

# Rock Spring Elementary School

**ROCK SPRING  
AND BEYOND!**

Parent & Student Handbook  
2020-2021

A companion guide to The Walker County  
FYI Handbook

Rock Spring Elementary  
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RSE Rock Spring Elementary



Rock Spring Rockets @rockets\_rock

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# Rock Spring Elementary School

## 2020-2021

Welcome to a new year at Rock Spring Elementary School. Our goal is to prepare students for productive living and lifelong learning. Rock Spring Elementary School will provide a learning environment that fosters respect for each of our students through an understanding of his/her intellectual, social, emotional, and physical needs. Let's all work together to make this a successful, meaningful, and productive year for our students. If we can assist you at any time or if you have a concern or suggestions, please do not hesitate to call the school.

### **BELL Schedule**

- Doors Open- 7:00 AM
- Tardy Bell- 7:45 AM
- Dismissal- 2:15 PM

### **LUNCH Schedule**

Time	Time	Teacher
10:25	10:55	Shults/Davis
10:30	11:00	Bethune
10:35	11:05	Sprayberry
10:40	11:10	Wigley
10:45	11:15	Cobb
10:50	11:20	Hayes
10:55	11:25	Watts
11:00	11:30	Lands
11:05	11:35	Kissner
11:10	11:40	Shook
11:15	11:45	Bobo
11:20	11:50	Case
11:25	12:00	Gotliffe
11:30	12:00	Dawson
11:30	12:00	Millican
11:40	12:10	Hobbs
11:45	12:15	Oliver
12:00	12:30	Turner
12:05	12:35	Underwood
12:10	12:40	Bankston/Allen
12:15	12:45	Cleghorn
12:20	12:50	Horne

### **Entrance Requirements**

- An official birth certificate, Georgia Immunization / Health Forms 3300 and 3231\*, and social security number.
- Two (2) forms of proof of residency within the RSE district: utility bill, Current lease or rental agreement, current paycheck stub, current home purchase agreement, or a notarized third-person affidavit of residency for the parent(s) or guardian(s) where the third-party is the legal owner or lessor of the property and verifies the physical residency of the above named parent/guardian(s) to be at that location.
- Walker County utilizes a Central Enrollment system. Parents & students can register for school at the AEC, 925 Osburn Rd, Chickamauga, GA.

All students, regardless of grade and including foreign exchange students, must have the Georgia Department of Human Resources Form 3231 immunization certificate marked "Complete for School" unless any of the following situations exist:

1. Medical exemption: in this case the 3231 has an expiration date no more than 12 months from date of issue. There must be an annual review of the medical exemption and the certificate must be reissued with or without indication of the medical exemption.



### **Basic Daily Schedule**

- 7:00 – Doors Open
- 7:15 – Breakfast Service Begins
- 7:15 – Students report to their classrooms
- 7:45 – Tardy Bell Rings
- 2:15 – Dismissal Begins

### **General Policies**

- No parents or visitors are allowed in the building. This means that you can not walk your child into the school building or visit for

lunch. We are taking this precaution to promote social distancing and limit the amount of people in the building. This procedure will be revisited throughout the school year.

- All car riders need to open their own doors when getting out in the morning and when getting in the car in the afternoon. Staff members will be there to assist students. Parents are asked to take your child's temperature before coming to school.
- Morning dropoff procedure is a single car line. The kindergarten door will **not** be unlocked this year. All students must enter through the main entrance.
- After 7:45, a student is tardy. Due to our "buzzer" system, it is mandatory for **parents to come in and sign in if your child is tardy.** This is to ensure their safety. Please be on time. Masks are strongly encouraged when entering the building. Please come directly to the office.
- It is important for students to be on time. Multiple tardies can lead to a parent meeting with administration.
- Students not riding the bus will need to be picked up by 2:40.
- Our afternoon car rider line begins at 1:45. This is to ensure our special education buses can load their bus safely and leave campus without any problems. Please do not start the "double" line until a RSE employee initiates the process.
- If your phone number changes throughout the year, make sure you notify the office and the child's teacher. For any type of change (phone #, address, authorized pick up personnel) a new emergency card will need to be filled out. This is extremely important that we have a way to contact you.
- Door System: Everyone will have to be "buzzed" in. Parents/visitors will press the button on the box by the front doors. At that time, they will state their purpose, child's name and wait to be "buzzed" in. This is a protocol to aid in the safety of our students. We strongly encourage parents to wear a mask when entering the building.

#### **Transportation Arrangements and Changes**

- Parents/guardians are responsible for making transportation arrangements for their children to and from school. This must be done by 1:50 p.m to ensure teachers have the correct information before dismissal.
- Buses are provided for students who obey drivers and follow bus rules. Failure to do so will result in the temporary or permanent loss

of riding privileges following parent notification. All pupils on buses are under the authority of bus drivers. Students must get on/off the bus at the same stop daily unless a bus pass stating otherwise has been issued. Bus rules will be provided in a separate pamphlet at the beginning of each school year. Students are strongly encouraged to wear a mask while on the bus. Parents should check their child's temperature before getting on the bus in the mornings.

- Regular transportation arrangements should be stated clearly on students' emergency cards.
- If the transportation change involves going home with another student, a note from both parents/guardians is also required.
- All persons picking up a student **MUST be listed** on the child's emergency card OR have been listed in writing as having permission to pick up the student by a parent/guardian.
- Proper identification will be required for the pick-up of any student.
- At the discretion of the administration, students remaining after 2:40 will have to be signed out by parents. If this is a repeated occurrence, YMCA or other authorities will be contacted.
- We will make every effort to work with parents/guardians to ensure that students are transported home from school safely. Advance planning will make changes in transportation flow smoothly. Lack of advance planning may result in inconveniences to students, parents/guardians, and school personnel.
- For afternoon dismissal, parents are not allowed to walk in and pick up their child. This policy is established for safety reasons. Parents are to stay in the car rider line where their child will be dismissed through the lobby and teachers will escort them to your car. For parents in the car rider line, it is important to stay alert! No cell phone usage is allowed while in the car line. Safety is a priority.

### **Conduct Expectations**

All students are expected to behave in a respectful and orderly manner while at school. If, however, a student is persistently disruptive, we reserve the right to employ firm discipline. Our school discipline procedure conforms to both local and state policies. All students in the classroom, hallways, cafeteria, assemblies, restrooms, playground area, as well as on field trips should maintain appropriate behavior. Rock Spring Elementary School adheres to the progressive discipline procedures outlined in Walker County Board Policy. RSE is a PBIS (Positive Behavior Intervention Strategies) school. Using this framework, clear

expectations are set for different areas of the school. In addition, every grade level has a class matrix each student is expected to follow. Expectations will be taught for each area. RSE uses the term "SOAR" for reminder of the expectations (**S**tay Safe, **O**wn your behavior, **A**lways work together & **R**espect for all). SOAR videos demonstrate the "correct" behavior. Students who are following these expectations are acknowledged with DOJO points. These points can be "spent" for special things. Along with grade level incentives, monthly classroom events will be held for a certain amount of points. If a student does not follow expectations, teachers will determine if the behavior is an immediate office referral or a class referral. Once a student accumulates 4 classroom referrals, they are sent to the office. If a student is sent to the office with a referral, they may not participate in the monthly incentive. Students can be recognized as a **PAR (Positively Awesome Rockets)** student. This means they come to the office to tell the administration what "awesome" thing they have done. Please help us to ensure that we are promoting quality instruction and that students portray quality behavior. SOAR can even be used at home and in the public.

#### **Important Dates**

Picture Days –

September 29th– Fall pictures (individual)

November 5th – Retakes and Class Pictures

March 2nd - Spring Pictures

Progress Reports- To access your child's grades, please create a Powerschool account (a letter will be sent home). If you do not have Internet access, please let the office know you need a paper copy. A report card will be sent home at the end of the year which includes all standards and how your child did on each standard.

State Assessments

GA Milestones- To Be Determined

End of Year Awards- (more details closer to time)

May 20th– Kindergarten through 4<sup>th</sup> grade Awards

May 21st- Fifth Grade Awards Day (7:50 a.m.)

#### **Attendance**

See FYI Bulletin 2020-2021 for important attendance information.

\*When a student must be absent due to illness, please send a doctor or parent note immediately upon the student's return to school explaining the absence. Students need to be fever free for 24 hours without medication before returning to school.

- This year Perfect Attendance means here every day, all day (no absences, no tardies, no early dismissals). Excellent Attendance means here every day AND 5 or less tardies/dismissals. We are trying to focus on being here on time each and every day. Being on time is a life skill. If your child is tardy or leaves early, they are missing instruction.
- Excessive absences can lead to an In-house truancy contract, or Walker County Truancy.

### **Early Dismissals**

- Your child's education is the utmost importance to us. We are asking that parents do not check out your child early unless it is an emergency or for a medical issue. For the grades that departmentalize, your child may miss a full day of instruction if they are checked out. Try your best to schedule medical appointments after school hours. Please don't come in right before dismissal to check your child out. **After 1:50, you cannot check out your child.** This will allow teachers time to finish their lessons and pack up to go home. Also, all persons picking up a student must be listed on the child's emergency card or have been listed in writing as having permission to pick up the student by a parent/guardian.

### **Homework**

Homework assignments and due dates for those assignments are at the discretion of each teacher. Homework is designed to check for understanding, provide practice, and reinforcement, as well as to provide enrichment activities. Parents can help by encouraging students to complete homework on a daily basis. Please check your child's communication Rocket Folder daily for a listing of homework /class work assignments.

### **Virtual Learning**

Families have the opportunity to begin the 2020-2021 school year with virtual learning. Students will be given a schedule to follow of log-in times and assignments. Attendance will be taken for virtual school just as it is for face-to-face learning. Grades will also be given and recorded.

### **Google Classroom**

Teachers will set your child up in a Google classroom. If you have an older student they will know how to log in. If you have a younger child, your child's teacher will give you information on how to use this. ALL students will have access to a Google classroom. More information will be given later.

### **Medicine**

It is the policy of the Walker County Board of Education that it is preferable for all children's medication to be administered by a parent or guardian at home. In some situations, school personnel in compliance with approved administrative regulations may administer a child's medicine or medication. **We cannot dispense medicine of any kind unless it is brought from home in its original container, along with complete dosage information and a completed form JGCA-E2 (Medication Permission Request).** **Long-term dispensing of medication (more than 2 days) will require direct instructions from a doctor.** Parents must assume responsibility for informing the school/school nurse of any medical condition a child may have. It is imperative that all allergies or other health information be included on the school emergency card. This is a parental responsibility. If your child has any type of medical alert, let the teacher and office know as soon as possible.

### **Unpaid Debt Protocol**

Students with unpaid debts, such as but not limited to, cafeteria and/or media center charges (books, etc.) will not be eligible to purchase ice cream, book fair items, other school-sold items (including field day concessions) or participate in incentive activities or events until such time as their debts have been paid.

### **Breakfast/Lunch**

The food service program provides a nutritious, well-balanced breakfast and lunch each school day. Students who wish to eat breakfast should be at school between 7:15 and 7:45. *Breakfast is free for all WC students.* Applications for free or reduced meals will be sent home the first day of school and should be returned immediately. All students will still need to pay until the free/reduced applications are processed. The Coordinator of Food Service will inform you if your application has been approved. If students forget or lose their meal money, they may charge for that day only. Students will not be allowed to charge more than three meals in succession. All charges should be paid promptly. **A student lunch cost \$2.20 per day. Visitor's lunch cost \$4.50 and breakfast \$2.50. Holiday meals**



**for visitors are \$5.00.** WC ensures that students have a well balanced, nutritious breakfast and lunch that comply with federal guidelines. Therefore, outside food from fast food restaurants are prohibited and should not be brought in the cafeteria. **Please fill out the Free/Reduced Lunch Application and return it to school as soon as possible. Don't forget you can use My School Bucks to pay online.**

### **Visitors**

*Listed below is our school procedure for visitors; however, at this time no visitors will be allowed in the building.*

All visitors must report to the main office and sign in upon arriving at Rock Spring Elementary School. Visitors need to use our main entrance, and will receive a sticker or badge indicating that they are our visitor and have signed in. This will help ensure the safety and security of the students and staff. Anyone going past the foyer must have an ID badge issued through the office. RSE protects instructional time for all students. Distractions affect learning. Visitors are welcomed during lunch and recess times. If visitors cause a disruption, they will be asked to leave.

### **Tobacco Policy**

No tobacco products (including vapors) can be used on this campus. This means at PTO events, school events, playground and in the car rider line, no tobacco products may be used. Please no smoking in the car rider line. Rock Spring Elementary is a tobacco free campus.

### **Connections Rotation**

To begin this school year students will have connections every other day to allow time for cleaning connections rooms and equipment. Make sure your child wears the proper clothing and shoes each day.

### **PE**

Parents are asked to ensure that students wear tennis shoes on the days their children have PE. We are asking as a general safety support that students not wear flip-flops to school. If students do not have their tennis shoes on PE days, two points will be deducted for each infraction.

### **STEM and Reading Lab**

In analyzing our data, there is a need in the area of reading. For our school-wide plan, RSE students will increase their reading and comprehension skills. Students will be active participants in learning

how reading can be engaging. Please make sure your child reads every night. This will help strengthen their reading skills.  
A reminder for STEM: Students may be outside. Please make sure your child is dressed appropriately for outdoors (including their shoes).

### **Dress Code**

Dress code for all students is defined in the FYI booklets. Make sure your child adheres to all dress code requirements. The length of shorts, skirts and dresses should be longer than a student's fingertips when the arm and fingers are extended downward against the leg. No distracting hairstyles will be allowed (mohawks, fohawks, brightly colored hair, etc.).

### **FYI Bulletin**

The FYI Bulletin published by the Walker County Board Of Education will take precedence over this handbook. Any changes or additions will be communicated to our school stakeholders through our Rock Spring Newsletter. Please reference the FYI Bulletin for more thorough information pertaining to all Walker County Schools.

### **Communication**

Rock Spring Elementary will be using Class Dojo as one way to communicate with our parents. This program can be used on your phone. It is a perfect way to get information to you quickly. With this program, you can communicate with the teacher as well. Teachers will also set up a class or grade level email to send information. A school monthly newsletter will be sent home at the beginning of each month. Walker County utilizes School Messenger calls for important information.

### **Valuables at School**

School personnel try to prevent losses, but they are not responsible for students' personal property. Anything not needed for class should be left at home. All belongings should be labeled. Toys should only be brought to school with permission of the classroom teachers. Fireworks, tobacco products, alcohol, knives, guns, and illegal drugs or any toy or look alike of these items violate state and local laws. Student phones are to be kept in their bookbags turned off at ALL times while at school. If a student violates this policy, the parent will be contacted to come pick up the phone.

### **Water**

Students are allowed to bring a water bottle to school to drink while in class. Only water will be allowed (**no** flavored water packs-this stains

the carpet, no cokes, no tea, etc.). We have water filling stations for students to use instead of drinking directly out of the water fountain.

### **Requests**

RSE will no longer accept parental requests for a specific teacher for the upcoming grade. All students receive a quality education, which pushes them to meet goals and prepares them for the next level.

### **PTO-Parent Teacher Organization**

The Rock Spring Elementary School PTO has been established to support the mission of the school. Parents are encouraged to take an active part in the PTO. The PTO is a valued asset to our school and needs volunteers to help with activities and functions throughout the year. If you would like to get involved and help, please contact Mrs. Gilstrap or Mrs. Clawson.

### **Parent Involvement and Title I**

Rock Spring Elementary School is a Title I school. We receive funding from the federal government based on the number of students who qualify for free or reduced lunch. We strive to utilize the funding we receive in a manner in which it is intended which is to provide support for students in various areas of their school life. One program we have at Rock Spring Elementary as a result of our Title I status is that of Family Engagement. Our Parent Engagement Coordinator is Mrs. Sarah McCloskey. We are excited to have her. She will work to provide opportunities for parents to participate in the planning and execution of many programs involving our parents and community members who wish to volunteer through our school. There are numerous ways you can help. If you would like to get involved, please contact Sarah McCloskey at [sarahmccloskey@walkerschools.org](mailto:sarahmccloskey@walkerschools.org).

Listed below is RSE's protocol for volunteers. Once the building is re-open for volunteers, a training session will be scheduled.

**Volunteer Protocol**

To Be a Rock Spring Volunteer:

- Fill out an application and be approved by the principal;
- Fill out and abide by the Walker County Acceptable Use of the Internet Policy;
- Attend (or view electronically) a volunteer orientation session (new session each year);
- Sign in and out each time you volunteer;
- Wear identification that identifies you as a volunteer;
- Volunteer in designated areas of the school building including classrooms, work rooms and common areas;
- Volunteers are asked to volunteer in classrooms other than those in which the teacher is a relative. Special permission to volunteer in a classroom where the teacher is a relative may be given upon written request to the principal. Please submit such requests at least 24 hours in advance of any proposed volunteering situation. Requests may be made by teachers or volunteers and will be considered on a case-by-case basis.
- Volunteers must comply with all Walker County Board of Education policies. (Board Policy IFCD)

By applying to be a RSE volunteer, you signify that you understand that you will be on campus and volunteering at the will and call of the school principal. The principal has full discretion as to when you volunteer and what volunteer work you perform. If you have any questions, please do not hesitate to call our Family Engagement Coordinator, Sarah McCloskey or our principal, Kandy Gilstrap.

Thank you, and happy volunteering! ☺

***Return the last page of this handbook, the Emergency card (in your packet) and the Free/Reduced Lunch form ASAP!***

**Please Fill out and RETURN TO SCHOOL**

I have received the 2020-2021 RSE Handbook. Date: \_\_\_\_\_

\_\_\_\_\_ Student name (please print)

\_\_\_\_\_ Parent(s) signature

\_\_\_\_\_ Student signature

Please print: Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Please indicate areas in which you would be interested in volunteering when the building becomes open again or learning more about within our school:

\_\_\_\_ Cafeteria monitoring

\_\_\_\_ Homeroom parent

\_\_\_\_ Landscaping / painting

\_\_\_\_ Club Day-3<sup>rd</sup>-5<sup>th</sup>

\_\_\_\_ PTO Events

\_\_\_\_ Career Day

\_\_\_\_ Field Day

\_\_\_\_ Staff refreshments

\_\_\_\_ Student tutor

\_\_\_\_ Staff appreciation weeks

\_\_\_\_ Fundraiser helper

\_\_\_\_ New family mentor

\_\_\_\_ Mystery reader

\_\_\_\_ Picture day helper

\_\_\_\_ Other (tell us)

\_\_\_\_ Business Partner

\_\_\_\_ Help w/ Afternoon Club

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Your child(ren) that attend RSE \_\_\_\_\_