

# 2019-2020 SCHOOL YEAR

## ROCKBROOK ELEMENTARY SCHOOL

### K-5<sup>TH</sup> GRADE REGISTRATION



#### Summer Enrollment Dates

July 29th to August 9th

**All new students must be pre-enrolled online  
before enrollment can be completed.**

**Please visit [enroll.lisd.net](http://enroll.lisd.net) and then schedule an appointment online at <https://www.signupgenius.com/go/60B0D4CAA72DA2FE3-registration1>  
to bring in your required documents.**

## **First Day of School: August 13, 2019**

#### School Hours

Building Opens at 7:15 a.m.

Class Begins at 7:45 a.m.

School is Dismissed at 3:00 p.m.

#### Lunch Times

Kindergarten

1<sup>st</sup> Grade

2<sup>nd</sup> Grade

3<sup>rd</sup> Grade

4<sup>th</sup> Grade

5<sup>th</sup> Grade

10:25-10:55 a.m.

10:55-11:25 a.m.

11:25-11:55 a.m.

11:55 a.m.-12:25 p.m.

12:55-1:25 p.m.

12:25-12:55 p.m.

#### Required Documents to Complete Enrollment:

- Certified Birth Certificate (copies cannot be accepted)
- Immunization Records (legible copies will be accepted)
- Proof of Residency (current gas, water, or electric bill)\*
- Parent/Guardian Government-Issued Picture ID
- Social Security Card (optional, but highly recommended)

\*If you do not have a utility bill in your name because you are staying with family or friends, please visit Student Services to obtain a Residency Verification Form. Both parties must bring their ID along with the utility bill in person. Student Services is located at 1565-C W. Main Street in Lewisville.

**Lewisville ISD**

1565 W. Main St., Lewisville  
469-713-5200  
www.lisd.net

**Rockbrook Elementary**

2751 Rockbrook Dr., Lewisville  
469-713-5968  
rockbrook.lisd.net



**Rockbrook Registration & Attendance Webpage**

Rockbrook.lisd.net → Resources → Parents → Registration Information

**Community Services (formerly Student Services)**

1565-C W. Main St., Lewisville  
469-713-5206  
www.lisd.net → Departments → Student Services

**Child Nutrition**

469-713-5207  
www.lisd.net → Departments → Child Nutrition Program

**Extended School Day**

701 S. Charles St., Lewisville  
469-713-5997  
www.lisd.net → Departments → Extended School Day

**Transportation / First Student**

469-383-8616  
www.lisd.net → Schools → Bus & School Locator

**Denton County Health Department (immunizations)**

401 N Valley Parkway, Suite 100, Lewisville  
972-434-4700  
www.dentoncounty.com → Departments → Health Services → Immunization Coalition

**Follow us on Social Media!**



@RockbrookES



@RockbrookES

## Rockbrook Elementary Dress Code 2019-2020

The following guidelines are established as a point of reference for parents, students and administrators in regards to dress. All students must be clean and neatly groomed. The administration reserves the right to determine inappropriate dress believed to be disruptive to the school environment.

1. Hair, by color or design, may not create a distraction to the learning environment. Hair should be primarily a natural color. Non-natural accents such as dye streaks or color strips may be permitted, but may not cover more than 25% of the hair.
  - Students will be given three days maximum to correct hair color.
2. Students may not wear the following: tongue rings, lip rings, eyebrow rings, ear gauges, spacers, facial jewelry, such as hoops, rings, or facial decorations.
3. Caps, hats, or other head covers, including, but not limited to sweatbands, bandanas, hair rollers, hair curlers, and other similar hair grooming items, shall not be worn by male or female students in the school building.
  - Female students may wear a headband (not a modified bandana).
  - Hoodies or hooded sweatshirts may be worn, however, the hood cannot cover the head.
  - Hair picks and hair sponges cannot be visible (must be in backpack).
4. Students may not wear clothing that advertises, by name or symbol, any products that are not permitted in schools, including, but not limited to, the following: drugs, alcohol, profanity or suggestive slogans, tobacco, obscenity, violence, or gangs.
5. Students may wear long pants of appropriate length, skirts or shorts of appropriate length, at or about mid-thigh or longer, at the natural waistline.
  - Minimum 4-inch inseam.
  - Outside layer of clothing must fit at the natural waistline.
  - If a student has holes in their jeans, they must be at least 4 inches from the bottom of the pockets.
  - Skin should not be visible above mid-thigh.
6. Clothing which would be deemed inappropriate by dress code guidelines or offensive for school in general shall not be allowed, including, but not limited to, the following: mini-skirts, halter or tube tops, split sides, crop tops, bare shoulder tops, see-through clothing, fishnet tops, or running/spandex shorts.
  - Shirts/tops or skirts and dresses of appropriate coverage: Shirts that reveal skin around the waist when the student is sitting, bending, or reaching are not acceptable.
  - Sleeveless shirts should be at least 3 fingers wide for female students. Sleeveless shirts are not acceptable for male students.
  - Skirts and dresses must reach mid-thigh.
7. Yoga pants, leggings, and jeggings may be worn if the shirt drapes to mid-thigh in both front and back.
8. All students must wear appropriate, non-visible undergarments.
9. For health reasons, students are required to wear shoes appropriate for the school setting. House shoes or slippers are not appropriate for school.
  - Appropriate closed-toe shoes must be worn for science labs, P.E., athletics, and Outdoor Education.

## Important Attendance Policies

- Students are expected to be in class ready to learn at 7:45 a.m. Students arriving after this time are considered tardy. A tardy slip will be given from the office before going to class.  
*\*\*TIP! Our building opens at 7:15 a.m. and students are welcome to come in at this time to eat breakfast.*
- Our school day ends at 3:00 p.m. and there is still teaching and learning happening until the end of the day. Early pick-ups are handled in the same way tardies are for attendance purposes. Only documented medical appointments are considered excused. Please send a written doctor's excuse the following school day.
- State law requires that students between the ages of 6 and 19 attend school unless excused from attendance or legally exempt. Students enrolled in kindergarten are required to attend and subject to the compulsory attendance requirements as long as they remain enrolled. State law allows for exemptions to the compulsory attendance requirements for the following reasons:
  - Religious holy days;
  - Required court appearances;
  - Activities related to obtaining United States citizenship;
  - Documented health-care appointments for the student (written documentation required);
  - For children of active duty military members, up to five days before or after certain deployments
- When a student is absent, proper documentation is required upon return to school. The school will accept a total of three parent notes per semester; absences beyond this will require a doctor's note or other appropriate documentation upon approval of the attendance committee.
- When a student is absent for three or more consecutive days because of personal illness, a written excuse from the doctor is require to excuse.
- After three unexcused absences, parent will receive a reminder phone call.
- After five unexcused absences, parent will receive a State Warning Letter.
- After ten unexcused absences, Rockbrook may make a referral for truant conduct to the Lewisville Municipal Court due to Parent Contributing to Non-attendance.
- To receive credit or a final grade in a class, a student in kindergarten-12<sup>th</sup> grade must attend at least 90% of the days the class is offered. All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. The attendance committee will meet to determine whether there were extenuating circumstances for the absences.

~ ~ ~ ~ ~

*Attending school regularly helps children feel better about school and themselves. Start building this habit early so that your student will learn right away that going to school on time, every day is important. Thank you for your support as we strive to improve school attendance and raise achievement at Rockbrook Elementary!*

## **Rockbrook Elementary Office & Campus Policies**

**Transportation Changes:** Any changes to the way your child goes home must be made in writing and by 2:00 pm the day of the change. If you email the change, please be sure to include both attendance clerks ([chopraa@lisd.net](mailto:chopraa@lisd.net) and [roquemorec@lisd.net](mailto:roquemorec@lisd.net)) and your child's teacher in the email. More information is available on the Rockbrook website.

**Lunch Visitors:** Parents are welcome to come and have lunch with their child on campus. Tables are available just outside of the cafeteria for this purpose. Please remember that you may bring in food for your child only and that all other students must remain in the cafeteria with their class.

**Student Birthdays:** Students can celebrate birthdays with their classmates by sharing store-purchased cupcakes or cookies at the end of the school day. In order to preserve instruction time, parents are asked to drop cupcakes in the office and a staff member will deliver them to the classroom after 2:00 p.m. Please save all other treats, drinks, and goodie bags, and balloons for home.

**Classroom Visits:** Parents wishing to observe in the classroom must request permission from the principal. Approved visits must be scheduled in advance and are limited to no more than 45 minutes per semester.

**Deliveries:** Due to the high volume of activity in our office on most days, we ask that you reserve student deliveries of all kinds for home, including food, flowers, balloons, candy, etc.

**Identification:** Please always bring identification in the form of a driver's license, government-issued ID card, or passport any time you come into the office. For student safety, we require ID anytime someone is visiting our campus or picking up a child.

**Authorizing Pick-Up:** If you send someone else to pick up your child, please send permission in writing. Having someone listed as an emergency contact does not give that person permission to pick up a child from school or to take a child out of school for an appointment. Please plan ahead by emailing the office staff or sending a note with the person's full name and the details of the pick-up. Also remind any person picking up your child that they *must* bring ID.

**Change of Address:** If you move during the school year, please notify the office immediately and provide a new gas, water, or electric bill. Current and accurate address information is required to remain enrolled.

**Phone Numbers & Emails:** Please keep phone numbers and email up to date at all times. In an emergency, school officials will call the primary number first. Also, please be sure that the email address you provide in Skyward is accurate and that you check it often. We use Skyward email to communicate important information throughout the year.

**Records Request:** When requesting copies of records from your child's educational file, please submit the request in writing. The request should include the child's full name, the full name of the person making the request, and a list of documents being requested. Please allow up to 10 days for request to be fulfilled.

**Cash Payments:** When bringing cash to pay for things such as field trips, PTA items, etc, please be sure you have exact change with you. Our office does not keep cash on hand for making change.

**Volunteer Background Check:** If you think you would like to join us for a field trip or other event. Please go online to complete the volunteer background check: [www.lis.net](http://www.lis.net), then Resources, then For Parents, and then Volunteer Information. Thank you!



# The Responsibility Shelf

In an effort to maximize learning and success in the classroom, as well as foster a sense of responsibility among our students, Rockbrook Elementary staff utilizes the Responsibility Shelf when parents bring forgotten items to school.

Our goal is to minimize the number of times we interrupt classrooms when students forget lunches, homework, backpacks, coats, library books, etc. The procedure allows an uninterrupted day of teaching and learning for all of our students. We also believe this procedure allows our students increased opportunities to strengthen their "responsibility muscles" at school and at home.

Under the procedure, items brought to the office will be handled as follows:

- Lunches should be labeled with the child's name and placed on the designated shelf just outside of the office. Students without a lunch will be able to check the table when his or her class comes in for lunch.
- Homework, folders, projects, and library books will be placed in the teacher's box.
- Backpacks and coats will be placed in the bins at the bottom of the shelf outside of the office. Please make sure the child's name is written inside all outerwear and backpacks.
- Email your child's teacher to let them know that you have dropped off items. To find their email address, visit our website at [Rockbrook.lisd.net](http://Rockbrook.lisd.net).

Please help us by encouraging your student to bring everything they need for the day with them in the mornings. We thank you for your support and understanding as we strive for more cohesive and structured learning throughout the day for all students.



## Transportation Change Requests



If a situation arises where you must change the way your child is getting home from school, please contact the front office immediately.



**CHANGES MUST BE RECEIVED BY 2:00 P.M.**



You may contact us, **in writing**, in any of the following ways:

- By emailing the Assistant Attendance Clerk and Office Clerk (email addresses are available on the school's website under the "Our School" and then "Front Office" tab. Please also include your child's teacher in the email. Teacher emails can be found on the school's website under the "Grade Levels" tab. Emails must be sent before 2:00 p.m.
- By fax at 972-350-9139 before 2:00 p.m.
- In person, by filling out *Transportation Change Request Form* before 2:00 p.m.
- By sending a note in your child's folder the morning of the change.

Please include all of the following information in your request:

- Student's name
- Student's ID number (This can be found by logging in to your Skyward Parent Access account. For the safety of your student, we do not give this number over the phone. We can send you a link to reset your log-in using the email address already on file.)
- Teacher's name
- Your name
- Phone number where you can be reached at dismissal time
- Specific details as to how your child will be going home (including bus number and/or name of apartment complex, name of person picking up, etc.)
- Your signature and today's date

For the safety of all students, transportation change requests are not accepted by phone, except in cases of extreme emergency and with principal approval. Thank you for your support!



## **4<sup>th</sup> and 5<sup>th</sup> Grade Students Only**

Welcome to Lewisville ISD! We are excited about the 1:X initiative, which allows students, parents, and teachers to collaborate anytime, anywhere. Prior to receiving a district issued iPad, you will need to complete the following steps:

1. Please make sure that you have already completed the Skyward Family Access forms online, which includes the LISD Student/Parent 1:X Use Agreement form and the Acceptable Use Policy.
2. Once completed, notify the front office and the iPad fee will be created for you in Skyward. You will then need to pay the non-refundable annual fee of \$40 (\$30 for students in the free/reduced lunch program) for the LISD Replacement Benefit Program. (The fee can be found using your Family Access log-in and password and clicking on “Fee Management.”) The fee is paid each school year and covers a one-time replacement for accidental loss and damage. If a device is damaged while in a non-district case, an additional \$35 fee will be charged to replace the district issued case.\* *(Families that do not wish to pay online may pay in the Rockbook office by cash or check. If paying with cash, please be sure to have exact change. We are not able to make change in the office.)*
3. Once the above steps have been completed, please notify the front office. Ms. Leejay will then create a support ticket with technology to issue an iPad to the student.

\*Please visit the webpage below for full information on the replacement program and what it covers and does not cover.

For more information about the Lewisville ISD 1:X program, please visit the LISD website and click as follows:  
Resources → For Parents → Technology → 1:X iPad/Learning Device.