

ROCKLEDGE ELEMENTARY SCHOOL
PARENT HANDBOOK



HOME OF THE ROCKLEDGE EAGLES

FOUR NESTS, ONE FAMILY

2300 MARINER LANE

WOODBIDGE, VA 22192

PHONE: 703-491-2108

FAX: 703-491-0240

WEBSITE: rockledgees.schools.pwcs.edu

PRINCIPAL: MS. AMY SCHOTT

ASSISTANT PRINCIPAL: MEGAN EVERETT

SCHOOL HOURS: 9:00 AM to 3:40 PM

SCHOOL COLORS: GREEN AND GOLD

16 YEARS ~ A SCHOOL OF EXCELLENCE

****Updates are posted to the Rockledge website. ****

ABSENCES/TARDIES: If your child is going to be absent or tardy, please call the school office between 8:00am and 9:10am. *An explanation for all absences must be received no later than the second day after the student returns to school to avoid being marked unexcused. (Regulation 724-1) Under some circumstances, a doctor's note will be required. **Parents must bring their students to the reception office and sign them in** if they are tardy, the student will be given a tardy slip and be sent to class. Attendance awards are given for Outstanding Attendance, the criteria is as follows: no more than one absence per quarter and no more than 4 absences for the year as well as no more than two tardies per quarter with no more than eight tardies for the year.*

ACTIVITY BUS: The activity bus runs only on scheduled Tuesdays and Thursdays for grades 3-5. It is strictly for students staying after school for academic clubs. Activity bus schedules are included with permission slips for after school activities and are available in the school office. The activity bus may take over one hour to complete its run. Make sure your child is familiar with his/her bus stop as the route contains a limited number of stops as it circulates through the entire Rockledge community.

ADVISORY COUNCIL: Serving on the Advisory Council is a simple way to learn more about the school and have a voice in a variety of decisions that impact your child's education. The Advisory Council meets in the school library on the first Thursday of each month alternating meeting times at 3:50 and 6:00 pm, beginning in October. Please contact the principal, if interested in joining this group. We like to have parent representatives for each neighborhood within our Rockledge boundaries. If you are unable or not interested in participating in this group, you may simply share any suggestions, concerns or compliments with an Advisory Council parent representative or any staff member who will then share your input at the monthly meeting.

AFTER SCHOOL CLUBS: Throughout the school year a variety of clubs may be offered to students. These clubs are usually sponsored by parents and/or staff members. In previous years, clubs have included: chorus, sports, DDR, Scottish dance, Spanish, Urdu, chess, engineering, commercial, cheerleading, cooking, fitness, LEGO and a robotics team. If you are interested in sponsoring an after school club, please contact the school principal.

ARRIVAL: Students **should not arrive at school before 8:55.** If a student arrives too early the office will call the parent to pick up their child and a notice will be sent home. After three occurrences, a meeting with the principal will be required. As stated in the **PWCS Elementary Guide and Handbook, "this is to ensure student safety as supervision is not available at the school until the published school arrival time."** **If you arrive before 8:55, please remain with your child until admittance time.**

BREAKFAST: Students may purchase breakfast daily in the cafeteria. If your child is eating breakfast, they will get a breakfast-in-a-bag and will take it to their classroom. Please check the PWCS menu for breakfast choices and prices.

BUILDING USE: Please check with our Bookkeeper, Mrs. Maksanty, if you are interested in using the school building. Rockledge's school activities, such as concerts,

plays, SOL Nights, etc., take precedence over all other activities such as Girl or Boy Scouts. Representatives of outside groups, excluding recreational and sports leagues, can reserve space, if approved, through the SchoolDude program. To reserve a room in school for an event, organizers may go to the PWCS website, Community Tab, Community Use of Schools and Facilities and follow the detailed instructions for registering. The link includes a fee schedule and answers to “Frequently Asked Questions.” Use by outside groups does require adequate insurance and registrations can take a while to process; so groups should plan ahead. You will be notified upon approval of your request via email.

BUS INFORMATION: The PWCS Transportation department is responsible for bus routes and bus drivers. The routes are posted on the PWCS website as soon as they are scheduled for the upcoming school year. **Please be sure your child knows how they will get home their first day of school, as bus numbers change each year. For emergency transportation related problems after office hours (4:30 p.m. - 5:30 a.m.) call 703.791.8805.** If there is a problem after regular office hours, call the Risk Management Dispatcher. The dispatcher can contact the Office of Transportation Services supervisor who can assist you. You should be prepared to provide the dispatcher with your child’s name, school, bus number, and a brief summary of your problem. **For late bus information, sign up for Here Comes the Bus.**

Sign up for Here Comes the Bus™ from your PWCS Mobile App

1. Click the Here Comes the Bus button from My PWCS or visit herecomesthebus.com
2. Click the Sign-Up button
3. Enter school code 76348 and click “Next” followed by “Confirm”
4. Complete the “User Profile” box
5. Under “My Students,” click “Add.” Enter your child’s last name and student ID number
6. Once you confirm your information, you’re ready to begin using Here Comes the Bus!

CASH IN SCHOOL: Please be aware that the school cannot keep cash in the building therefore we are unable to make change at school. When sending funds for such things as picture day, field trips, etc., please send checks, money orders or exact change. Please be sure to make the check out to the correct business; ex. Lunch money to PWCSF&NS, or Lifetouch for pictures, etc. If sending cash, please put it in an envelope with student’s name, teacher’s name, and identify the payment’s purpose.

CHANGE IN A STUDENT’S DISMISSAL: Please make sure your child knows how they are getting home each day, **before** coming to school. If there is a change in your child’s dismissal procedure, we require a **written note from the parent, dated and signed**, stating how the student should go home. Most teachers are not able to call home during the instructional day to verify dismissal plans nor do substitute teachers have access to a teacher’s email. If we do not have a written note from a parent/guardian, the student will be sent home by their regular method. No changes in dismissal or student sign-outs after 3:15 pm unless there is a dire emergency.

CHARACTER COUNTS EDUCATION: Our school counselor leads school-wide efforts to teach and reinforce positive character traits. Students will be recognized in numerous ways throughout the school year for displaying positive behavior and character traits. We promote Empathy, Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. Our school counselor introduces the character traits to the students in September through October and reviews them throughout the year.

CHECK/RECEIPT POLICY: We welcome your checks but would like to inform you of the policy regarding paying with a check. If your check is returned for insufficient funds, we will electronically present it to your bank for the face value plus a \$35 processing fee and any protest or bad check return fee charged by your financial institution. This action will be taken without further notice. All returned checks referred for collection are subject to a \$35 processing fee, any protest or bad check return fee charged by your financial institution, and all other charges, interest, and attorney's fees allowed by law. Canceled checks serve as receipt for field trips, publications, etc. Receipts for cash payments are available upon request. Any questions concerning these policies can be directed to our bookkeeper.

COMMUNICATING WITH TEACHERS: Please share your communication preferences with your child's teacher. When emailing your child's teacher, please allow a minimum of 24 hours prior to expecting a response from the teacher. Teachers are providing instruction and supervision for students during the school day and may not have an opportunity to respond to a parent's email due to after-school committees or other responsibilities. **It is important to note that substitute teachers do not have access to teachers' email accounts.** If you have an urgent matter that must be shared with a child's teacher, please alert the office staff in-person or through a phone call. PWCS requires that "concerns or complaints relating to individual students should be directed first to the student's teacher" before bringing them to the attention of the assistant principal or principal (Reg. 940-1). Appointments must be made with teachers to set up a conference. Please refrain from conferencing with teachers at arrival, dismissal and recess as teachers are supervising students at these times.

CRISIS PREPAREDNESS: Student safety is our NUMBER ONE PRIORITY at Rockledge. We routinely conduct fire drills throughout the school year. An offsite evacuation drill is conducted as well. Additionally, students and staff engage in a variety of other crisis drills such as Tornado, Earthquake, Shelter in Place, Secure the Building, and Lockdown drills. Teachers do an excellent job of maintaining a calm and orderly environment during these well-planned drills.

DADS' WATCH: Dads come to Rockledge during the lunch/recess hour (anytime between 10:45 – 1:30) to discourage bullying-type behaviors, promote students' display positive character traits and behaviors, and engage in conversations which elicit students' thinking about future careers and a focus on their education *today!* Dads may volunteer as little or as often as they are willing and able. Please consider providing this worthwhile service to the students of Rockledge. All Dads are provided with a Dads' Watch shirt to be worn while "on watch" in the cafeteria or on the playground. Contact Ms. Schott via email or telephone if you are interested in Dads' Watch.

DISCIPLINE: On occasion, an incident may occur in which more than one student is involved. Sometimes parents inquire about disciplinary measures taken for children other than their own. Due to confidentiality, we cannot share consequences that were given to other students, only to each individual student's parents or guardians. Rockledge follows a restorative approach to discipline. Thank you for your support.

DISCLOSURE/ACCESS TO STUDENT RECORDS: In accordance with PWCS regulation 790-2 parents are required to complete and sign a records disclosure form when requesting to review or inspect a student's academic record. The request to review and inspect a student's record should be made directly to the school principal or designee. There is no fee for review and inspection of a student's record but the minimum fee for a copy is \$5.00 for up to six pages and \$.20 for each additional page. The school requires 24 hours' notice for copies. Please be prepared to present a photo I.D. and sign the disclosure form when coming to school to pick up any copies requested, **this includes copies of physicals/immunizations for which parents will be charged \$5.00 minimum. Only cash (in exact change) or a money order can be accepted.**

DISMISSAL PROCEDURES: Parents of kindergartners may wait by the front entrance to pick up their children. All other parents should wait for their children on the "Island" side of the bus loop (the grassy, treed area between the loop and Mariner Lane). This greatly reduces the congestion and allows bus students to have a clear and safe path to board the bus.

For student safety:

- Cars may not park in the marked places in the bus loop during arrival and dismissal times. Buses fill these spaces during morning arrival and afternoon dismissal.
- Once parents pick up their child, they will move away from the pickup area. If they are not leaving the grounds immediately, they will keep their child by their side.
- All parents are encouraged to establish a specific location where their child will meet them after school. **Parents should also remind the students that they are to return to the school side of the bus loop if the parent is late for pickup.**
- All parents are reminded to inform the school, **in writing**, if there is a change to their child's regular method of transportation.
- Except for emergencies, students will not be removed from the bus once they have boarded.
- Please talk to your child about how and where they should go if we have an early dismissal due to inclement weather or scheduled early release day. Our SACC program is closed on early dismissal days. If your student participates in SACC, make sure they know how they will be getting home if PWCS closes early.
- Students' backpacks are "tagged" with a color-coded band to indicate how they go home, please do not remove this tag.
- Do not make U-turns in front of the school or bus loop. This endangers our walking students.

- Please model correct behavior and cross only with the crossing guards.
- **KINDERGARTEN STUDENTS' DISMISSAL:** A parent or responsible person must accompany a kindergarten student to the bus stop or school in the morning and meet the student at the bus stop or school in the afternoon. If the responsible person is not at the bus stop in the afternoon, the student will be returned to school. Siblings must be 12 years of age or older and we must have written permission from a parent to pick up the kindergarten student from school or the bus stop. Parents must complete and return the "*Transportation Kindergarten Authorization*" Form which lists those able to receive the student from the bus. Parents must keep this form updated if there are any changes throughout the school year. Those persons able to pick up a student at school must be listed on the emergency card. Government issued Identification must be presented to school staff and/or bus drivers when picking up your child at dismissal, at the bus stop or if signing them out early.

DRESS CODE: Please ensure your child is dressed appropriately for school. The following items are considered improper dress: tank tops, spaghetti strap tops, tops with oversized arm openings, midriff exposing tops, shorts/skirts shorter than a student's fingertips (with arms at side), garments with inappropriate signs, slogans, pictures or messages. If a student is found to be dressed inappropriately, they may be asked to change into something appropriate and the parent/guardian will be contacted. Flip flops are discouraged as they can make participation in P.E. and recess uncomfortable for children. For more detailed information, please refer to the PWCS Code of Behavior.

EAGLE OF THE MONTH: This program recognizes students for exemplifying the monthly character trait of focus. Each month, for the previous month, the classroom teacher selects an "Eagle of the Month". The student's picture is taken; they receive a button and an invitation to eat lunch with the Principal. Their picture and "profile" are displayed on the Eagle of the Month bulletin board.

EARLY RELEASE OF STUDENTS: Students are called down for early dismissal as soon as a parent/guardian arrives to sign out the student. Students are not called down ahead of time to minimize disruptions to their learning time and to ensure students' safety and security. This gives parents time to show their identification and have it verified with the student's emergency card, as well as sign the student out. Per PWCS Regulation 724-3, "Any student leaving school early must exit through the front office after completing information required to sign-out. Upon arrival to school, all students must present a note signed by the parent/guardian to designated office staff for approval of early release. The note must indicate the reason and time of release from school." If a person other than the parent/guardian is signing out the student early, their name must also be included on the note signed by the parent. Only a parent/guardian may give permission for a child to leave school early.

EMERGENCY CARDS: It is **EXTREMELY** important that your child's emergency card be updated and accurate at all times throughout the school year. Make sure that your

child's emergency card contains all life-threatening medical information, emergency contacts, current home address and phone numbers. You have the option to update your child's emergency card on ParentVue. Be sure to read the Code of Behavior which outlines details about this process. If you or another designated adult are picking your child up from school, you must present a government issued, photo identification and be on the student's emergency card in order for the student to be released to you. **If there are custody concerns, be sure the office has the most recent court documentation on file.**

EVACUATION PROCEDURES: In the event of an emergency which would necessitate evacuating the building, Rockledge students and staff evacuate to Westminster Retirement Community. From there, we would be transported to **Lake Ridge Middle School** (secondary location would be Potomac High School) and that is the location from which parents may pick up their students. **NO students would be released from Westminster.** Normal pick up procedures would be in place i.e. identification will be required, persons picking up students must be on the emergency card and parents/guardians would need to sign students out. Rockledge staff and students practice an evacuation drill to Westminster to familiarize students with this procedure.

FIELD TRIPS: Buses for field trips are available for students, teachers, and a maximum number of parent chaperones. **Only parent/guardians may chaperone field trips per PWCS Reg. 642-1.** There is a maximum number of allowable chaperones. A lottery system will be put in place if there are more chaperone requests than space allotted. If you want to transport your child home from a field trip, a request form must be filled out and prior approval from the principal must be given. If you are a chaperone on a field trip please allow enough time to sign in at the reception office. All field trip chaperones must sign in through the Raptor system prior to leaving for the field trip. While on field trips, please refrain from using cellular devices unless it is an emergency situation. When you are chaperoning students, you are responsible for monitoring other children as well as your own. The safety of our students is a top priority and we thank you for your assistance in adhering to this policy. Please contact your child's teacher for further clarification regarding chaperoning field trips.

Funds collected for field trips are non-refundable as payments for field trips must be paid for in advance. In cases of weather or an emergency, all efforts are made to reschedule the field trip at a later date. Unfortunately, many locations do not refund schools for cancellations and we are unable to then refund parents. Thank you for your understanding.

FREE AND REDUCED MEALS: Free and Reduced Price Meal Applications are mailed by the School division to families with children registered in PWCS during the summer months. If you did not receive an application, please contact School Food and Nutrition Services at 703-791-7314. You may also complete the application electronically. Visit the School Division Web site, Parent tab, Parent Resources, Apply for free and reduced meals, to access the electronic application. Applications must be filled out each year to continue to qualify. Parents are notified directly if they qualify.

LOST AND FOUND: Please check our lost and found regularly for lost items. It is located in the hallway by 2nd grade. It is also a good idea to write your child's name inside their coat/jacket/lunchbox. The lost and found is cleaned out several times per year and items not claimed are donated to charity.

LUNCH WITH A SCIENTIST: We invite parents and community members who are involved in science-related professions to participate in *Lunch With a Scientist*. Guests wear a "Lunch with a Scientist" lab coat while circulating and conversing with students. The *scientists* are asked to discuss with students:

- their current profession
- how they currently apply reading, writing, math and science skills in their profession
- current real-world challenges or problems in need of research and solutions, topics are appropriate for young children
- other scientific professions

Guests are invited to participate for part of the lunch period or for the entire lunch period with all grade levels, Guests may volunteer once or on multiple dates throughout the school year. Interested volunteers should contact Principal Schott for more details about *Lunch with a Scientist*.

MOVING OUT OF AREA: Please notify the office a week prior to your child's last day of school. This enables us to notify the teacher and have the student return any school items such as baggy books and library books. Upon registering at the new school, the new school will request records and copies of student records will be sent directly to the new school from Rockledge. Parents do not need copies to carry to the next school. If you are moving within PWCS you will still need to register at the new school and provide all required registration documentation.

NEST SYSTEM: The **Rockledge Nest System** is used to promote positive character, academic success, school spirit, a family atmosphere, and a culture of excellence in our school. Staff carefully assign students and their siblings to a Rockledge Nest. The students will remain a member of the same nest throughout their entire tenure at Rockledge. The nest system will be used as a vehicle to inspire and motivate students to be their personal best-self, every day. Students will be awarded points and their points will be awarded to them as individuals as well as their assigned nests. Points may be earned by following school rules, also known as the Rockledge *Eggspectations*, and demonstrating positive character traits aligned with our character education program. All Rockledge staff and bus drivers may award points to students. Parents and guardians may earn nest points by wearing their nest shirt or nest color when visiting or volunteering at Rockledge. These points will be awarded in the front office. At the culmination of each quarter, schoolwide celebrations will be held to recognize the nests for their accomplishments and contributions to our school's positive culture and success. Additionally, the Rockledge *family* will celebrate the quarterly nest-point

leader! We appreciate our community's support for our school and nests as we continue to SOAR together!

PARENTVUE: We are excited to share The Hub, a new portal for parents, teachers, and students to access educational information. The parent tool of The Hub is ParentVUE. It will give you access to your child's class and bus schedules, grades, attendance information, and more. ParentVUE is also available as an app. Parents must have a valid email address to access ParentVue, so be sure to keep us updated of any changes to your email. Teacher assignments and bus schedules will be available in ParentVUE. Please be sure to activate your ParentVUE account so you have access to your child's educational information. To activate your account, an email will be sent to you; it contains your activation code. Use the code to activate your [ParentVUE](#) account. Please allow up to 24 hours after you've registered your child for the activation email. If you have any questions about ParentVUE, please email Ms. Rodriguez at rodrignc@pwcs.edu.

PARKING: The school's bus loop is open for visitor parking from 9:30 am to 2:30 pm only. For the safety of our students entering and exiting our building and buses, please do not drive through the bus loop before and/or after these hours. Thank you for assisting us with student safety. Parking is available in designated parking areas along Mariner Lane and the church across the street allows overflow school parking. Please do not park in townhouse residents' parking spaces.

PTA (Parent Teacher Association): The PTA sponsors many wonderful activities for families and students including our activity buses. When you support the PTA you are supporting our Rockledge community and helping to provide a wonderful learning environment for our children. The PTA provides assemblies for students, classroom support materials for teachers, and many family events that make school "FUN"! PTA membership information is sent home at the beginning of the year and is available in the front office throughout the school year.

PWCS COUNTY POLICIES & REGULATIONS: "The Policies and Regulations governing Prince William County Public Schools may be accessed online at pwcs.edu." Please look for the "Policies and Regulations" under the *About Us* tab.

RECESS: Students participate in recess twice daily. Teachers are provided with recess equipment such as balls and jump ropes. For the safety of all children, football and baseball games are not permitted during recess. Please do not allow your child to bring footballs, baseballs, or other toys from home. As students do participate in recess daily, please make sure they are dressed appropriately for the varying weather conditions. Students are asked not to wear flip flops to avoid injury. A note from a doctor is required if you request your child sit out of recess at any time for medical reasons.

RETURNING TO CLASS AFTER DISMISSAL: School office hours are 8:00am to 4:00pm. Students are not allowed into the building/classroom after dismissal if a teacher is not available in his/her classroom. A staff member will call the classroom and if the teacher is available, the student may go to the classroom. If the teacher is no longer present, the student may come in at 8:30 am to finish their homework or turn in the assignment late with no penalty.

SCHOOL CLOSINGS: It is important to listen to local media reports and to check the School Division's Web site at pwcs.edu for any messages about changes in school schedules. No announcements will be made when schools are operating on a normal schedule. Announcements of changes in school schedules are posted immediately after a decision is made on the PWCS Web site at pwcs.edu and on PWCS-TV (Comcast channel 18 and Verizon channel 36). announcements by email, text message, or both. To register online, go to the "How do I?" box on the PWCS Web site at pwcs.edu, and select "Receive Email News" or click the PWCS E-News icon at the bottom of the home page. Parents/guardians should not bring students to school early when a delayed opening is in effect because school staff members may also be delayed in getting to schools.

SCHOOL MESSENGER: This is the PWCS automated phone calling system. This system is used to inform parents of emergency school information as well as upcoming school or county events. If you missed a phone call from Rockledge, before calling the school, please listen to the phone message. It is critically important that we leave our school phone lines open for emergency use. You may also go directly to our school website or the PWCS website, after receiving a call to check if there is a message for parents.

SCHOOL STORE: The school store operates near the front hallway between 8:50 am and 9:00 am. It is run by parent volunteers so operates on the day(s) they are available. If you are interested in volunteering for the school store, please let the PTA know. Its inventory includes basic school supplies such as glue sticks, erasers, pencils, etc. at a very reasonable cost.

SOCIAL MEDIA: Visit our Facebook, Twitter (@RKES_PWCS), or Instagram pages for exciting news and updates, in addition to our school website.

SPECIALTY SERVICES: Rockledge currently has a Reading Resource teacher, Gifted and Talented teacher, several special education teachers, and an ESOL department. For more information on these services, please refer to the Prince William County Schools website, pwcs.edu.

SPIRIT DAYS: Every Friday is spirit day at Rockledge. Students and staff are encouraged to wear green and gold or their Rockledge "spiritwear". The PTA sells spiritwear numerous times throughout the school year. Nest spiritwear day is Monday and students are encouraged to wear their "Nest" shirt or their Nest color. Occasionally, the SCA sponsors special spirit days such as, pajama day, twin day, wacky hat day, etc. These days are posted on our website calendar.

SUBSTITUTE TEACHING: We are always looking for quality substitute teachers. If you are interested, submit your application through the school division's website at www.pwcs.edu. Inform the office once your application has been completed. You may call the school office if you have any questions.

THREATS: Prince William County Schools take all threats seriously. Please see the Code of Behavior and Regulation 777-1 for more information. Serious consequences such as suspension up to expulsion may result from making a threat. We encourage you to review appropriate responses to anger or conflict, which do not include physical violence or verbal threats, with your child. Teachers always educate students on appropriate ways to handle their anger, but parents' expectations and models for behavior are equally as influential.

TREATS AT SCHOOL: We understand parents enjoy bringing in classroom treats to celebrate special occasions; however we have students with life-threatening allergies. You must first check with your child's teacher to schedule when and what type of treat may be shared at school. All food items brought in to share with a class must be store-bought and in their original packaging (to assist with ingredient information if needed). When possible, we encourage parents to consider healthy food items such as low-sugar fruit popsicles, orange & pineapple slices, raw vegetables & low-fat dip, fruit & cream cheese dip, low sodium pretzels, low fat string cheese, fruit leather, low sodium popcorn, yogurt, and salsa with low sodium chips. We also encourage non-food alternatives such as pencils, stickers, or key chains. Also, in accordance with Virginia's State Wellness policy, we encourage parents who are eating lunch with their children at school to either buy lunch from our cafeteria or bring a healthy lunch from home. Bringing in fast food is discouraged.

VACATIONS DURING THE SCHOOL YEAR: Prince William County Schools and Rockledge Elementary staff STRONGLY discourages taking vacations during the school year. Family trips are not considered excused absences. Students learn an average of 7 – 10 new learning objectives each day. If your child misses several days of school, they miss critical, direct instruction that cannot be made up by simply making-up missed assignments. Teachers shall not be required to provide assignments in advance of the absence. Please take note that retention may be considered after ten absences.

Prearranged absences that extend beyond 15 school days will result in the withdrawal of the student from school. In this situation, parents are required to re-enroll their child.” Retention may be considered after a student's extended absence. We recognize that it is expensive to travel abroad, but ask that you plan your vacations during school-division breaks.

VISITING: We are very excited to welcome parents, students and visitors to our school. If you are visiting, volunteering or picking up your child for early dismissal, please bring your government issued ID to the front reception office. The front doors will be locked once students arrive in the morning and all visitors must be "buzzed" in through the reception area door. Visitors without their ID will not be able to leave the reception area nor pick up students. Your ID will be scanned through the *Raptor* system, a picture

sticker will be issued, and your ID will be secured in the reception office until your departure. Thank you for your cooperation with the PWCS sign-in system.

VOLUNTEERING: Rockledge is a successful school in part because of the high level of support we receive from our dedicated volunteers. We want you to be able to contribute to our school in ways that are important to you! Please contact your child's teacher or the school office if you are interested in volunteering. Simply provide the staff with information about when you are available and any specific areas of interest you may have in relation to becoming involved in the school. You will need to read and sign a Volunteer Guidelines packet (available in the school office) prior to volunteering at school. Also, if you will be using any of the copy machines, you must first be trained by one of the office staff. **THANK YOU FOR YOUR TIME!**

WEBSITE: The Rockledge website - <http://rockledgees.schools.pwcs.edu/> is the first stop on your quest for school information. Our website is updated regularly and has all the latest dates, times, activities and events. Please make sure you register online for Parent Portal, there is a link on our homepage for registration. Once you register you will have access to your child's class pages and other information related to your child.