



## Student/Parent Handbook

**Rolesville Elementary**  
**307 S. Main Street**  
**Rolesville, NC 27571**  
**919-554-8686**

**Principal, Robert Soutter**  
**Assistant Principal, Garren Barna**

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# Rolesville Elementary- “The Heartbeat of Main Street”

## A Message From the Principal

Welcome! We are looking forward to a great year with you and your child! Rolesville is an amazing school and we desire to partner with you to grow your child. Please don't hesitate to let us know how we can serve you.

Parental involvement has been linked to student success. As a parent/guardian, you have the awesome task and responsibility of making education a priority in your family. We invite you to become involved in your child's education by requesting conferences, visiting for lunch, volunteering in the classroom, and/or chaperoning field trips. We are extremely fortunate to have an active and caring PTA. You are encouraged to join the PTA and attend PTA meetings. Please talk with your child daily about the school day, friends with whom he or she played, activities he or she enjoyed most, and the best thing that happened that day. Establish a routine at home for completing homework and reviewing work sent home.

This handbook can be used to find information regarding specific procedures and policies at Rolesville Elementary. All information in this handbook is accurate at the time of printing; however, information may be updated in the future to best meet the needs of our students.

Please consult our website <https://www.wcpss.net/rolesvillees> for any updates.

In addition to this handbook, each family will receive a WCPSS Parent/Student Handbook that details Board Policies and procedures regarding all Wake County Schools. Parents and students are responsible for the awareness and understanding of Board Policies and school rules and procedures.

The staff at Rolesville Elementary School is committed and will ensure student success by recognizing and responding to the strengths and needs of each child and designing engaging instruction that promotes student involvement. We will strive to make every child feel important and valued. By building a team of dedicated staff, parents, and students, we will all work together to promote academic success for every child.

Again, the staff and I are here to serve. Please don't hesitate to contact me via email at [rsoutter@wcpss.net](mailto:rsoutter@wcpss.net), or by phone at 919-554-8686.

I look forward to a great year at Rolesville!

Robert Soutter  
Principal

**Arrival Time:** The instructional day begins at 9:15am. Our building opens for students at 8:45 and adult supervision begins at this time. **No students should arrive prior to 8:45 unless they are enrolled in the Before School Program.** Students who participate in Safety Patrol or Recycling Club should arrive at 8:40 am. Students who eat breakfast will report directly to the cafeteria. Children must be in their classrooms by 9:15 to be on time. For this reason, we require that students be dropped off no later than 9:10. After 9:10, we will ask you to park and walk your student into the building.

**Accidents:** If your child is injured, school staff will administer first aid as allowed by our guidelines. Parents will be notified of accidents needing medical or immediate attention. Parents must be sure that the school always has a current emergency phone number on file.

**After School Care:** The After School Care program is available Monday through Friday to students from 4:00 pm until 6:00 pm. Parents must fill out an enrollment form for each child. There is a \$15.00 registration fee per child. A snack is provided to each student and students participate in a variety of activities. Students are also given time to do homework with assistance from After School Staff. The program is staffed primarily by Rolesville staff members. More information can be found on the RES website or through the main office

**Attendance:** Students are expected to attend school regularly. However, there are circumstances that require a student to be absent from school which are considered approved absences. These circumstances include:

- Illness or injury
- Quarantine
- Death in the immediate family
- Medical or dental appointments
- Court or administrative proceedings
- Religious observances
- Educational opportunities (requires prior approval from the principal)

Upon returning to school, parents must send a written excuse for the absence to be considered excused. If a written note is not received within two days, the absence is considered unlawful/unexcused. After six (6) unlawful/unexcused absences, a report is made to the social worker. After ten (10) unlawful/unexcused absences, legal consequences may be necessary. To be considered in attendance for the school day, students must be present for at least three hours 15 minutes of instruction (12:30 pm) .

**Before School Program:** The Early Arrival program runs Monday through Friday from 7:00 am to 8:45 am. Parents must fill out an enrollment form for each child. There is a \$15.00 registration fee per child. Students will participate in a variety of activities during the morning. The program is staffed by Rolesville staff members. More information can be found on the RES website or through the main office.

**Birthdays:** WCPSS board policy does not permit parties during the school day. Please do not ask teachers to violate this policy. Parents can send special birthday snacks. They must email the teacher to schedule a convenient time to bring the birthday snacks. Birthday snacks will be eaten at recess or snack time. Special snacks should be store bought and allow for easy distribution. In other words, brownies are okay, but a sheet cake is not. Birthday invitations should not be distributed in the classroom and will not be sent in weekly communication folders. Balloons, flowers, and other similar items are not permitted.

**Bus Transportation:** School bus transportation is a privilege that may be withdrawn for inappropriate behavior. Each student is assigned a bus based on his or her home address. Students may only ride the bus to which they are assigned. Students should know their bus stop. All students will be issued a bus tag that must be

visible when boarding the bus. It is the parents' responsibility to provide supervision for their child at the bus stop. Students in grades K & 1 must have an adult present at the bus stop for afternoon drop off. Bus drivers are required to bring students back to school if an adult is not at the bus stop. **If you need to change your child's transportation, you must send a written note or call the office at 919-554-8686 before 3:00.** We cannot change transportation based on a child's information.

**Cafeteria:** Every student will use his or her PowerSchool number in the cafeteria. This number is used to identify students, their lunch status, and account balance. Students are expected to learn their numbers. Parents may submit an application for free/reduced meal prices. This must be done every year. Forms are available in the office or online at [MySchoolApps.com](http://MySchoolApps.com). Parents are responsible for sending money or a bag lunch until the benefits application is approved. An online payment system is available at: [myschoolbucks.com](http://myschoolbucks.com)

<b>Breakfast:</b>	Full price	\$ 1.75	Reduced price	.30
<b>Lunch:</b>	Full price	\$ 3.50	Reduced price	.40

Students may purchase snacks. These items are not intended to take the place of a healthy lunch and should be eaten only after students have eaten their lunch. Child Nutrition Services' policy is that a child without lunch money receives a fruit and vegetable tray. Each class is assigned a 30-minute lunch and will be supervised by teacher assistants. Students should follow the behavior expectations while in the cafeteria.

**Calendar:** Please be sure to check our website which has our active school calendar.

**Campus Security:** Student safety is our top priority. All visitors on the Rolesville Elementary campus are required to sign in at the main office using the computer. Valid identification is required. All visitors are photographed and recorded in a database. Visitors must always wear a visitor sticker when on the Rolesville Elementary campus. If you are not wearing a visible sticker, a staff member will ask to see it or escort you to the main office.

**Carpool:** Students who travel to and from school by car must remain in their vehicle until staff members are on duty in the carpool loop at 8:45 am. Parents should only use the carpool loop to pick children up in the afternoon. If you come through car-pool without a tag, the staff will ask you to drive to the front of the school where you will need to pick up your child in the office. Please be sure to bring your ID with you! This is for the safety and security of our students.

**Cell Phones:** Students who bring cellphones, smart watches, and similar technology to school must have them turned off and in their bookbags. Electronic devices should not be out unless requested by the teacher.

**Change of address/phone numbers:** Please notify the office and your child's teacher if you move or have a change in home, work or emergency numbers. This information must be kept current in case of an emergency.

**Check-In/Check-Out:** Students arriving to their classrooms after 9:15 are considered tardy. Parents should bring their child/children to the office after 9:15. You will need to use the computer system to sign your child in and obtain a late pass. Students who leave school before 3:45 must be signed out in the office. Parents will use the computer system to check their child out and must show a photo ID. Students are not allowed to check themselves in or out without a parent/guardian present. Office staff will call the classroom for your child. **There are no early check outs after 3:15 pm unless it is an emergency as this is a very busy time in our front office.** We thank you for helping us out with this!

**Conferences:** Strong communication among parent, teacher, and student is essential to a positive school experience. School board policy 5033 requires that parents and visitors schedule an appointment to talk with

teachers to avoid interfering with instructional time and responsibilities. Please notify your child's teacher whenever you wish to discuss your child's progress or have concerns.

**Damaged or lost materials:** Library books, and other school materials issued to students are the property of the State of North Carolina. When they are returned, reasonable wear and tear is expected; however, charges for materials with significant damage will be the responsibility of the student's family. Lost books are charged full replacement value.

**Daily Schedule:** It is important that every child arrive on time and stay until dismissal. If a child misses instruction, it will influence academic performance.

8:45-9:15	Arrival time, breakfast served.
9:15	Tardy bell rings, students must be in their classroom to be marked present/on-time
9:15-3:45	Instructional day
3:45	Dismissal bell
3:42-4:00	Buses and carpool dismissed
4:05	Students considered late pick-up. Parents must sign-out in office.

**Discipline:** All students are responsible for complying with the WCPSS Code of Student Conduct and school board policies governing student behavior and conduct. All code of Student Conduct policies are contained in the WCPSS Student/Parent Handbook, which is distributed to all students and parents at the beginning of each school year or upon enrollment in the WCPSS. If there is a conflict between the rules expressed in this handbook and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.

**Delays, Early Dismissals, and Closings of School:** The first notification of school closing, early dismissal, or delay is made to the local television and radio stations. If the weather appears threatening, please tune to a local TV or radio station. Please do not call the school, as we need our phone lines open for emergency communication. Parents should check with daycare centers to be informed of their policy for inclement weather. Breakfast will not be served if school opens on a delayed schedule. Lunch will be served if we have an early dismissal. The Early Arrival program does not operate on days when school is closed for inclement weather. If school is delayed, the Early Arrival program will be delayed by the same amount of time as the opening of school. For example, if school is delayed one hour, the before-school program will open an hour late as well. If school closes early due to inclement weather the after school program will not operate. Families must pick up their students at the close of school.

**Dress Code:** WCPSS has implemented a policy regarding appropriate dress (4316). A copy of this policy can be found in your WakeCounty student handbook or [online](#). Please review it with your child. To promote these goals, students may not wear or carry clothing, jewelry, book bags, or other personal articles that:

- Depict profanity, vulgarity, obscenity, or violence;
- Promote the use or abuse of alcohol, tobacco, or illegal drugs;
- Are prohibited under Policy [4309](#) III-2 (Gang and Gang Related Activity) or any other provision of the Code of Student Conduct;
- Threaten the health or safety of staff or students; or
- Are reasonably likely to create a substantial disruption of the educational process or operations of the school.

***Specifically:***

- Students must wear clothing that covers their skin from chest to mid-thigh with opaque (non-see-through) fabric in front, back, and on the sides.
- Pants should be secure at the waist.

- Students must wear shoes at all times except when changing for physical education
- Students are encouraged to wear tennis shoes that allow them to run and play. This is required on PE days.
- Clothing must cover undergarments
- Clothing must be suitable for all scheduled classroom activities including physical education
- Head coverings (including hats, hoods, sweat bands, and bandanas) are generally prohibited in the school building. However, students may wear head coverings in the school building as an expression of sincerely held religious belief (e.g., hijabs or yarmulkes) or cultural expression (e.g., geles) or to reasonably accommodate medical or disability-related issues (e.g., protective helmets)

**Education Leave for Students:** As per Board Policy, parents must make requests for educational leave to the principal in writing prior to a student's absence from school. The request form can be found on the WCPSS website or in the office. When educational leave is approved, students are responsible for work missed. Please allow 24 hours for the teacher to compile assignments. Per WCPSS policy, family vacations will not be approved.

**Emergency drills:** Emergency drills are scheduled periodically throughout the school year. Visitors and volunteers who are on campus are asked to follow our evacuation procedures.

**\*\*Fire Drills** Students follow an evacuation pattern to exit the building.

**\*\*Severe Weather Drills** Students evacuate classroom to designated interior area.

**\*\*Lock-down drills** Students and staff practice procedures for a community or school crisis.

**End-of-Grade tests (EOG):** 3<sup>rd</sup> grade students will take a BOG (beginning of grade test) in reading. Students in grades 3-5 will take an End-of-Grade test in reading and math. 5<sup>th</sup> grade students will also take an EOG test in science. These results will become a part of your child's permanent school record.

**Field Trips:** Grade levels plan field trips during the school year to enhance classroom instruction. Parents must complete, sign, and return a field trip permission form. A student cannot attend a field trip without a signed permission form. Please note that students will not be kept from field trips due to a lack of financial resources.

**Food:** In accordance with guidelines from the NC Department of Health and Human Services and to protect the children within the schools any food to be shared should be store bought and come in the original packaging.

- Use of food will be avoided for rewards, classroom instructional activities, celebrations, holidays & learning experiences
- Our staff frequently discusses healthy living in and out of school. In order to support a healthy living curriculum we ask that no soft drinks be brought to school for the lunchroom or snack time.

**Health Room:** The health room is a place where a sick child may remain until his or her parent arrives. It is important that the school has current contact numbers in order to contact parents. We will call 911 for any emergency which requires more immediate attention than we are able to provide. Parents will be contacted and a staff member will stay with the student until a parent arrives.

**Homework:** We adhere to the following general guidelines:

- Appropriate homework is a necessary component of the educational process. Students are expected to complete all homework assignments.
- Homework will generally not be assigned on weekends and holidays. Students may, however, have long-range projects that they choose to work on during holidays or weekends.

- Homework assignments are an extension of an in-school experience and have a sound educational purpose, providing for practice and independence.
- Homework is assigned within a reasonable timeframe
- Homework is checked for completion but not used to calculate grades
- In case of an excused absence, two days will be given to make-up work for every day the student is out. Parents may pick up assignments after 4:15 p.m. if so desired. A note should be sent to the teacher requesting that assignments be ready. In no case should the day's teaching be interrupted to gather work for an absence.
- Occasionally assignments may be made by specials teachers (art, music, etc.).

**\*Parent involvement with Homework**

We recommend that parents remain aware of homework, that they look over assignments, ask their children questions, and check for completion and accuracy. We do not recommend that parents sit with their child for long periods of time and do homework with their child. We recommend that parents be available to answer occasional questions, however these should be few and far between. If your child seems unable to complete homework independently, please speak with your child's teacher.

**Immunizations:** State law requires that every child have an adequate record of immunizations on file at school. State law requires the following minimum doses:

- 5 DTP, DtaP, or DT doses (if the 4<sup>th</sup> dose is on or after the fourth birthday, 5<sup>th</sup> dose is not required. DT requires medical exemption for pertussis)
- 4 polio vaccine doses (if 3<sup>rd</sup> dose is on/after fourth birthday, 4<sup>th</sup> dose is not required. At least 2 of the 4 doses must be OPV.)
- 1-4 Hib doses (if a child is younger than five, requirement is met if 1 dose is given on/after 15 months of age. Not required after age five)
- 3 Hep B doses (children born on/after July 1, 1994 are required to have 3 doses.)
- 2 measles doses (at least 30 days apart. 1<sup>st</sup> dose on/after 12 months of age.)
- 1 mumps dose (on/after 12 months of age)
- 1 rubella dose (on/after 12 months of age)
- 2 varicella dose for children born after April 1, 2001 (or documented history of disease)
- 4 Pneumococcal Conjugate

**Inclement Weather:** Please watch the local news for school closings due to weather. Make up days will be announced by Wake County and the school will inform families as well. Please see the section on delays and closings of school.

**Information Sheets/Cards:** At the beginning of the school year, all parents will be asked to complete and return a student information sheet/card. This allows us to maintain current address, contact numbers, and emergency contacts on each child in the office. This also documents the names of other adults you allow to pick up your child. Let us know if changes occur.

**Insurance:** School insurance information is provided to each family at the beginning of the school year. The premium and responsibility for completing the forms are assumed by the parent/guardian.

**Interim Reports:** Interim reports identify progress toward standards for a specific grade and quarter. All students will receive interim reports mid way through each quarter.

**Kindergarten:** The beginning of a great adventure!!

Kindergarten enrollment- information required to enroll in kindergarten:

- Age 5 on/before August 31<sup>th</sup>

- Certified birth certificate (mother's copy is not acceptable)
- Kindergarten health assessment
- Immunizations-see Immunizations above
- Proof of residence (see address/proof of residence below)
- Custody Documentation (if applicable)

**Lost and Found:** Please be sure to check our Lost and Found regularly. A note and/or a phone message will be given prior to the school donating unclaimed articles to a local charity. Unclaimed items will be donated. The Lost and Found is located by the bus loop, across from the Gym.

**Medical Matters:** School staff will notify parents and arrange for students to go home when they have the following symptoms:

- Fever of 100.4 or higher. Children should remain home until fever free for 24 hours. Children should not be given medicine to reduce the fever and then sent to school.
- Nausea, vomiting, diarrhea. (Child should remain home until free of symptoms for 12 hours)
- Severe headache
- Red, watery eyes with yellow discharge
- Undiagnosed rash
- Inability to attend to learning activities
- Change in student's usual medical status

**Medication:** When a doctor has prescribed medicine or an Inhaler that must be taken at school, office staff will be allowed to administer medications only when we have:

1. A completed Parent Request and Physician Order for Medication Form (1702) (you may obtain Form 1702 from the school office);
2. The medication is in a currently dated prescription bottle and in original packaging
3. Medication is delivered to the school by the parent. If there are any changes in medication, a new Form 1702 is required.

\*For short-term prescription medication and over the counter medications (cough drops, aspirins, ibuprofen, creams, etc.), a Form 1702 is required to be on file, and medications will be administered by staff in the main office health room.

\*Parents that want their child to self administer an inhaler or Epinephrine should contact the office as this will require approval from the school nurse.

**Observing in Classrooms:** Parents are encouraged to visit classrooms; however, parents/guardians must get permission from the principal in advance if they plan to stay in the classroom during instructional time. Visitors in the classroom can distract the children and, as a result, disrupt instruction. For the benefit of all children, it is important that the teacher is aware in advance and can prepare activities for any visitor.

**Pets on Campus:** Due to safety and health reasons, pets are NOT allowed on campus unless for education purposes and prior approval has been given by school administration.

**PTA:** Our PTA is a dedicated group of parents who spend numerous hours organizing activities for our families, students, and staff. Please support them by attending PTA meetings, volunteering for events, and participating in fundraisers.



**Release of students to separated or divorced parents:** Parents should notify the principal and provide a copy of any court order specifying custody agreements. If there is no court order or separation agreement concerning custody of the child, either parent (or legal guardian) has the same rights to see the child or have the child released to him/her.

**Report Cards:** Students will receive their report at the end of each quarter.

**School Supplies:** Please make sure your child comes to school with the necessary items for a successful school day. Your child's teacher will provide a list of necessary items. Check out the website for our up to date school supply lists.

**Telephone Use:** Telephone service for students is limited. Students will not be permitted to use the telephone to request delivery of forgotten homework assignments, field trip permission forms, or to ask permission to go home with a friend. If there is a compelling need to use the telephone, the student must have permission from the classroom teacher. Students that bring cell phones to school are expected to keep them in their backpacks and turned off for the duration of the instructional day.

**Tuesday Folders:** Each Tuesday, your child will bring home a "Tuesday Folder." This is our most consistent means of communication with parents/guardians. Please look through this folder each week, discuss the work with your child, and send back any materials needed and/or requested by the teacher.

**Unneeded Items:** Toys and other unneeded items are not allowed at school. Items brought for "show and tell" should be stored based on teacher directions. Please note that the Wake County Public School System policy on bringing weapons to school includes facsimiles of weapons, such as plastic toy weapons, and no such item should ever be brought to school. Students who bring valuables (extra money, hand-held games, cell phones, tablets) to school do so at their own risk. The school is not responsible and will devote minimal time to recovering lost/stolen items.

**Volunteers:** We welcome all visitors and volunteers to Rolesville Elementary School. Please be sure to sign in at the office. Wake County Public School System requires that all volunteers register before volunteering with our students. Parents/guardians cannot chaperone field trips until they have cleared this registration. Parents/guardians can register at the WCPSS website or [click here](#).

**Walkers:** Only students who are designated walkers with a walker pass will be dismissed from the back door. Addresses must be within the walk zone of Rolesville Elementary. All others must use carpool or bus transportation. Administration will review your request and let you know if it is possible within the guidelines.

**Withdrawal from school:** If you are moving and withdrawing your child, please let the teacher know in advance so that the class can say goodbye and our records can be updated.

**Workdays:** Workdays allow teachers and teacher assistants to attend staff development and complete tasks. The calendar in the WCPSS Parent/Student handbook includes workdays and other school holidays.

**Zero Tolerance:** Wake County Public School System has a zero tolerance position pertaining to communications of "threats of violence" and bullying. Please remind your child/children that communicating threats and bullying is a serious offense and will result in consequences.