

RUGEL ELEMENTARY STUDENT HANDBOOK

2011 – 2012

Principal Renee Duckworth, Assistant Principal Kelly Collins, Counselor Brandi Keezel, and the faculty and staff welcome you to Rugel Elementary where children and learning come first. We are happy to have you as a part of the Rugel family. We welcome your participation and support during the school year. Working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the achievements of our students.

A student planner will be provided for each student in Grades 3 through 6. It is designed to assist your child in organizing his/her daily, weekly, and long-term assignments. Students in Grades K through 6 will be given a personalized Rugel take-home folder for sending and returning school information. Please expect these folders with graded work and school information to come home every Tuesday. Rugel parents are our partners in the important job of educating the children of this community.

We are excited and eager to get started with new programs, meet new friends, and greet old friends. As an aid to parents and students, we have prepared this handbook filled with facts and important information about our standard operating procedures.

SCHOOL VISITS

We encourage you to visit your child's school. We invite you to become part of our PTA and to participate in our parent night programs. During the school year, you may eat lunch with your child at any time. You may sit with your child at the Visitor Table which is reserved for our guests. Food that you bring in cannot be shared with any students other than your own child.

There are certain procedures that **must** be followed if you come into the building during class hours. Please check in at the office and sign in on our computerized visitor program. In order to do this you must have your driver's license. A badge will then be printed to indicate that you are a visitor in the building. This is a safeguard for personnel to monitor all persons that might be in the halls. If you are not wearing a badge, you will be stopped by staff members to verify that you should be on campus. Please do not be offended by this action as it is an essential safeguard. Student safety is a top priority.

BEFORE SCHOOL

When your child comes to school each morning, he/she is to enter the building beginning at 7:15. Students may enter the building through the **front door** only. All students who are eating breakfast should report to the cafeteria and line up quietly. Those who are **not eating breakfast** should report to the **gym** and be seated quietly on the floor in the proper places assigned to the grade levels. No one is to be in the classrooms or hallways before time for class. We begin serving breakfast at 7:15 a.m. The bell to go to class rings at **7:45**. Students are tardy after **7:55**. Please be sure that your child is in the classroom, in his/her seat and ready for class when the tardy bell rings.

LUNCH AND BREAKFAST PRICES

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|-----------|---------------------|
| Breakfast | \$1.10 for students |
| Lunch | \$1.80 for students |
| Milk | \$.55 |

Students may prepay for lunch (or breakfast) on the first day of the school week. However, with the automated cafeteria system, you may deposit any amount of money at any time into your child's account. Your child has a PIN number to ensure that no one is able to withdraw money from his/her account. You may pay using a check. Any checks that are returned for insufficient funds will now be turned over to the Check Smart agency for collection.

The Food and Nutrition Services Department does not allow credit or borrowing. Students will not be allowed to phone for lunch money. The cafeteria staff will notify you when the funds in your child's account are running low. No child is allowed to go without a lunch. An alternate meal of a peanut butter and jelly sandwich and milk is served if a child has no lunch money.

The kindergarten teaching assistant, the cafeteria monitors, and other staff members will assist kindergarten students in becoming accustomed to entering their PIN numbers, going through the serving line, getting trays to the table, opening containers, etc.

ABSENCES

Please see the attached handout, Rugel Attendance Guidelines, for information regarding absences.

SCHOOL DISMISSAL

Early dismissals require that the parent comes to the school office and signs the student out on the form provided in a notebook in the office. The teacher can dismiss the student only when she/he has received notification of approval from the office.

Classes are dismissed at **2:55** p.m. All students will be in the front of the building lined up with their teacher. **Students will not be allowed to go to the back parking lot or to the street intersections to wait for rides.** Please help us by picking your child up promptly. If you arrive after 3:10 to pick up your child, you will need to sign them him/her out in the office.

If you are unable to be here on time, please make arrangements with a babysitter or day care center to pick up your child. If someone other than the regular babysitter is going to pick up your child on a particular day and the child doesn't know this, please contact the office or the teacher in order that we may inform the child.

CONDUCT BEFORE AND AFTER SCHOOL

Teachers and administrators have full authority over student conduct before or after school on district premises and at school-sponsored activities off district premises. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter code of conduct established for participants by a sponsor in accordance with board policy. After dismissal of school in the afternoon students are to leave campus immediately unless involved in an activity under the supervision of a teacher.

PARKING LOT

The **center lane should be left open** for movement of traffic. Please pull into one of the outside lanes to drop off or pick up a child. If you stop in the middle lane to drop off or pick up a student, it not only presents a dangerous situation; it also causes a backup of traffic that delays everyone. Students are to go

to the crossing area to cross the lanes. A teaching assistant will be on crossing duty in the afternoons to supervise the students in crossing.

Please do not get out of your car with it left in one of the traffic lanes. If it is necessary for you to leave your car, pull into a parking space. Children will not be allowed to walk to the stop sign at the end of the block or to cross the street to wait for you. That is a dangerous situation that we can avoid. You must pull into the parking lot to pick up or drop off students.

If you wish to talk with a teacher at dismissal time, pull into a parking space to conduct the conference. If you call a teacher over to your car in the traffic lanes, it will again present the situation of blocking the flow of traffic and will cause a back up of cars waiting to get into the parking lot.

MEDICINE

The law prevents the school from giving any over-the-counter medication. This is a protection for the children. If your child is taking prescription medication, it must be brought to school in the prescription bottle with the directions on the bottle. A note must be signed by the parent indicating how the medicine is to be administered. We cannot give aspirin, cough drops, etc. There are forms for administering medication while students are on a field trip. Your child's teacher will contact you about this procedure.

OFFICE TELEPHONES

The use of telephones in the office must be very limited due to the heavy volume of incoming calls to the school. We ask that students use the phone only with office approval. Also, we cannot call a student to the telephone. We will be glad to take a message for students or teachers. Calls can be transferred to the teacher on the classroom phone during class breaks only.

HOMEWORK DUE TO ILLNESS

If your child is ill and has to miss school, there is a concern about the work that is missed. If a call is made to the office on the day of the absence (before 9:00 a.m. if possible), we will notify the teacher to compile a list of assignments during the school day. The assignments will be ready to be picked up that afternoon.

REPORT CARDS

Report cards in Grades K through 6 are computerized printouts that you will receive at the end of each six weeks. Please sign and return the report to your child's teacher.

CURRENT CONTACT NUMBERS

An enrollment information form is sent home at the beginning of each year. Please look over it, and return it to school with any necessary corrections marked. It is of extreme importance that we have current telephone contact numbers. If there is an emergency or illness, the office must have a number to contact the parent or a designated contact person. **If your telephone number or your employment changes, please notify the school office as soon as possible.** If a note is sent by your child notifying us of the changes, place the homeroom teacher's name on the note.

CHILDREN ATTENDING SCHOOL ON AFFIDAVITS OF RESIDENCY

If your child is enrolled in Rugel on the basis of an affidavit signed by another individual stating that the child lives in that person's home, within **30 days**, we must have verification of the parent's residency at that address in the form of a valid driver's license. If proof of residency cannot be established within that length of time, the child will be withdrawn from school. Individuals who sign affidavits that someone is residing in their home must be aware that there is a fine for falsification of information if the student does not indeed live at that address.

PARENT CONFERENCES

During the school year, there will be two official conferences held—one in the fall and one during the spring semester. Progress notes are sent out at the end of the first three weeks of a six-weeks grading period if there should be a possibility of a failing average. We are always available to talk with you concerning your child. A conference can be scheduled by telephone or note at a mutually convenient time. We need your help in assisting your child to have a very successful year of learning.

DRESS CODE

Proper appearance is a priority for our campus and our district. A Student Handbook and Student Code of Conduct from Mesquite ISD will be issued to each student. The parent must sign the Student/Parent Acknowledgement Form at the back of the book and return to the teacher. Please see the pages in the handbook concerning the Dress Code.

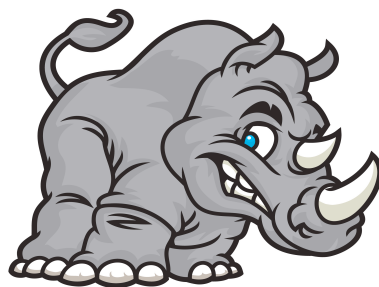
Shoes with built in roller skates or shoes with cleats can cause damage to the floors and are not allowed in the building. Students need to wear or bring tennis shoes for P. E. classes.

WITHDRAWALS

If a student moves and must be withdrawn from Rugel, please notify the office at least 24 hours prior to the last day that the student will attend. All withdrawals must be entered into the computer system, and the teacher must complete the form with grades, book clearance, etc. The withdrawal papers may be picked up by the parents or sent home with the child. This policy applies to any student going to another Mesquite school or to another school district.

QUESTIONS

If you have any questions or if you need to talk with us about your child, please feel free to contact us at 972-882-7260 or visit our website at: www.mesquiteisd.org/rugel



GO TEAM RUGEL!!!