

Rock Spring Elementary School

**ROCK SPRING
AND BEYOND!**

Parent & Student Handbook
2024-2025

A companion guide to The Walker County
FYI Handbook

Rock Spring Elementary
372 Hwy 95

Rock Spring, GA 30739

Phone: 706-764-1383

Fax: 762-296-1002

<http://rse.walkerschools.org/>



RSE Rock Spring Elementary



ClassDojo

We are a Dojo School!

Kandy Gilstrap, Principal

kandygilstrap@walkerschools.org

Brooke Murphy, Assistant Principal

brookemurphy@walkerschools.org

Rock Spring Elementary School 2024-2025

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- 7:30 AM
- Dismissal- 2:30 PM

Lunch Schedule

24-25 Lunch Schedule

Time	Time	Teacher
10:30	11:00	Higdon
10:35	11:00	Lands
10:40	11:10	Renfrow
10:45	11:15	Thurman
10:50	11:20	Hobbs
10:55	11:25	
11:00	11:25	Cleghorn
11:05	11:35	Harless
11:10	11:40	Kissner
11:15	11:45	Bobo
11:20	12:00	Haslerig
11:25	11:55	McQuatters
11:30	12:00	Newsom/Merciers
11:35	12:05	Sprayberry
11:40	12:10	Bethune
11:45	12:15	Thompson
11:50	12:20	Volpe
11:55	12:05	Underwood
12:00	12:30	Hayes/Cobb
12:05	12:30	Hayes/Lowery
12:25	12:50	5th

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.
- If your child is out of zone/district, a contract must be filled out and approved. Availability of acceptance depends on class size.



Basic Daily Schedule

- 7:00 – Doors Open
- 7:00 – Students report to gym until 7:10
- 7:10-Breakfast Service Begins
- 7:30 – Tardy Bell Rings
- 2:30 -Dismissal Begins

General Policies

- In grades Pre-K through 2nd grade, parents are invited to walk their child to their classroom. After August 16th, your child will walk to their classroom independently. There will be staff to help them just in case they need reassurance and support.
- 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. Your child should be ready to exit the vehicle once stopped. Please make sure to have all their things together and say goodbyes as you are driving up the hill. This will help the drop off process flow smoothly.
- Morning dropoff procedure is a single car line. Students will need to exit the vehicle all along the sidewalk for safety purposes. Please do not wait to unload your child right at the entrance. This will cause a delay in the car rider line. All students must enter through the main entrance.
- The HANDICAPPED parking spaces are not a "drop off" zone. These spaces are here for our students and parents that have a handicapped tag. If you do not have a handicapped tag, you can not use these spaces, even to unload. We appreciate your help with this matter.
- After 7:30, 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 and come directly to the office. Again this school year, for attendance purposes, **For EVERY 3 tardies or early dismissals that are unexcused this equals ONE unexcused absence**. We do take excusal notes for tardies and early dismissals if your child has an appointment.
- It is important for students to be on time. Multiple tardies and/or absences can lead to a parent meeting with administration.
- Students not riding the bus will need to be picked up by 2:55.
- Our afternoon car rider line begins at 2:00. 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. It 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 name, purpose, child’s name and wait to be “buzzed” in. This is a protocol to aid in the safety of our students.

Transportation Arrangements and Changes

- Parents/guardians are responsible for making transportation arrangements for their children to and from school. This must be done by **2:00 p.m.** to ensure teachers have the correct information before dismissal. If your child leaves on an early bus you **MUST** make transportation changes no later than **1:50 p.m.**
- 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 passes must be issued through the office. The office must be contacted and made aware of a bus change. Bus rules will be provided in a separate pamphlet at the beginning of each school year.
- 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 2:55 will have to be **signed out** by parents. If this is a repeated occurrence, 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 afternoon dismissal, car tags will be provided for student pick up notification/identification. 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. This could include timeout, missing recess, ISS or OSS. Grade level management procedures will be shared with parents. 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 & Supports) 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 school/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 PBIS incentives for that month. 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 – We are using the company Schools Days for our pictures.

September 25th– Fall pictures (individual)

October 8th– Retakes

November 21st-Santa Pictures

April 9th - Spring Pictures and class pictures

- State Assessments

End of April to the beginning of May -Milestone testing. This is for grades 3-5. More information will be shared with parents closer to time.

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

May 22nd– Kindergarten through 4th grade

May 23rd- 5th grade Award ceremony

Attendance

See FYI Bulletin 2024-2025 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). 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. We also want to celebrate your child when he or she is here everyday in a month!*
- Excessive absences can lead to an In-house truancy contract, or Walker County Truancy.
- The WC policy that was put in place last year will be utilized again for the 24-25 school year.

Early Dismissals

Your child's education is of 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 2:05, 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. Please check your child's communication Rocket Folder (the folder is orange) daily for a listing of homework /class work assignments.

Powerschool Grading-

- Progress Reports- To access your child's grades, please create a Powerschool account (a letter will be sent home in August). 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. First through fifth grade parents need to log into Powerschool to check your child's grades. You can even set a weekly email to be sent to you with your child's grades.
- Your child will receive a percentage score for each GA standard required for their grade level. Your child's grades can be accessed through Powerschool. This is a valuable tool that can send you a weekly email to show you your child's grades. Kindergarten students will receive progress reports each nine week period to show their progress on the required state GKIDS assessment (you will hear more about GKIDS during the first data night).

Emergency Cards-

- Through Powerschool, you have the ability to update emergency card information. We will send home a "PAPER" version of this emergency card. This "paper" copy is for the office and will provide information (phone numbers, people allowed to pick up your child, etc) in case our internet is down. It is important to keep BOTH versions of the emergency card up to date (online in Powerschool and the office's "paper" copy).

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 from your child's teacher 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 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 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 7:00 and 7:30. Breakfast AND lunch will be FREE for all WC students. This is awesome for all of WC students. Families will need to complete a survey that will be sent home (paper and online). Please make sure to complete this survey as it is a component of the free lunch for all students. There will be additional items that students can purchase: milk, cookie, etc. If your child wants to purchase those items, you can put money in their account. Don't forget you can use My School Bucks app to pay online. You can also see your child's lunch money total in Powerschool. 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.

Visitors

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. If visitors cause a disruption, they will be asked to leave.

Tobacco Policy

No tobacco products (including vapors and chewing tobacco) 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 do not smoke in the car rider line. Rock Spring Elementary is a tobacco free campus.

Connections Rotation

In grades kindergarten through 5th grade, your child will have connections every day. Make sure your child wears the proper clothing and shoes each day. A schedule will be in your child's Rocket folder.

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, AG, Reading Lab and NUMBERS LAB

In analyzing our data, there is a need in the area of reading and math. 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.

Math facts and basic numbers and operations has been an area of need. This year, we will have a math connection. The focus will be on math standards for each grade level. One way to help at home is to practice addition, subtraction and multiplication facts.

A reminder for STEM: Students may be outside. Please make sure your child is dressed appropriately for the outdoors (including their shoes). AG will be a connection for grades 3-5th. This will take the place of the Reading Lab. AG will be outside weather permitting.

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. Tank tops with string straps are also not allowed.

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. It is **imperative** that you sign up for your child's DOJO class.

A school monthly newsletter will be sent home at the beginning of each month. Walker County utilizes School Messenger calls for important information and emergencies. RSE does have a Facebook page. Please like our page RSE Rock Spring Elementary. We post information and pictures to our page.

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. Students are NOT allowed to bring electronic devices to school (ipads, gaming devices, etc).

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.

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. Look for more information about PTO coming soon.

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 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. 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.

Listed below is RSE's protocol 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); Confidentiality and Mandated Reporter training is required.
- 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
and the Emergency card (in your
packet)!*

Please Fill out and RETURN TO SCHOOL

I have received the 2024-2025 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-3rd-5th

_____ PTO Events _____ Career Day

_____ Field Day

_____ Staff refreshments _____ Student tutor

_____ Staff appreciation weeks _____ Fundraiser helper

_____ New family mentor _____ Mystery reader

_____ Picture day helper _____ Business Partner

_____ Other (tell us): _____

Name _____ Phone _____

Email _____

Your child(ren) that attend RSE _____

