



**2021-2022  
Student & Family  
Handbook**

# WELCOME!

ROLLING GREEN ELEMENTARY SCHOOL  
2020-2021

**Principal:** Holly Lyman

**Assistant Principal:** Charon Sargeant Cal

**Secretaries:** Marsha Wirtjes & Mishell Frazier

**Nurses:** Holly Beattie and Laura Biggers

**Parent & Community Liaison:** Cayli Mitchell

## **Phone Numbers**

Office: 815-229-2881

Fax: 815-921-0330

Transportation: 815-966-3700

Sunrise: 815-860-0025

**School Hours: 9:00 a.m. – 3:25 p.m.**

**Office Hours: 8:00 a.m. – 4:15 p.m.**

## **Lunch Times**

Kindergarten: 10:45 – 11:25

Second: 12:00 – 12:40

Fourth: 12:50 – 1:30

First: 11:10 – 11:50

Third: 12:25 – 1:05

Fifth: 11:35 – 12:15

## **Welcome to Rolling Green Elementary School.**

We make it a priority to create a safe and welcoming environment for students and their families. We are thankful for our highly trained and experienced team of teachers that consider teaching their passion.

At Rolling Green, we strongly believe that helping all children reach their potential is a community effort. We believe that all of us – the school and community - must work together in an extended family environment to ensure success for all our students. We believe it is everyone's responsibility to empower children with the creative, intellectual, and decision-making skills necessary for them to become academically, socially, physically, emotionally successful and responsible.

With that in mind, we would like to invite you to become an active participant at Rolling Green Elementary School. Whether you are a classroom volunteer, a member of the PTO, special event participation, or member of one of our school communities, you are encouraged to be involved! Research on schools clearly demonstrates that parent participation in their child's school coincides with a greater likelihood of academic success for their child.

It is our desire to keep you informed of all that is taking place at school. Up-to-date and additional information will be sent to you through Seesaw, our Facebook page – Rolling Green Rockets, text messages, Peachjar and on our school website.

If you have questions or concerns that arise at any time, please do not hesitate to give your child's teacher or me a call. I look forward to another great school year!

With warm regards,

Holly Lyman  
Principal, Rolling Green Elementary School  
Rockford Public School District #205

## Rolling Green Staff

<b>Teachers</b>		
Grade	Teacher's Name	Room
Kindergarten	Mrs. Meyer	1
	Mrs. Young	2
	Mrs. Al-Shameri	4
	Ms. Korwin	5
	Mrs. Robinson	7
First Grade	Mrs. Meyer	2
	Mrs. Laubenstein	C8/9
	Ms. Gorham	B1/2
	Mrs. Fulton	A1
	Mrs. H. Al Zoubi	A3
	Mrs. Hindi	A7
	Mrs. Kail	A 8/9
Mrs. Delacy	B9	
Second Grade	Ms. Gorham	B1/2
	Mrs. Sutherland	C1/2
	Mr. Aljobori	C3
	Ms. E. Nelson	B3
	Mrs. S. A Alzoubi	B7
	Mrs. Lewandowski	C7
	Mrs. Laubenstein	C8/9
Third Grade	Ms. Gorham	B1/2
	Mrs. Mohr	23
	Ms. Palmeri	19
	Mrs. Broege	21
	Ms. Safi	25
	Mrs. Hunter	20
	Mrs. Anderson	22
	Ms. Nelson	24
Fourth Grade	Mrs. Mohr	23
	Mrs. Abuhamdan	10
	Ms. Beck	14
	Mrs. Urbansk	12
	Mrs. Broege	21
	Ms. Palmeri	19

Fifth Grade

Mrs. Kaloti-Noutsis	13
Ms. Cascio	16
Mrs. Parker	15
Mrs. Mohr	23
Mrs. Broege	21
Ms. Palmeri	19

**Student Support Staff**

Special Education	Mrs. Berg Ms. Naugle Mrs. Watts
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ESL Staff	Mrs. Mashinter Mr. Moore
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**Family Support Specialist**

Family/Community Bilingual	Mrs. Mitchell Mr. Hussein
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**Specialist**

Art	Mrs. Bhattacharya Mrs. G. Gessner	Art Room
Instructional Coach Title 1 Support Teachers	Mrs. N. Genser Mrs. Strey Mrs. Enderle Mrs. Brickey Mr. Smith	Multi-Purpose
Music P.E.	TBD Mr. Reyenga Mrs. VanAken Ms. Keller	Music Room Gym Gym Gym
Psychologist Social Worker Speech & Language	Mrs. Belfield Mrs. Rayon Mrs. O'Toole Mrs. Nedved	
VI HI Counselor Assistive Tech Intervention Serv. Bilingual Tutor	Mrs. Guzman Lisa Dyas Ms. Barker Ms. Anderson TBA	
Nurses	Hollie Beatie & Laura Biggers	

## **First Day of School**

Thursday, September 2nd, **ALL** students attend school from 9:00 - 3:25

Lunch will be served. Students will bring home a sack breakfast daily. Breakfast will not be served in the morning before the start of the school day. Bus services will be provided. \*\*\*Buses may be delayed the first few weeks.\*\*\*

## **Transportation**

Students who are eligible for district transportation will receive notice of their bus schedule in the mail.

## **Classroom Assignment**

The assignment of students to classes and programs at Rolling Green Elementary School ensures that all students are provided equitable access to all components of the school's curriculum through the assignment process.

Before the last instructional day of the school year, each teacher team submits placement recommendations. These recommendations include considerations based on, but not limited to, the student's academic progress, assessed reading level, Spring MAP RIT scores, social emotional needs and Individualized Education Plans (IEP/504). Leadership compiles the teacher team's data and assigns students to classrooms based on the data and recommendations. Students will be equitably distributed among the classes based on a balance of ability, student needs and demographics. Additional considerations that impact student assignment include the following: siblings and relatives will not be placed in the same classroom and students will not be assigned to a classroom taught by a family member (the exception is if there is only one classroom available at that grade level).

### Parent Requests:

Rolling Green School recognizes that parents/guardians may wish to make requests as to class/teacher assignments. Parents may write a letter to the principal describing the ideal learning environment for their child and the attribute that a teacher should have that would most benefit their student's educational growth. This information will be considered as part of the placement process. However, the school has the right to determine the proper placement of all students.

Families that complete the early registration in the Spring will receive notification at least 1 week prior to the first day of school. Families who register during the August registration dates will receive their tentative class assignment upon completion of registration paperwork.

## **District 205 Consumable Fees**

The District fee is \$75.00 and has been waived for the 21-22 school year. This fee typically covers all instructional supplies, materials, and workbooks. The following items are **not included** in the fee—student's personal supplies and field trips.

## **Attendance Policy**

To ensure success in school, students are expected to arrive on time and attend school regularly. Students who arrive after 9:00 are considered tardy. Tardiness is disruptive to teachers and other students. Students who arrive after 9:00 must enter the building through the main doors (near the school driveway) and report immediately to the office to sign in and receive a tardy pass. In addition, **students who are tardy must be accompanied by a parent or guardian. School age siblings will not be allowed to sign in a student who has arrived late, or pick a student up early. Parents will not walk late students to class.**

A parent should contact the school prior to 9:30 a.m., if your child will be absent or arriving late. You can notify the office by calling 815-229-2881. Upon returning from an absence, your child is expected to make up missing schoolwork.

When students must miss school for a doctor appointment, please provide the school with a note from the doctor. If there are any medical restrictions, that must be in writing from a physician. NO hand written notes will be considered. **Students absent for more than 5 days will need a doctor's note when returning to school otherwise those absences will be considered unexcused.**

Attendance is monitored very closely by the District's Truancy Counselor. Research shows a child's success in school is highly dependent on their attendance. You, as parents, have the important job of making sure that your child is at school every day on time. **Your child's success in school is highly impacted by you.** The truancy counselor will contact families of students who have 5 excused or unexcused absences. It is the District's intent to work with families to improve attendance.

Please note that **vacation while school is in session** are discouraged and will be considered **unexcused absences**.

School is in session until 3:25. Picking your child up early is considered tardy. If you need to pick your child up before dismissal, please allow for ample time for your child to be called from his/her classroom and gather his/her things as **we will not call your child to the office until you arrive**. This will allow your child to maximize his/her learning. When picking up your student before the end of the day, a state issued identification is required.

**Emergency School Closing:** Please listen to your local radio and TV stations if you believe inclement weather may cause the schools to be closed. This decision is made and shared with the media by 6:00 a.m.

If inclement weather happens during the school day, students may be dismissed early to ensure all students get home safely. In the event this happens, changes in the school schedule will be announced on the District's website, through an automated phone message, and on local radio and TV stations.

**For the reasons mentioned above, it is very important that the school has your current phone number. District 205 requires two phone numbers where a parent contact can be made. Please inform the office immediately if your number changes at any time throughout the school year.**

### Arrival & Dismissal



***Rolling Green Elementary School hours are from 8:55 a.m. to 3:25 p.m.***

Students should not arrive at school before **8:40 a.m.** There is no supervision at that time. Students must be picked up at **3:25 p.m.** There is no supervision after that time. If a parent or other adult does not arrive to pick up a student in a timely manner, police and DCFS will be notified.

**Arrival at School:** School begins at 9:00 a.m. Students are to proceed directly to either the lunch room for breakfast or the gym for morning announcements. Once students are in the gym they will not be allowed to leave the gym to go back and eat breakfast.

**Breakfast:** Students who would like breakfast, will need to be at school and in line by 8:40. The cafeterias will close at 8:50 a.m. **All students are expected to be in the gym and ready to go to class at 8:55 a.m.**

**Dismissal from School:** School ends at 3:25. Teachers will not dismiss or excuse students earlier without a written or personal request from a parent or guardian. Students who are assigned to ride the bus will be dismissed to the bus unless we receive a note or phone call from a parent or guardian **no later than 2:30 p.m.**



## Bus Loading & Unloading

Students who ride the bus will be dropped off in front of the school. Students will enter through door B. At the end of the school day, students will load buses at the same location.

**Changes in transportation** can be very confusing to students. Students do not always remember directions given to them before coming to school. **If there is a change in the way your child will get home, please send a note or call the office before 2:30. We cannot guarantee that we will get to all calls after 2:30.** If the teacher or office does not receive official notification of the change either by phone or note, the student will go home as usual. For safety reasons, no students will be taken off the bus.

Children will not be allowed to leave with an unidentified person. All individuals picking up a student must be on the student's contact list.

## Transportation

Riding the bus is ***a privilege extended to the students and can be removed at any time for disruptive and/or unsatisfactory conduct.*** All students being transported are under the authority of the bus driver and must follow his or her directions. Any bus driver may give discipline referrals to a student who is displaying unsafe and/or disruptive conduct. Please review the transportation rules with your child as outlined in the Student Code of Conduct.

Rolling Green School does not control the student's pick-up or drop-off time and place. If you have questions about Transportation, please call 815-966-3700. If your child rides Sunrise, questions can be answered at 815-860-0025.

## Bus Rules

It is very important that students remain seated on the bus. While on the bus, students must follow the guidelines listed below. Failure to follow any rule listed will result in disciplinary action.

- Remain seated at all times
- Keep hands and feet to self at all times
- Follow bus driver's instructions
- Respect the bus and all property on it
- Be respectful when speaking to others
- No fighting, pushing, or hitting
- Keep aisles clear of books, book bags, and arms and legs
- Keep hands and head inside the bus
- Talk quietly
- Cross the street safely
- Bus driver has the right to assign seats
- Bottom to bottom, back to back in the seats
- Children are not allowed to ride on a bus that is not their assigned bus

## **Crossing Guard**

Crossing guards are provided for your child's safety before and after school. Crossing guards will be at the corner of Westgate and Colorado. It is very important for students to cross at the crosswalk and wait for the crossing guard signal before crossing the street.

## **Parking Safety**

Please make sure you are parking in an identified parking spot. Parking in front of the school where there are fire lanes is not permitted. Additionally, please save the reserved handicapped spots for individuals who need the accessibility of the spot and have the identified parking sign. Failure to comply may result in you being ticketed and/or your vehicle being towed at your expense.

Please note that passing a school bus when their lights are flashing is against the law. A penalty for passing a school bus is a mandatory fine and the possible suspension of your driver's license.

## **Non-Smoking Policy**

All school grounds are no smoking areas. This includes playgrounds, sidewalks, and parking lots. Smoking includes tobacco and vapor items. Smoking items (cigarettes, vapor tools, cigars, etc) whether they are lit/being used or not, are never to be in view while you are on school property.

## **Guardianship**

The parent(s) named on the student's birth certificate determines guardianship. If there has been any legal change to a guardian's rights, proper court documentation must be provided to the office.

## **Rolling Green Elementary School Pledge**

I promise to work hard in order to be  
A better student  
A better helper  
A better Friend  
to make Rolling Green a safe learning place.

## Birthday Treats



**UNTIL FURTHER NOTICE DUE TO COVID there will be No Treats on campus.**

**Post COVID-**Rolling Green School loves to celebrate birthdays and welcomes your child to bring in treats. Treats are welcomed as long as they are purchased from a store and there is **one per student** (such as cookies, mini cupcakes, etc...) Please do not send birthday cakes. Please have treats at school and labeled with your child's and teacher's name no later than 12:00 p.m. It is the District's policy that we cannot serve homemade treats. There are **NO** exceptions. In addition, students should not hand out party invitations or any other invites unless all students in the class are invited.

### **Approved Treats 2021-2022 (POST COVID)**

Rolling Green has many students with serious allergies, including but not limited to peanuts/tree nuts dairy, egg, soy, wheat, chocolate, etc.

In communication with the nurse and building leadership, we have created this policy for treats and food in our classrooms.

Before serving treats, the teacher may have to get your items approved if there is a special allergy in your child's class. Follow the directions from the teacher about approved content.

### **ALL treats must be store bought.**

Please adhere to the following list of approved treats:

Fresh Fruit (apples, bananas, grapes, oranges, strawberries, melon)

Raw Vegetables with Ranch Dip (carrots, celery, cucumbers, broccoli, squash, sweet peppers)

Raisins

Popcorn (plain, buttered) - No cheese or caramel flavored

Pretzels

Sun Chips

Graham Crackers

Goldfish Crackers

Oatmeal Raisin Cookies

Oatmeal Bars

Apple Fruit Bars

Fruit Loops

Oreos

Vanilla or Chocolate Cupcakes(mini preferred)- with vanilla frosting (no sprinkles/toppings)

Popsicles

Skittles

Dum Dums

Mints

Fruit Juice

Lemonade

Flavored Waters

Capri Sun Drinks

Hawaiian Punch

## **Behavior Expectations of Excellent Rolling Green Students**

- Be Respectful: Respect yourself and others by your actions and speech
- Be Responsible: Be prepared for class each day
- Be Safe: Make appropriate choices
  - Keep hands and feet to yourself
  - Come to school on time every day
  - Listen and learn
  - Respect others
  - Do excellent work
  - Use a quiet voice inside the school
  - Play safe at recess
  - Use good manners – say please and thank you

### **District Discipline Codes**

The Rockford Public Schools have District Discipline Codes. You signed that you received the discipline handbook at registration. You are responsible to read the handbook and discuss the contents with your child in a manner appropriate to their age and level of reasoning. If you have any questions regarding the codes, be sure to let us know.

### **Bullying**

Rolling Green Elementary School does not tolerate any form of bullying. By definition, bullying is unwanted, aggressive behavior among school aged children that involves real or perceived power imbalance. Additionally, bullying is repeated, intended to hurt, humiliate, or intimidate the student, and can occur before, during, after school, on the school bus, online or through text messages, or at school events.

If your child has been bullied, they should speak to their teacher, or myself. If they do not choose to do that and they tell you, please contact me immediately at 815-229-2881.

## **Lunchroom Behavior Expectations**

### ***In the lunchroom, Rolling Green Students will:***

- Keep hands and feet to yourself
- Walk and talk quietly
- Sit at assigned table and remain in your seat
- Eat your own lunch
- Use your napkin to clean your face and hands
- Leave your lunch table clean
- Use good manners
- Remain seated unless you have permission to move
- Finish all food and drinks at the table. Open items will not be allowed out of the lunch room

## **Recess Expectations**

Students will go to recess daily during their lunch period. Students will be expected to go outside for recess as long as it is not raining or wind-chill is above 10 degrees. It is important to send your child to school dressed appropriately for the weather. In addition, all students will go outside for recess unless a doctor's note is provided.

Recess should be a fun, safe, and joyful experience. Students will be supervised by our lunch aides. While on the playground, it is expected that students are safe and follow Rolling Green's guidelines.

### ***On the playground, Rolling Green Students will:***

- Follow directions given by the lunch aides
- Will remain in the play areas boundaries
- Remain outside until the whistle is blown. Only in the case of an emergency will students be allowed inside the building. Students must receive approval before leaving the supervised play area.
- Return all playground equipment and line up quietly once the whistle is blown
- Enter the building quietly through the designated door
- NOT jump off of any playground equipment
- Tell an adult if they get hurt

**The following games or activities will not be allowed during recess. Doing so will result in loss of privileges and/or disciplinary actions**

- Contact games (ex. football, tag, etc...)
- Rock throwing
- Snowball throwing
- Sliding on ice and/or snow hills
- Pushing and/or play fighting

**Not following these expectations could result in your child being sent to detention for their lunch and recess time. Read these rules with your child daily.**

## **Visitor Policy - UNTIL FURTHER NOTICE DUE TO COVID there will be no visitors on campus.**

**Post COVID** All visitors must enter through the Main entrance (Door A) of the school and check in at the main office, state the reason for the visit, sign in, and receive a visitor's pass. **All visitors must present a state-issued identification when entering the building.** A visitor's badge must be visible at all times. **Issuance will be at the discretion of the administration.** Visitor passes will **not** be issued during exams or any other time in which the administration deems it inappropriate.

Parents are always welcome at Rolling Green Elementary School. Visits to the classroom must be pre-arranged by contacting the principal. While in the classroom, it is a time to get a small insight of the day-to-day activities that happen during the school day. If you need to speak with a teacher, you will need to set up a time outside of the prearranged visiting time frame. While in the building, the following guidelines are enforced:

### **Visitor Guidelines:**

- Report to the main office to sign in and receive a visitor pass
- Display the pass while in the building
- Return the visitor pass and sign out upon leaving the building
- Student's parent(s) or legal guardian shall request a conference outside of instructional time to discuss concerns in an effort to avoid interrupting the daily program
- Visitation by a non-enrolled student unaccompanied by his/her parent(s) or legal guardian is prohibited unless prior approval has been granted by the principal
- In the event of an assembly or program in which parents/families are in attendance, students must report back to their classroom before leaving the building with the parent(s) or legal guardian.

### **Office Staff Guidelines:**

- Consult with administration to ensure previous arrangements were made
- Have visitors complete the sign-in form including date, time, destination, and signature.
- Issue a visitor pass and ask visitor to display the pass while in the building

### **Faculty/Staff Guidelines:**

- A staff member is to immediately escort any person in the building or on school grounds that does not have a displayed visitor pass to the office.
- Concern about any visitor should be reported to the office immediately.
- Teachers should avoid discussing individual students with parents during instructional time

Any visitor to the Rolling Green Elementary School shall be made to feel welcome, shall be allowed to express appropriate concerns to the administration and/or teacher, and shall be treated with dignity and respect. Any visitor who is disruptive, threatening or abusive shall be asked to leave the facility.

## **Volunteer Policy - UNTIL FURTHER NOTICE DUE TO COVID there will be no volunteer opportunities on campus.**

**Post COVID** - It is our top priority to ensure the safety of everyone in our school. If students do not feel safe—physically or emotionally—they will have a difficult time learning. As a school volunteer, you play an important part in maintaining a safe school and positive learning environment.

Volunteers are welcome and needed at Rolling Green Elementary School. In order to volunteer an individual must follow the volunteer guidelines—complete the volunteer application with the understanding that a background check will be conducted. We do not want to deter anyone from wanting to be a part of their child's education; Rolling Green Elementary School wants to ensure every student's safety in our utmost concern.

### **Volunteer Guidelines:**

- All volunteers must enter through the main doors and report to the main office to sign in and receive a visitor pass
- Display the visitor's badge while in the building
- While in the building, conduct yourself in a professional manner
- Remain in a designated volunteer position in the building
- Complete only pre-arranged volunteer duties
- Return to the main office to sign out and return visitor pass upon leaving the building

## **Ways to Volunteer**

- Room parent
- Listen to a student read
- Read to students
- Practice skills on flashcards
- Make copies
- Hang artwork
- Prepare items for classroom projects
- Help with special classroom events
- Cut out lamination
- Chaperone field trips

*And so much more! **Ask your child's teacher how you can help!***

## Homework Policy

We believe that homework provides students with the opportunity to practice skills, use critical thinking and develop good work habits. Homework is an important part of each child's academic success.

### **Student's Responsibilities:**

- Gather all materials needed to complete homework assignments before leaving school
- Understand the homework assignment before leaving school
- Fill in agenda with homework assignments
- Complete and return homework daily

### **Family's Responsibilities:**

- Provide a consistent place and time for your child to complete homework
- Offer assistance to the student, but do not do the actual homework
- To notify the teacher when homework presents a problem
- Check that your child is completing homework
- **Check your child's agenda and sign daily**

### **Teacher's Responsibilities:**

- Provide purposeful and appropriate homework assignments
- Provide clear directions for homework
- Communicate with parents when the student is not consistently completing assignments
- Check agendas before children leave school

The following chart shows what we believe to be an appropriate amount of time for children in each grade level to spend on homework each evening. If your child thoroughly and neatly completes homework very quickly, we recommend extra reading, sight word practice, or additional math skills practice. Uncompleted homework will be completed during recess.

\*\*\*Homework includes reading every night in order to develop the habit of becoming a life-long reader. Written assignments may include content areas such as writing, spelling, math, social studies, and science.

Grade	Reading	Written	Total (Daily)
Kindergarten	Read with child for 15 minutes	5 minutes written	20 minutes
First	10 minutes	10 minutes	20 minutes
Second	15 minutes	10 minutes	25 minutes
Third	20 minutes	15 minutes	35 minutes
Fourth	20 minutes	20 minutes	40 minutes
Fifth	30 minutes	30 minutes	60 minutes



## Concealed Carry Law

The new concealed carry law **does not** apply to any school property of District #205. If you have the legal right to carry a concealed weapon, it cannot be on school property. This also includes during school events, activities, and field trips.

## Items NOT to be Brought to School

Rolling Green does not allow weapons or look alike weapons (ex. toy guns) toys, games, electronic devices, or valuables to be brought to school. This includes all electronic devices such as cell phones, Game Boys, DS's, iPods, or MP3 players. We also discourage bringing trading cards to school. Toys such as matchbox cars and other related items should be left at home. Students should not bring any item of significant value to school (jewelry, large amounts of money, etc...). Any inappropriate item will be confiscated and returned only to a parent or guardian. **Toys that resemble weapons (even "squirt" guns) will NOT be tolerated and disciplinary action will occur. Rolling Green Staff is not responsible for any lost, stolen, or damaged personal goods that are brought to school.**



## Cell Phone Policy

Cell phones in the possession of students are allowed at Rolling Green School under the following guidelines:

- Cell phones are to be turned off at all times while they are on Rolling Green School property
- Cell phones are to be put away and out of sight at all times while they are on Rolling Green School property. If a child brings a cell phone to school, they are to give it to their teacher who will document that it was turned in and lock it in a locker for the day. Cell phones will be returned at the end of the school day after students have signed them out. Inappropriate places for cell phones include in pockets, in the student's desk, in a purse or bag the student is carrying around.

**\*\*\*Cell phones are not to be used by students on school property at any time, without teacher permission. \*\*\*In case of illness or an emergency, school staff will allow and/or assist students with using the school phone.**

At the start of the day, the student must provide the teacher with the device and record it on the "Electronic Device" tracking form. **Rolling Green School and staff will not be responsible or liable for any items that are lost or stolen.** If a cell phone is observed at school and proper protocol was not followed, the following consequences will occur:

- **1<sup>st</sup> offense** - Confiscated and returned to parent/legal guardian.
- **2<sup>nd</sup> offense** - Confiscated and returned to parent/legal guardian - cell phone prohibited for 1 week.
- **3<sup>rd</sup> offense** - Confiscated and returned to parent/legal guardian- cell phone prohibited for 1 semester.
- **4<sup>th</sup> offense**-Refer to GDM level 2- Failure to accept assigned discipline pro.

## Rolling Green Elementary School Dress Code

Rockford School District #205 Dress Code Policy 7.130: The school, as a center of learning, shall provide for the development of habits and attitudes conducive to acceptable practices of the school community, including good manners, appropriate wearing apparel, and good grooming. Individual differences shall be recognized and the major responsibility for the acceptable dress and grooming shall be with the student and the parent(s)/guardian(s). A student's dress and grooming shall not be disruptive to the educational process, shall not constitute a threat to health, safety, welfare, or property, and shall be in accordance with public decency and civil statutes.

### **Rolling Green students will:**

- Wear appropriate clothing. Articles of clothing that are a distraction to the learning environment will not be permitted.
- Wear clothing with school-appropriate language and/or graphics
- Wear shirts that cover the mid-section (including the back) and including undergarments (ex. must cover bra straps and underwear)
- **Wear pants, shorts, or skirts that fit at the waist, if they do not fit "at the waist" a buckled belt is required.**
- Wear shorts that are at least mid-thigh (sitting or standing).
- Wear tops with straps at least 2 inches wide (no halter top or spaghetti straps will not be allowed)
- Wear shirts under basketball jerseys
- Closed-toe shoes are recommended for all outdoor activities, including recess
- No shoes with a high heel or wheels
- Hats, hoods, caps, jacket, coats, and gloves are not to be worn in school. Students must remove their hats/hoods upon entering the building. Baseball hats are not permitted in the building at any time or during recess
- Garments or jewelry depicting alcohol, tobacco, weapons or other drugs will not be worn at school or on a school bus.
- Garments, jewelry, or hair styles with messages or symbols that include obscenity, derogatory language, sexual innuendo, gang affiliation, or occult reference will not be allowed on district property.
- Underwear cannot be worn as shirts or shorts
- **Pajama pants are not acceptable.**
- **Parents, if you wish to visit the office, make sure to adhere to these guidelines as well.**

Any student wearing clothing deemed inappropriate by a staff member will be asked to change and parents may be contacted.

## Healthy Students are Better Learners

### Health Exams:

- Kindergarten—Physical Exams (Must have been done within the last 12 months and include immunizations), dental exam and eye exam.
- Second grade—Dental Exam. The next requirement is for middle school.

It is important for a child to start each day with breakfast, either at home or at school.

Children should not attend school if they are showing signs of illness. If a parent or guardian brings a child to school and staff feels the child is unfit for school, parent(s), guardian, or emergency contact will be called to come pick up their child. In addition, you will be asked to not return your child until your child is symptom free. For this reason, it is important to keep the school updated any time your phone changes throughout the school year.

### **Parents do not send your child to school if any of the following conditions are present:**

1. Vomiting (must remain at home for 24 hours after stopping)
2. Severe pain that limits activity, such as stomach ache, headache, earache or toothache
3. A temperature over 100 degrees (Your child may return to school when he/she has been fever free for 24 hours without fever reducing medicine).
4. Constant cough
5. A sore throat with white spots at the back of the throat
6. Diarrhea
7. Skin Rash (ex. ringworm)
8. Head lice
9. Pink eye (Conjunctivitis)

Please be aware that students vomiting, having head lice, pink eye, infectious skin rash, etc must stay at home until the affliction has been eliminated or controlled.

## Student Accidents

Basic first aid is administered in schools by school personnel for minor injuries such as scrapes, bruises and minor cuts. The nurse will administer first aid for more serious injuries. Parents will be called when it is deemed that more intense medical attention is required. Hospitals cannot administer treatment without the consent of the parent/guardian unless the situation is life threatening. It is important that the school has the correct phone numbers where parents /guardians can be reached during the day and an emergency number as well. The Rockford Board of Education requires that expenses related to student accidents and illnesses are the responsibility of the parent/guardian of the injured or ill person.

Ambulance services for injured students may occasionally be required. The following guidelines are to be used by school personnel when using these services for school-based accidents:

1. Parents are responsible for payment of these fees, not the school system
2. Every effort will be made to contact parents before requesting an ambulance in the case of non-life threatening situations. Life threatening situations require that the ambulance be called prior to parental contact.
3. If parents refuse the use of an ambulance, even though school personnel feel it is necessary, it is then the responsibility of the parent/guardian.
4. There is no need for a principal/staff member to sign any papers in regard to the ambulance service.

## **Medications at School**

Prescription medications will be administered to students only when such medication is required during school hours. The following guidelines shall be followed:

1. The student's physician shall provide written orders detailing the name of the student, the type of disease or illness involved, the name of the drug, dosage, time interval in which the medication is to be taken, the desired benefits of the medication, the side effects, and emergency phone numbers where the parent and the physician can be reached.
2. The student's parent/guardian will provide the school a written request authorizing the administration of the prescribed medication at school.
3. Medication shall be brought to school in the original container appropriately labeled by the pharmacy or physician. The name of the student and the names and phone numbers of the physician and pharmacy must be indicated on the container.
4. If your child is prescribed a morning medication prior to school hours, please be sure the medication is administered before the child leaves for school.
5. Tylenol or Advil can be administered at school. If you would not like your child to take either or both of these medications, please inform the school nurse.
6. For medications that are not administered at school, please notify the nurse as to the name of the medication, the dosage, and the reason the medication was given through a written note or by calling the school nurse at 815-229-2881. This is important information to inform the nurse in case any medical emergency arises.

# Rolling Green Elementary School Handbook Commitment Form 2021-2022

*This form must be signed and returned to the school office*

This handbook was compiled to benefit both parents and students and we hope it will be helpful and answer any questions you may have. The Rolling Green Elementary School Handbook Commitment Form indicates that I have received a copy of the Rolling Green School Handbook and have discussed it with my child and commit to adhering to all expectations paying close attention to the following:

- School Hours
- Attendance Policy
- Visitor Policy
- Volunteer Policy
- Agenda Policy
- Homework Policy
- Items to NOT be brought to school
- Dress Code
- Behavior Expectations
- Health Records/Student Accidents & Medication Policy

Signing this form indicates that I have read and understand all information contained in the Rolling Green Elementary School Handbook. As the parent or guardian of the student listed below, we are responsible for the following items:

- We understand the responsibilities expected as a parent/guardian
- We understand the policies, procedures, and rules stated in the handbook
- We understand that all students are held accountable for their behavior and will be subject to consequences outlined in District's #205 Code of Conduct

**Date:** \_\_\_\_\_ **Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_

**Parent/Guardian Please Print:** \_\_\_\_\_

**Parent/Guardian's Signature:** \_\_\_\_\_