson, WI 53538
 Telephone: 920-563-7818
 Fax: 920-568-3202
 E-mail: roadrunner@mail.fortschools.org

TEACHING STAFF

Jessica Hansen
Nicole Schafer
Megan Eske
Rachel Thiele
Katherine Wixom
Meg Tindal
Linda Rice
Lori Held
Ambyr Lemke
Julie Keating
Shawn McDonough
Julie Westcott
Lindsey Meyers
Lisa Bernhardt
Annie Bialek
Jennifer Saucedo
Andrea Consolatti
Katie Fortney
Kim Wittman
Sarah Horwath
Toni Isaacsen
Sally Davis
Greg Riddell
Leah Richter Keller
Nicole McCarty
Jessica Rensberger
Nancy Newman
Amy True
Susan Henn
Lynn Von Huben

GRADE

Kindergarte
Kindergarten
First Grade
First Grade/Reading Recovery
First Grade/Reading Recovery
Second Grade
Second Grade
Third Grade
Third Grade
Fourth Grade
Fourth Grade
Fifth Grade
Fifth Grade
Learning Disabilities
Learning disabilities
CD/B Cognitive Disabilities
CD/S Cognitive Disabilities
Occupational Therapy
Occupational Therapy
Librarian/Media Specialist
Speech/Language
Reading Interventionist
Physical Education
Art
Vocal Music
Band/Orchestra
Psychologist
Elementary Guidance Counselor
GATE Coordinator
GATE Assistant

SUPPORT STAFF

Joan Gozy
Chris Cluver

Andy Koehler
Bob Wicklund

Susan Mehring

Cynthia Beckman
Patti Doeberlein
Laura Hernandez- McCready
Annie Haugen
Kathy Mech
Denise Poeppel
Kathy Townsend

Lisa Brom
Judy Floerke
Stacie Henze

Kellie Todd
Stella Kleinschmidt
Sara Williams

Cheryl Erhke
Joan Donnellon
Linda Lanza

Shirley Erdman
Sigrid Reich

Principal's Administrative Assistant
Office Para Professional

Custodian
P.M. Custodian

IMC Aide

Special Education Aide
Learning Aide Special Education
Special Education Aide
Special Education Aide
Special Education Aide
Special Education Aide
Learning Aide Special Education

Para Professional
Para Professional
Para Professional

Kindergarten Aide
First Grade Learning Aide
Second Grade Learning Aide

Learning Aide
Learning Aide
Learning Aide

Cook's Helper
Cook's Helper

DISTRICT NURSING STAFF

Lisa Jensen, RN
Janice Madson

School Nurse
Nurse's Administrative Assistant

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. Students will remain outside of the building until 8:00 a.m. During inclement weather a "frown face" will hang at the front and back entrances this will cue children to enter the building for indoor recess. Grade kindergarten through second 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. Parents are asked to wait in the front lobby until the bell rings at 3:00 p.m.

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., it 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 illness, a doctor's excuse will be required upon student's return to school – after 3 days of absence.

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 is:

- 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 is:

- 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)

Milk Break (Optional)

Students may purchase milk to drink at school. Time for milk break is provided for each class during the school day. All milk served is low fat white/chocolate. The cost for milk is \$25 per semester per student or \$50 for the school year.

Free/Reduced Breakfast/Lunch

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.

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

Cost for breakfast:

\$1.40 full price
.30 reduced
.00 free

Cost for lunch:

\$2.35 full price
.40 reduced
.00 free

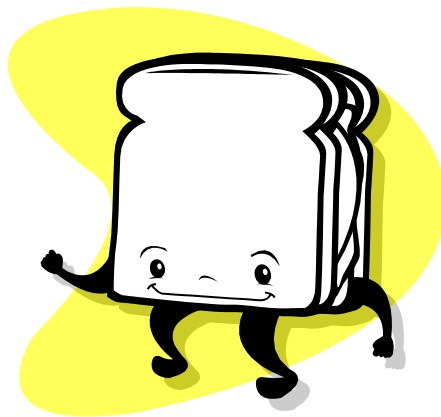
(\$2.95 Adult – Milk .25)

Cost for breakfast:

\$1.40 full price
.30 reduced
.00 free

Cost for lunch:

\$2.35 full price
.40 reduced
.00 free
\$2.95 Adult (.25 Milk)



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 \$20, which is approximately the amount of two weeks of lunches. You may submit one check for all of your child(ren) at Rockwell. **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.fortschools.org. **(Changes to this procedure upcoming.) Information will be sent home with student and via-email.**
- 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.
- Please contact Nutrition Director, Barb Waara at (563-7811 ext. 1161) with any questions about your account etc.

Cell Phones at School

More and more students are carrying cell phones. Students that bring cell phones to school are asked to drop them off at the office at the beginning of the day and pick up at the end of the day. This prevents theft. Of course, during the school day the office is always available to deliver regular phone messages from parents.

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 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 Goodwill.

Newsletters/ "Roadrunner"

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. Calendar dates are listed in our Rockwell Roadrunner and any date changes. Rockwell's web site is: fortschools.org/rockwell

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.**



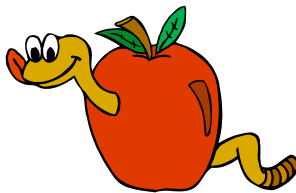
Please obey the flashing lights indicating a School Zone and a 15 MPR Speed Limit.

Party Invitations

When boys and girls have a party, sending invitations is sometimes necessary. If done the right way hard feelings can be avoided. Here are two options for parents:

1. Invite the whole class. Then invitations may be distributed at school to classmates.
2. Invite selected friends. Invitations can be mailed home to classmates using the PTO School Directory or the school office will add the address to completed invitations.

When planning a party, plan ahead and use the above guidelines to avoid disappointments or disruptions at school. Thank you.



Classroom Snack and Party Ideas for Parents

Snack Ideas, Recipes and Approximate Quantities Per Student

Fruits: Fruit can be served whole, sliced, cut in half, cubed, or in wedges. Serving size should be about 1 cup per student.

Fresh fruits/Vegetables

Frozen Fruit

Strawberries

Mangoes

Melon Ball

Applesauce

Fruit Cups/Kabobs

Canned Fruit

Dried Fruit

Raisins/Cranberries

Fruit Salad

Fruit Sorbet

Fruit Juice Popsicles

Homemade Smoothies

Fruit Leathers

Fruited Gelatin

Fruit Platter w/Low-Fat Yogurt Dip

Chocolate Dipped Bananas

Veggies: Serving size should be about 1 cup per student.

Vegetables and Dip

- Hummus
- Bean Dip
- Salad Dressing
- Salsa
- Peanut Butter

Veggie Pockets

Soy (Edamame)

Salad in a Bag

Veggie Burgers

Dole Fruit and vegetable recipes

Link:

<http://www.dole.com/EatRightRecipe/tabid/597/Default.aspx>

Meats and other Proteins:

Nuts and Bolts/Trail Mix

Peanut Butter and Crackers

Nuts/Sun Flower Seeds, Cashews, Pecans, etc.

String Cheese

Cottage Cheese with Fruit

Lunch Meat Rollups

Beef Jerky

Yogurt

Yogurt Beverages

Deviled Egg



**Got
Milk?**

Kraft Recipe Ideas - <http://www.kraftrecipes.com/recipes/kid-friendly/hungerbustingsnacks.aspx>

Carbohydrates: Serve mostly whole grains, which provide more fiber, vitamins, and minerals than refined grains.

English Muffins
 Bagels
 Pita
 Bread Sticks
 Rice Cakes
 Flat Bread
 Tortillas
 Breakfast Cereals – Low Sugar
 Cereal Bars
 Rice Krispie Bars
 Granola
 Nutrigrain Bars
 Popcorn/Cheese Popcorn
 Baked Tortilla Chips
 Baked Lays
 Baked Bugles
 Baked Doritos
 Combo's Pretzels
 Gardetto's Reduced Fat Snack
 Fig Newton's
 Gingersnaps
 Snackwell Cookies/Crackers

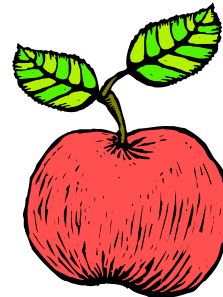
Carbohydrates Continued:

Granola Bars
 Pretzels
 Animal Crackers
 Chex Mix
 Graham Crackers
 Saltine Crackers
 Reduced-Fat Pringles
 Goldfish Crackers
 Wheat Thins
 Triscuits
 Low-Fat Muffins
 Cinnamon Toast
 Finger Sandwiches
 Oatmeal
 Popcorn Balls
 Banana Bread
 Zucchini Bread
 Raisin Bread
 English Muffin Pizzas

Desserts:

Pudding Cups
 Popcorn
 Jello
 Apple Crisp
 Bread Pudding
 Chocolate Dipped Strawberries
 Fruit Kabobs
 Frozen Grape Kabobs
 Low-fat Ice Cream
 Low-fat Frozen Yogurt
 Low-fat Yogurt Popsicles
 Low-fat Cream Cheese Desserts
 Disney Family Dessert Recipes for Kids:

<http://family.go.com/food/pkg-healthy-desserts/>



Beverage Ideas: No more than 6 ounces for 1 to 6 year olds and no more than 12 ounces for 7 to 18 year olds.

100% Juices (orange juice, apple, pineapple, etc.)
 Choose only 100% fruit juice
 Fruit Flavored Water
 Bottled Water
 Milk – (Skim or 1%, low-fat chocolate)
 Seltzer/Sparkling Water
 Vegetable Juices
 Yogurt Drinks

Non-Food Treats for Children:

Extra recess
Eating lunch outside
Reading outside
Going to the lunchroom first
Extra art, music, gym or reading time
Listening to music
Having class outside
Dancing to music
Playing a game
“Free choice” time
A book read aloud
A field trip
Announcing the child’s achievement on the morning announcements
Photo recognition board
Phone call/email/letter home to parent commending child’s achievement
Note from the teacher to the child commending the child’s achievement
Going first
Choosing a class activity
Helping the teacher
Having extra time at recess
“No homework” pass
Teaching the class
Reading the morning announcements
Extra credit

School Cancellations

ALERT-NOW 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/WTSO/WMLI/WZEE/WMAZ
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.



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.

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.



