

West Rowan
Elementary
Student
Handbook
2021-2022



Home of the Wildcats!
480 Mimosa Street
Cleveland, NC 27013
704-278-2131

West Rowan Elementary Staff Members

Administrative Team

Principal: Mrs. Kristine Wolfe ext. 001 wolfeka@rss.k12.nc.us

Assistant Principal: Mrs. Nicole Hales ext. 005 halesns@rss.k12.nc.us

Office Team

Financial Secretary: Mrs. Teresa Bailey ext. 014 baileytr@rss.k12.nc.us

Power School Data Manager: Mrs. Hope Dutton ext. 013 duttonhb@rss.k12.nc.us

Receptionist: Mrs. Debra Gusler ext. 012 guslerdk@rss.k12.nc.us

Nurse: Mrs. Amy Blevins ext. 033 Amy.Blevins@rss.k12.nc.us

Instructional Support Team

Guidance Counselor: Melanie Panaccione panaccionemg@rss.k12.nc.us

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Math Coach: Mrs. Lisa LaRusso larussole@rss.k12.nc.us

MTSS Coach: Ms. Bethany Maycroft maycroftbl@rss.k12.nc.us

Technology Facilitator: Mrs. Ryane Prawel prawelrd@rss.k12.nc.us

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NC PreK

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First Grade

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Second Grade

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Mr. Michael McConnell mconnellmt@rs.k12.nc.us

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Miss Laura Salow salowlm@rss.k12.nc.us

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Fourth Grade

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Mrs. Hillary Nixon nixonhh@rss.k12.nc.us

Fifth Grade

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Mrs. Madison Peele peelemr@rss.k12.nc.us

Ms. Charlie Perrell perrellcm@rss.k12.nc.us

Ms. Michelle Ward

Enhancements

PE: Mrs. Sonya Wilson wilsonss@rss.k12.nc.us

Art: Mrs. Christy Koontz koontzcs@rss.k12.nc.us

Music: Mr. Alex Day dayab@rss.k12.nc.us

Cafeteria

Ms. Sandy Clark Cafe406@rss.k12.nc.us

Teacher Assistants/Tutors

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Ms. Rita Marshall marshallrl@rss.k12.nc.us

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Custodians

Head Custodian: Ms. Sandra Smith smithsw@rss.k12.nc.us

Custodian: Mr. Ethan Hendrix

Ms. Aubree Cain

West Rowan Elementary School

Vision

A school with a passion for learning and the power to succeed.

Mission

Instill a passion for life-long learning while preparing students to succeed every day.

General Guidelines and Expectations

Hours of Operation

West Rowan's hours for students are **7:30am-2:30 pm**. Students may begin entering the building at **7:00 am**. The tardy bell will ring at **7:30 am**, **so any student arriving after 7:30 am will need to be brought in to be signed in by a parent/guardian in the main office.**

Breakfast is available from 7:00-7:30am each morning. **Breakfast is free for all students.** Students who wish to eat breakfast should go to the cafeteria straight from the bus lot or car rider line. Students will eat breakfast in the classroom.

The instructional day is very structured, with students participating in academics from bell to bell. It is crucial that students are at school, on time, and remain for the entire day. **Parents will not be allowed to check students out after 2:00 pm without prior administrative approval.** All early dismissals will be counted as a tardy.

Attendance

It is the expectation that all students attend school daily. In the event of an absence, state regulations require that parents send written excuses when a student returns to school. Lawful absences are: illness of the student, death in the immediate family, physical incapacity, quarantine, or religious holidays. Parents are urged to make dental, medical, and other appointments for students after school hours.

There are several ways to report student absences at West Rowan Elementary:

- Call 704-278-2131
- Dojo to the Attendance Group
- Fax a note to (704) 438-9239
- Send a written note to the attention of Hope Dutton, Data Manager

Please send a note to the school for the following situations:

- If a student needs to be dismissed before 2:30.
- If a student has a scheduled absence.
- If a student is using a different method of transportation to get home.

All transportation changes need to be in sent to the Transportation Class Dojo group before 2:00 PM each day to ensure the message is delivered to the student in time for dismissal. Please do not send the Dojo to your child's teacher. Teachers check our transportation document each day before dismissal so they will get the changes. **To ensure student safety, we will not take transportation changes over the phone.**

Attendance letters will be sent out for multiple absences. Parent conferences with administration will be required for students who have excessive absences and/or tardies/early dismissals.

Educational Trips must have administrative approval 2 weeks prior to the trip to be classified as an excused absence. Forms are available in the main office. To be approved as Educational the trip should be the first one to the destination for the student. There should also be educational value for the trip. A yearly family trip to the beach, Disney World, etc., will not be coded as educational. Upon return to school the student will be required to do a presentation about the trip for the class.

Parent/Family Engagement

Parent involvement is an integral part of a positive school experience for students. Research has shown that students whose parents are actively involved do better academically. Parents and guests are encouraged to visit the school. Eating lunch with a student is a great way to make his/her day. There are several opportunities throughout the year for parents to be a part of the educational experience. When planning to visit please bring a photo ID and enter the front door by the main office for a visitor's pass. **ALL** visitors must be on the student's information sheet, and they must wear a visitor's pass to gain access to other parts of the school.

We will transition back to visitors on campus at the beginning of second quarter. At that time, we will allow visitors for lunch and volunteers in classrooms.

Lunch

Lunch is served between 11:15 and 1:10 daily. We will invite visitors back in for lunch at the beginning of second quarter. When parents eat lunch with their student it is highly encouraged that a school lunch is purchased rather than bringing fast food. Parents and family members may sit at the visitors' tables with their student only. **Treats brought for celebrations must be store bought, no home-made items please.**

Meal Prices

All students will receive free lunch for the 2021-2022 school year.

Student Lunch: \$2.50 Milk: \$.50 Extras: \$.65-\$1.00
Reduced price for eligible students: \$.40
Adult Lunch: \$3.75

Student Conduct

Wildcat PRIDE

P = Positive

R = Respect & Responsibility

I = I can do my best

D = self Discipline

E = Everyone is Safe

Each student is held to high expectations in all classes with regard to behavior. West Rowan uses Class Dojo school-wide to track student conduct and communicate with parents. There is a school-wide discipline policy that is directly correlated to the RSS Code of Conduct policies and procedures. As a Positive Behavior Intervention School, WRES will reinforce positive behavior and provide consequences for negative behaviors. Students will earn Class Dojo points for positive behavior. The points can be used to purchase items. Consequences students will receive for negative behavior are as follows:

Student/Teacher Conference

Parent Conference

Administrative Conference

Conference before Admission

Silent Lunch

After School Detention

In-School Suspension

Reverse Suspension- Parent must come to school with the student for the day

Out of School Suspension

Bus Conduct

The privilege of all students to ride the bus is conditioned on their good behavior and observance of the approved rules and regulations. It is imperative that students stay in their assigned seat and follow all rules to ensure safe transportation to and from school. **Failure to follow expectations and rules will result in loss of bus privileges.** Safe travel for all students is the number one priority.

Dress Code

To assist in providing a safe learning environment with fewer distractions, students will follow these procedures and guidelines for proper dress.

- **No hats- except for special occasions set by the school.**
- Pants/shorts must be worn so that they fit comfortably around the waist with **NO underwear or skin showing. Pants or shorts cannot have any holes above the knee.**
- Shorts and Skirts should be an appropriate length. **Short-shorts and super short skirts are not allowed- shorts should have at least a 4- inch inseam and skirts should at least be finger-tip length.**
- If leggings are worn the shirt must be finger-tip length.
- Shirts/blouses must cover the stomach and back to the pants/shorts line. **No tank tops or spaghetti straps allowed. Sleeveless shirt straps must be at least 3-fingers wide.**
- **Closed-toed shoes are required for safety purposes. Tennis shoes/sneakers must be worn for PE.** Sandals with high heels and/or thick soles and flip-flops can pose a safety hazard with the amount of walking students do on a daily basis.

Medications

All medications should be administered at home if possible. Students requiring the use of medication during times they are under the school's supervision must have a **Physician's Authorization Form for Prescription and Non-Prescription Medication** on file in the office. A separate form is required for each medication and the medication must be in the original prescription container. Questions concerning medication may be directed to Mrs. Amy Blevins at 704-278-2131. **No medications may be transported to/from school by a student.** **Parents must deliver/pick-up all medications to/from the office.**

Health and First Aid

The nurse or staff member will administer first aid for minor injuries in the office. When an injury occurs, parents are notified immediately and if appropriate, 911 will be called.

All students must have an emergency number on file in case they need immediate medical attention. These numbers need to be updated so that the school will always be able to reach you or your designee in the event of an emergency. Please keep phone numbers up to date for all contacts.

When children complain of pain or upset stomachs, their temperature will be checked in the main office. If they are running a fever or have injuries, parents will be contacted. If a child complains of being ill or has a headache and no fever, they are generally allowed to rest for 5 to 10 minutes and then sent back to class.

Grading and Reporting

Parents are encouraged to keep track of student progress through Parent Portal in Power School. Grades K-2 can see attendance while grades 3-5 can see grades and attendance. Each child will receive an interim progress report and report card quarterly. Parents are encouraged to contact the teacher if

there are concerns about a student's academic progress. An interpreter for non-English parents will be available upon request.

Volunteers

The volunteer program at West Rowan Elementary is strong and provides excellent support for the staff and students. The Volunteers assist the staff directly in the classroom and Media Center. Parent volunteers are encouraged to assist by providing materials and snacks for classes teachers. If you are interested in volunteering please contact the office to get information about how you can help. Get involved and help our students achieve the extraordinary!

Lost and Found

Items of clothing, school materials and other personal belongings found in the school will be placed in the Lost and Found area near the cafeteria/gym. Unclaimed items will be donated to charity at the end of each semester. **Please mark all clothes, lunch boxes, and other personal items with your child's FIRST AND LAST NAME.** This will help us return items to students.

Staying Connected

Information will be shared through a variety of methods as West Rowan Elementary strives to provide quality communication.

- School Website- www.wres.k12.nc.us
- Connect Ed- current phone number required
- Twitter- @WRES_Wildcats
- Facebook- WestRowanElementaryWildcats
- Class Dojo
- Peachjar- www.peachjar.com (receive school-related flyers)