

General information about the educational programs and procedures at Rolling Green Elementary School in Urbandale, Iowa.

This guide was created by the Rolling Green Parent Teacher Organization (PTO).

New Parent Guide

Rolling Green Elementary

Principal Julia Taylor

contact information

Rolling Green Elementary School
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Website: www.urbandaleschools.com
Go to pull-down menu 'Find a School'
and click 'Rolling Green'

Rolling Green Belief Statements / Philosophy

We believe children learn best when:

- Students, families, schools, and community work together to form strong partnerships and hold high expectations of success;
- Students are in a safe learning environment that promotes mutual respect, trust, and caring;
- Students are actively engaged in learning experiences that are challenging, meaningful, and designed to meet individual differences and needs;
- Students are encouraged to be reflective and creative thinkers, problem solvers, effective communicators, and life-long learners; and
- Students' academic, social, and emotional needs are supported.

Welcome to Rolling Green!

Thank you for choosing Rolling Green Elementary for your child's education. I am excited you are here and look forward to the opportunity of working with you and your children throughout the year.

Parent involvement and support is encouraged at Rolling Green. Parents can support their child by staying interested and concerned about school work and activities, monitoring a child's homework, and keeping in touch with their student's teacher.

Please read this informational guide as a family and refer to it during the school year as needed. Feel free to call the school office at 457-5900 if you have questions, concerns, or suggestions. By communicating effectively, we will make this an exciting and rewarding school year.

Sincerely,

Julia Taylor
Principal

Approved by PTO board for 2014 content

Updated 1-4-14 by Denise Obrecht

General Procedures

School Hours

9:05 a.m. – 3:45 p.m.

The building doors will open at 8:55 a.m., except for students eating breakfast at school. If your child is participating in the school breakfast program, they may enter the building at 8:35 a.m. On Thursdays, students who help with the student bank or school store may enter the building at 8:30 a.m. Students wanting to do business at the student bank or school store may enter at 8:45 a.m. on Thursdays.

Adventuretime Hours

Adventuretime is a nationally certified after school program for families that are part of the Urbandale School District. The program is held at the Rolling Green building for children in pre-kindergarten through the 5th grade during the school year. Before school hours are 6:30 a.m. - 8:55 a.m. After school hours are 3:45 p.m. - 6:00 p.m.

Adventuretime Office – (515) 457-5855

Six Day Schedule

Rolling Green operates on a six day schedule. Specials (music, PE, computer, library and art) align to the days by letters A-F. Days are labeled on the school lunch menu, which can be found online at www.urbandaleschools.com under 'Students/Parents' then 'Food Service' or on the school calendar.

Attendance Policy

The parent/guardian needs to notify the school by 9:00 a.m. if their child will not be in

school that day. Voicemail will take messages between the hours of 4:00 p.m. and 8:00 a.m. When calling during that time please state the student's name, person calling, reason for absence, and phone number where absence may be verified. The phone number to call to notify the school of child's absence is (515) 457-5903.

The attendance secretary or designee will call the child's home or the alternate number in case of no answer at home if the school is not notified of a student's absence by the parent/guardian. The parent/guardian shall also notify the school, in advance, of any anticipated absence. A student must have a note from his/her parent/guardian before they will be excused during the school day.

The following rules or guidelines will be followed concerning absences and tardiness:

1. When Absent: A student leaving before 10:00 a.m. but returning by noon will be considered absent for the half day. A student leaving before 2:00 p.m. will be considered absent for the half day.

2. When Tardy: If less than one hour late, the student is to be counted tardy, if one hour or more, one-half day absent.

3. An attempt should be made to schedule health care appointments outside of school hours.

For additional regulations on attendance visit www.urbandaleschools.com under 'Students/Parents' then 'Student Handbooks.'

Late Starts

A number of "shortened" school days are scheduled each year to allow time for

teacher training and planning. On these days, Rolling Green will start at 10:05 a.m. Dismissal will be at the regular time. These dates are noted on the school calendar. Plan now to use these free hours to take care of some of your student's out-of-school needs (medical and dental appointments).

Breaks

The alternate/flexible calendar at Rolling Green allows for a two week intersession break in October, an extra week at Spring Break, and two weeks of extra learning in June. Fun and exciting programs are offered at Rolling Green during the intersession breaks for a nominal fee. The focus is theme based with a hands on approach and multiple field trip learning experiences. Intersession topics are posted on the Rolling Green website prior to the school year so that parents/guardians have advanced notice of the schedule and topics of study.

Online registration is available one month prior to the breaks. Information will be sent home with students and emailed to parents. If your child attends all three intersession programs they will receive 25 extra days of learning a year. If your child participates in all intersession programs from Kindergarten through 5th grade that equals an extra full year of learning for your child!

Inclement Weather

Decisions about school closings, delayed start times or early dismissals are made by the Urbandale Schools Superintendent. Announcements of morning closings and start time delays are made as early as possible, but no later than 6:30 a.m. If a storm strikes during the time school is in session, there ordinarily will not be an early

dismissal unless it is determined that buses would be unable to make the return trips at the regular time.

School cancellation announcements are made on local radio stations and television stations. The District will also use the automated call feature on School Reach to notify families about weather related school closings. Calls will be made at 6:15 a.m. Upon weather-related early dismissal, the following time guidelines will be observed: Rolling Green 2:10 p.m.

If school must be canceled due to weather conditions or other emergencies, Adventuretime child care will not be available. If a delayed start occurs due to emergencies, child care will be available but will start according to the school's late start. For example, a one-hour late start for school is one hour late for childcare - Adventuretime students would arrive at 7:30 a.m. instead of 6:30 a.m.

Student Information

Check-In & Check-Out

Students arriving after 9:05 a.m. or leaving prior to dismissal time must sign in/out or be signed in/out in the school office. Students will only be able to leave with a parent/guardian, person indicated on the registration card, or after a verified parent/guardian provides permission for the student to go with another adult. Because the building is secure, parents/guardians will need to be buzzed into the building by the main office.

Supplies

Students are given a list of classroom supplies needed with their registration packet and the supplies are listed on the Rolling Green website.

The Rolling Green Parent Teacher Organization (PTO) will purchase and deliver your student's supplies to the school as a fundraiser for the organization. Participation is optional. Each box will include all the items that are specifically requested by each grade level teacher. Backpacks will need to be purchased separately. A form will be included in your registration packet and need to be returned in May. Supplies can be picked up at the Rolling Green Open House before school starts.

Class Folders

Every student will receive a 2 pocket colored folder at the Rolling Green Open House or their first day of school. This is the primary way that parents, students, and teachers will communicate. One side of the folder is for items to be kept at home and the other side of the folder is for items to be returned to school.

Moodle

Moodle (abbreviation for Modular Object-Oriented Dynamic Learning Environment) is a free source e-learning software platform, also known as a Course Management System, Learning Management System, or Virtual Learning Environment (VLE). Moodle allows teachers to set up and maintain a website where students can log in, access course information, interact, share, and teach others. Classroom pages have online activities, assignments, resources, reading club calendar, event calendar, spelling

words and activities, as well as classroom chats, blogs, forums, and journals.

Classroom teachers will email the website link to students and parents. Students gain access to the page using their school username and password, both at school and at home. There is also guest access for parents, which does not require a user name and password.

Lockers

Every student at Rolling Green will be assigned a locker in the main hallways of the building. Students can store their backpack, coat, PE shoes, etc. in their locker. It shall be the responsibility of each student to maintain the locker in a clean condition. The District may periodically inspect the lockers for cleanliness and damage in accordance with the District policy on student searches.

Telephone Usage

Students are not allowed to use the office telephone except in cases of emergency. Students are not allowed to use cell phones during school hours. If a parent/guardian needs to reach their child call the office at (515) 457-5900 and a message will be delivered to their classroom.

Curriculum Field Work

Written notices of school-sponsored field work will be sent home with students and emailed to parents. Parents/guardians are asked to sign permission slips during registration to include their child in curriculum field work. Each class schedules 1-4 research trips a year.

Student Pictures

All students have the opportunity to get their picture taken in the fall. A prepay picture information packet will be sent home with your child prior to picture-taking day. In case of a child's absence, make-up dates are available. Fall class pictures are included in the Rolling Green school yearbook. Each student receives a complimentary copy of the school yearbook. Additional student picture taking is available in the spring, but not required.

Student Bank on Thursdays

Rolling Green has partnered with First American Bank in Urbandale to offer financial literacy to our students. The goal is to teach the importance of saving to the students and help the kids learn real-life experiences. There are no monthly service fees or charges for your Student Bank account. You must deposit \$1 to open a student account. The bank is set up by the front doors to Rolling Green on Thursday mornings from 8:30 a.m. - 9 a.m. Further information and sign-up will be provided before school starts. Students in 4th and 5th grades are invited to submit an application for a position on the Student Bank Board or as a bank teller.

School Store on Thursdays

The school store is open by the front doors to Rolling Green on Thursday mornings from 8:45 a.m. - 9 a.m. The store offers school supplies and snacks that range in price from 5 cents to \$1. The store is run by the TAG students and school ambassadors as a fundraiser.

Popcorn Thursdays

The Rolling Green PTO offers bags of popcorn to students every Thursday afternoon as a fundraiser for their organization. If your child is interested in a popcorn snack, please send 25 cents to school with your child on Thursdays.

Boxtop Gang

The Rolling Green PTO asks students to drop off Campbell's Labels for Education, Box Tops for Education labels and Tyson Project A+ labels. Proceeds from all of these collected items go towards classroom supplies. Collection contests are held throughout the year. The Boxtop Gang is comprised of 4th graders that help sort and count the labels donated to the school. They determine and distribute prizes to the students that achieve the collection contest goal.

Clickers Group

Clickers is a district wide program. The Rolling Green Clicker program provides an opportunity for 4th and 5th grade students to further develop their technological knowledge and skills. The Clickers meet weekly throughout the school year to learn about new technology software, as well as a variety of digital tools and resources.

Student Council

The Rolling Green Student Council is a student-elected organized group of students who meet regularly, participating and sharing in the life of the school and community. The student council is comprised of two elected students from

each home room class. Student council members are elected at the beginning of the school year. The Council meets on late start Wednesdays. They decide which causes they will provide assistance for during the year (examples are ARL, leukemia, food pantry, school foundation). They also budget and plan special Friday events through the winter months to fund an end of the year party. The Council members help with the pancake breakfast in February and other special school events as needed. Before the class elections information will be sent home with students.

Character Counts!

Learning appropriate social skills is an important part of every young person's life. As a Character Counts! School, the guiding principles for Rolling Green student behavior are for students to demonstrate the Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. School ambassadors, teachers and staff hand out "Rolling Green WOWS" to recognize students who are following one of the Pillars of Character. Each classroom sets their own Pillars of Character goal and earns a Pillar Celebration if their goal is met.

School Ambassadors

The Rolling Green Student Ambassador program is made up of 4th and 5th grade students who show good Pillars of Character. To become an Ambassador students complete an application that requires them to answer questions about how they work with others in school and have three references from sources like teachers, coaches, and parents.

The students take on extra responsibility to help give positive recognition to students at

Rolling Green. The Ambassadors help during the Kindergarten/1st grade lunch at the beginning of the year, go to recess with them later in the year, and help at the bus line at the end of the day. While participating in these jobs they hand out "Rolling Green WOWS" to recognize students who are following one of the Pillars of Character. These students also help at special events like the pancake breakfast, special visitor's day, and open house.

Recess

Students will go outside for recess unless the wind chill is below zero degrees or the weather does not permit being outdoors (rain or excessive wind). Students do go sledding and play in the snow during the winter. Boots, snow pants, a hat, gloves and a coat are all required to be in the snow. Sleds are provided for those days of perfect sledding.

School Calendar

Rolling Green's website has the opportunity for RSS feeds. This provides subscribers updates to school news and announcements as they occur. The link can be found on Rolling Green's home page (www.urbandaleschools.com then go to pull-down menu 'Find a School' and click 'Rolling Green').

Curriculum

Project Based Learning

Project based learning is used at Rolling Green. This is a hands-on strategy that helps students learn to research deeply into a topic. We incorporate reading, writing,

language and speaking skills, and technology while learning about a subject.

Project Based Learning is a method for engaging students in their learning. Students learn communication and presentation skills, organization and time management skills, research and inquiry skills, self-assessment and reflection skills, and group participation and leadership skills. Students have the opportunity to work on problems and issues relevant to their lives, as well as learn vital work and life skills necessary to their success in school or in the working world.

Elementary Curriculum

K-5 students at Rolling Green receive 90 minutes of literacy and 60 minutes of math every morning. This is called the "core" part of their learning for the day. In the afternoon students work on social studies, science and go to specials (music, PE, computer, library and art).

The elementary curriculum is designed to foster desirable personal traits of honesty, reliability, responsibility, fairness, sensitivity, self-discipline, respect and care for the person and property of others, understanding of, respect for, and obedience to law and citizenship, courage, initiative, commitment, perseverance, kindness, compassion, service, loyalty, moderation and patience, a positive self-concept and leadership.

The benefits of work and study, recreation, safety, contributions of the individual, family and groups, and cooperation shall be emphasized. The curriculum will include activities and instructional approaches for developing learning, study, and social skills and higher order thinking skills.

For detailed information on required curriculum for each class, visit Urbandale's District website www.urbandaleschools.com then go to 'Students/Parents' and click

'Curriculum'.

Physical Education

Physical Education (PE) class is offered to all students regularly and includes a variety of activities, both in the gym and outside. Students will be introduced to movement and rhythmic activities, body mechanics, fitness activities, stunts and tumbling, games and relays, sports skills and water safety.

Appropriate clothing and tennis shoes should be worn during these classes. Tennis shoes provide foot cushioning and safety in starting, stopping and running activities. Your child can leave a pair of tennis shoes in their locker for PE classes. If it is necessary for your child to miss more than two consecutive PE classes we ask that parents/guardians provide a doctor's note regarding the necessity for the restriction of activity.

Art

All Rolling Green students receive art instruction by a designated art teacher. Elementary students are exposed to many forms of visual art, including painting, drawing, designing, and constructing three-dimensional artwork. Students will be perceiving, comprehending, and evaluating the visual world; viewing; communicating imaginative and inventive ideas; and making art. The Rolling Green PTO sponsors the Artist in Residence program. An artist is invited to Rolling Green for a week of working with the students. The annual Fine Arts Night is held in the spring at Rolling Green to showcase student art and musical performances.

Music

All students receive vocal instruction on a scheduled basis. Music concepts are explored through singing, playing rhythms, listening, moving and performing on rhythm instruments, reading and writing music, and the study of musical heritage. Chorus/orff for 4th and 5th graders is organized and students may participate on a voluntary basis. Instrumental lessons are offered for students in 5th grade on a regular schedule. Parents/guardians of 5th graders will receive detailed information from the band instructor. The annual Fine Arts Night is held in the spring at Rolling Green to showcase student art and musical performances. The 4th and 5th grade Chorus performs holiday music at Merle Hay Mall, First American Bank, and other areas as requested.

Library

Each class visits the media center for time in the library. The goal of the library program is to foster a love of reading and to assist in the development of life-long learners. Every student has an opportunity to check out books. Students may borrow items and keep them for up to two weeks. They are notified when things they have borrowed are overdue, and they are expected to pay for lost or damaged items during the time borrowed.

Computers

All students have scheduled computer sessions in the computer lab. Students learn basic computer skills, Internet safety, typing, and computer programs. Teachers also have computers and access to iPads in their classrooms to expand learning experiences.

Reading Club

Starting in September, all students participate in a Reading Club each month. Students are asked to track their reading time at home each evening and are given prizes if they reach their reading goal for the month. Incentive prizes are provided by the Rolling Green PTO.

Talented and Gifted Program

The Talented and Gifted Program (TAG) provides a challenging and differentiated curriculum for the top gifted K – 5th grade students at Rolling Green. The classroom teacher and TAG teacher work together to ensure that activities are appropriate for each student's unique characteristics, needs, interests, and learning styles.

Special Education

Special education teachers, in cooperation with parents, classroom teachers, and the Heartland Area Education Agency, identify children having special needs and develop learning programs appropriate for each individual child. Some students' special needs are met in the regular classroom on a consultative basis with the special education teacher, while others are served in collaborative classroom and/or receive pullout services.

English as a Second Language

At Rolling Green, English language learners are served through the ELL program. Teachers on-site provide specialized and specific instruction in listening, speaking, reading and writing while honoring the

student's language and culture.

Speech Language Services

Speech/language therapy is offered at Rolling Green by the Heartland Area Education Agency (AEA). The AEA provides consultation, evaluation and service in all areas related to speech, language, and communication skills.

Food

The Urbandale Community School District provides a well-balanced breakfast and hot lunch that parents may choose to purchase. During breakfast and lunchtime each day, students will be provided many opportunities to practice good manners and social skills.

Optional breakfast is served from 8:40 a.m. – 9:00 a.m. The breakfast menu each day is cereal and cracker or baked item, fresh fruit or juice, and milk.

If you send your child's lunch from home, we ask that you also consider good nutrition. Students who bring their lunch may purchase milk. Monthly school lunch menus are located online at www.urbandaleschools.com under 'Students/Parents' then 'Food Service.'

Parents can pay school-related fees and/or add money to their child's lunch account online at www.urbandaleschools.com under 'Online Payments.' Your child will receive a student ID number at the Rolling Green Open House or first day of school. If parents prefer not to pay online, a secure drop box is located outside of the school office. Please place money into an envelope with your child's name on the front.

If a student's meal account (which includes breakfast and lunch charges) has a negative balance exceeding \$6.90, the student will receive a cheese sandwich and milk until the balance is paid in full.

To apply for free or reduced-price meals, please fill out an application, online at www.urbandaleschools.com under 'Students/Parents' then 'Forms.'

Snacks

Students in K-3rd grade have an opportunity to eat a healthy snack from home during the day. Please do not send a beverage, water is available for drinking.

Birthday Treats

Your child may bring birthday treats for their classroom, though this is not expected or required. Due to potential health concerns, treats need to be commercially prepared and in their original package. Examples of pre-packaged healthy celebration ideas include animal crackers, dried fruit, yogurt, low-fat granola or breakfast bars, and pretzels.

Class Parties

Rolling Green students have three parties a year for every classroom - a Spirit Party in September or October (in connection with homecoming week), Friendship Party in February and End of the Year Party in May. Information will be sent out to parents before each of the parties. The Rolling Green PTO hosts the Spirit Party and Friendship Party so donations and volunteer help are appreciated. The End of the Year

Party is planned and hosted by the Student Council.

Health

Entrance Requirements

Students must meet the current State of Iowa immunization requirements and an acceptable immunization certificate must be on file before the first attendance day of your child. Physical examinations are recommended for all students entering Kindergarten and 4th grade. Students entering Kindergarten are required by state law to present lead screening and dental screening certificates.

Contact information for parents/guardians will be on file for each student. We ask that parents/guardians assist in keeping this information up to date and notify the school of any changes during the school year. If a returning student, the information will be reviewed by the parent/guardian during registration.

School Nurse

The primary mission of the school nurse is to remove health barriers to learning. An individual student health record will be on file in the student's school health office. Immunizations, health screening information, and required medical information will be a part of the student's health record. Sharing of any medical concerns with the nurse will assist in providing care for the student. This information will be confidential. Teachers working with the student will be notified of any possible medical emergencies. Parents/guardians are asked to notify the nurse of any pertinent health information that occurs during the school year.

Illness at School

Students that are feeling ill will be referred to the school nurse. If it is determined that your student is too ill to be at school, you will be notified. Students will not be dismissed during the school day without parent/guardian consent. If the parent/guardian is unavailable, the emergency contact may be called. If it is an emergency situation, EMS will be called and the student will be taken to the nearest or preferred hospital.

While most illnesses do not require exclusion from school, there are times when the student should be sent home. Temporary exclusion is recommended when:

- The illness prevents the student from participating comfortably in activities as observed by the school staff.
- The illness results in a greater need for care than the school staff determines they can provide without compromising their ability to care for other students.
- The student has the following conditions, unless a health professional determines the student's condition does not require exclusion, 1.) The student appears severely ill; could include lethargy, lack of responsiveness, irritability, persistent crying, difficult breathing, or quickly spreading rash. 2.) Fever (temperature at/or above 101 degrees) F.) 3. May also include behavior change or other signs and symptoms such as a sore throat, rash, vomiting, or diarrhea.

Students may return to school once the symptoms are gone for at least 24 hours without the use of fever-reducing

medication.

Illness at Home

If your child is too sick to attend school, or has not been symptom free for 24 hours, please see page 2 for call-in procedures. If your child will not be riding the morning bus, please see page 12 for call-in procedures.

Medication

It may be necessary for students to take medication during the school day. All medication must be brought to the nurse's office. No medication, either prescription or non-prescription, will be administered at school without a written statement from the parent/guardian stating the name of the medication, dosage and dates and time to be given. The medication must be sent to school in the pharmacy labeled container or container in which it was purchased. This policy includes all over the counter medications.

Health Testing

Hearing screenings for all students are conducted each year by audiologists at Heartland Area Education Agency (AEA) 11. Vision will be screened by the school nurse in 1st, 3rd, and 5th grades, and as requested by a teacher or parent. Students in 2nd grade and students new to the District are screened for speech services. This may be conducted through individual screening or teacher interview.

Parents/guardians will receive written notification if their child should be referred to their physician for further testing. Rechecks can be done for hearing after a physician visit. Follow-up speech screenings

may be done with certain students.

Transportation

Bus Transportation

A transportation form will be included with your registration packet. The District currently contracts with Durham School Services in Urbandale to provide busing for Urbandale students.

The District will provide free bus service for students living more than two miles from the school. Also, all kindergarten students will be provided free bus service, unless they live within the designated "walk zone."

Families can pay for bus transportation in the following areas for Rolling Green: north of Aurora Avenue, west of 70th Street and east of 86th Street. Current prices can be found on the transportation form in your registration packet or by calling the school office.

Durham School Services will contact you by phone and send a postcard at least 24 hours before your child's first day of school to state: loading point, bus number, pick-up time, and drop-off time.

If your child will not be riding the morning bus due to sickness, appointments, etc., please call Durham School Services at (515) 276-4407. Be prepared to leave your child's name, school, and bus number.

On late start Wednesdays, bus pick-up will be one hour later than usual. Drop-off time will be the same.

Students riding a bus and/or going to a stop other than their regularly assigned stop is not encouraged. However, in the event a child should need to, please send a written note

with the student, with a parent/guardian signature. A note will need to be sent each time the child needs to change the stop. The note shall be given to the child's bus driver. If a child does not present a note, then the change cannot be made.

Rolling Green buses drop off and pick up students on the north side of the building.

If your child will ride the school bus, teach the importance of remaining seated and following directions of the school bus driver.

Pick-Up/Drop-Off

Movement of traffic at the front of the building for loading/unloading of students is north - south flow. Cars can enter off of Airline Avenue and exit onto 81st Street. The curb lane is the only lane available for picking up and dropping off students in front of the building. If your student is not in front of the building when you pull up, please move all the way to the end of the pick-up lane, then circle around the block and loop through again.

Do not leave your vehicle unattended in the curb lane while dropping off and picking up your child. Always proceed slowly and cautiously. Patience is vital for everyone's safety.

In case of severe weather (rain storm or snow storm) students are kept inside the building and as cars pull up to curb side, one student at a time is sent out. Again, patience provides a safe loading and departure for students in the worst weather conditions.

If you want to park, please pull into any free parking space in the school lot or park headed south on 81st Street (south of the exit to the parking lot). Another option for

parking is the corner of 82nd and Airline Avenue. Your student can exit the building out of the north door and walk to meet you. Students can enter the parent car on the "rider" side, and parents can proceed north or west easily. There is no parking on either side of Airline Avenue.

Bikes, Roller Blades, Scooters, Skateboards

Students are allowed to ride bikes, roller blades, scooters, and skateboards to school with parents/guardian permission. Students must walk their bike and/or carry their roller blades, scooters, and skateboards once they are on school property. Bikes must be parked in the area provided. Locking bikes and properly storing scooters, roller blades, and skateboards, as well as, wearing helmets and related safety equipment is recommended. The school is not responsible for lost or stolen items.

Parent/Guardian Involvement

Rolling Green Open House

Before school starts, a casual open house is held to orient students and parents/guardians to the classroom, meet the teacher, tour the school, and drop off school supplies. Prior to this orientation you will receive an email stating your child's teacher for the year.

Conferences

During the first days of your child's school a 10-minute mini-conference will be available with your child's teacher. The purpose of the mini-conference is to give parents/guardians the opportunity to share information about their child and

communicate expectations for your child's learning through the year.

In October and February, goal setting conferences are held with students, parents, and teachers. The conferences are scheduled for 15 minutes. Information on conference times will be sent out to parents.

Before the October conference, the teacher and student discuss and send home a sheet called "Two stars and a Wish". It will state two positive strength areas that your child feels they have achieved and a "wish" for something to improve on during the rest of the year. Parents/guardians also fill out a column of the sheet with their own "Two stars and a Wish" for their child. The student, teacher and parents meet and come up with a goal statement and action steps. This goal is then reviewed in February. If the goal is achieved earlier than February, then a new goal is set. If the goal is not met, a revision is done.

PTO

The Rolling Green Parent Teacher Organization (PTO) serves as a forum for parents and teachers to collaborate on providing the best environment for students.

You are encouraged and welcome to attend monthly meetings held the 1st Thursday of every month in the Rolling Green media center at 6:30 p.m. During the meetings, goals for the year are discussed, updates are given by the principal, questions can be asked, and networking between parents is encouraged.

Several fundraising events are scheduled throughout the year, such as: carnival night, book fair, end of the year barbeque, teacher appreciation week, popcorn sales, pancake breakfast, school

supplies purchase, Rolling Green apparel sales, reading club, spelling bee, birthday club, staff appreciation, and Box Tops collection.

PTO events and meetings can be found on the school website at www.urbandaleschools.com. Go to pull-down menu 'Find a School' and click 'Rolling Green' then 'PTO.'

Informances

Informances are performances that inform. They showcase academic progress through music, visual arts, drama, dance, readings, songs, and other performance-based activities. Informances are curriculum-based and informal to entertain and educate the audience.

Each class performs one informance a year. These events are held at 4 p.m. in the Rolling Green gym. We encourage family and friends to attend these events. Information will be sent out by your child's teacher prior to your child's informance.

Classroom Volunteers

Parents/guardians may volunteer in their child's classrooms, as well as work on projects from their homes. A volunteer form will need to be filled out with your child's teacher and preliminary training may be required.

Classroom Visitors

Visitors are always welcome to Rolling Green. Parents/guardians will need to be buzzed into the building due to doors being locked during school hours. Visitors will need to sign in at the school office when arriving

and sign out when leaving. Visitor badges will be provided. When possible, please make arrangements in advance with your child's teacher in order to ensure a positive experience for the school, students, and visitors.

If you will be visiting over lunch please call in your school lunch order by 9:05 a.m. You are encouraged to purchase a school lunch or bring a sack lunch and eat with your child in the cafeteria. If you plan on eating/bringing an outside vendor lunch, you and your child may eat in the art room.

In the fall Golden Citizen/Special Visitor Day is held at Rolling Green. Students can invite their grandparents or their "adopted" grandparents for a few hours of fun at school. Special visitors enjoy lunch with their student, a tour of the school, and time in their student's classroom. Reservation information will be sent out to parents/guardians before the event.

Donations

Parents/guardians that are interested in donating supplies to classrooms can visit www.teacherlists.com, enter the zip code 50322, click on "Rolling Green Elementary", find your student's teacher, purchase their requested supplies, and deliver to the classroom.

Other ways to help the school is to drop off Campbell's Labels for Education that are found on soup products, spaghetti sauces, and popcorn (www.labelsforeducation.com). Rolling Green also collects Box Tops for Education labels that can be found on many cereals, snacks, bags and diapers (www.boxtops4education.com) and Tyson Project A+ found on Tyson products (www.tyson.com/projectaplus). Families can

also recycle their empty printer cartridges through the Cartridge World Recycling program (www.cartridgeworldusa.com).

Boxes for all labels and cartridges are found between the front office and gym. Proceeds from all of these collected items go towards classroom supplies. Collection contests are held throughout the year.

Urbandale School Board

The Urbandale Community School District's Board of Directors invites you to attend its meetings and to participate. Directors of the seven-member Board are elected for a full term at a regularly scheduled school election in September of odd-numbered years and serve for four years. Board members serve without pay.

The Board has the responsibility of maintaining the educational program in the Urbandale district. They normally meet on the first and third Monday of the month. Meeting times and locations are listed on the school calendar at www.urbandaleschools.com.

Have Questions?

If you have a question or concern about your child's education it is best to talk to your child's teacher first. Staff phone numbers and email can be accessed from Rolling Green's website. The best time to call teachers is 8 a.m. – 8:30 a.m. and 3:45 p.m. – 4 p.m. If you still have a question or concern after talking to your child's teacher, contact Principal Julia Taylor.

For the complete student handbook for elementary schools in the Urbandale District visit www.urbandaleschools.com under

'Students/Parents' then 'Student Handbook.'

Important Phone Numbers

School Office – (515) 457-5900

School Office – reporting your child's absence - (515) 457-5903

Ms. Taylor – office – (515) 457-5901

Ms. Taylor – cell phone – (515) 313-1662

Durham School Services – bus service – (515) 276-4407

Adventuretime Office – (515) 457-5855