

## Baldwin County Public School System Mission Statement

In partnership with the community, the Baldwin County Public Schools' mission is to provide a quality education that fosters learning.



Rockwell Elementary School faculty and staff believe that RESPECT is a vital part of success at school and in life.

RESPECT for Others

RESPECT for School

RESPECT for Self

RESPECT for the Community

### Motto

"Rockwell Elementary School -taking charge of our character and our future."

**Go Toros!** And remember, make it a great day or not - the choice is yours!

# Daily Procedural Information

## School Hours

School hours are from 7:45 a.m. - 2:45 p.m. Students should not arrive at school before 7:10 a.m. as supervision is not available before that time. **Students who do not ride buses MUST be picked up from school by 3:00 p.m.** Teachers are not on duty after this time and the office staff cannot be held responsible for supervising children. Parents who cannot arrive by that time will need to enroll their children in the After School Care Program or find alternative “after school” programs who provide transportation from Rockwell Elementary School.

## Arrival Procedures

- Upon arrival at school, kindergarten, first, second, and fourth grade students will report to their classrooms and sit in the hallway closest to their classrooms. Third grade students will report to the cafeteria. Fifth and sixth grade students will report to the gymnasium. **A teacher will be on duty in each designated area to supervise children beginning at 7:10 a.m.**
- **Parents should not deliver students to the school before 7:10 a.m.** It is required for a teacher to be present for supervision of students. Teachers are not required to begin supervision responsibilities until 7:10 a.m.
- Students arriving to school in cars should be dropped off at the point where all cars in the carline come to a complete stop along the sidewalk parallel to the main school building and walk independently to their classrooms or assigned areas. School personnel will be available throughout the school to assist children ensuring they arrive at the appropriate destinations. Toro Task Team students (5<sup>th</sup>/6<sup>th</sup> graders) will also be available to accompany children who need assistance.
- Parents who leave their automobiles to walk students to the front door **must sign-in** at the office after the first day of school. These procedures are required by the Alabama State Department of Education for safety and security purposes. We appreciate your cooperation and understanding.

## **Dismissal Procedures**

Students should go directly to the car loading area or to the bus loading area at their designated times. Walkers will be dismissed with first-load bus students and escorted to the designated area for dismissal. Students may not walk around the school unsupervised. Students may not go to restrooms, water fountains, or other classrooms once dismissal begins. Failure to follow this procedure will result in a disciplinary referral to the school office. Upon leaving classrooms, students should walk in a single-file line in the hallway until reaching their designated area. These rules are provided to ensure the safety for children. Due to overcrowded bus routes students may not ride a bus home with another student. Arrangements should be made between parents to have students transported by automobile for special situations.

## **Early Dismissals**

**Early dismissals are discouraged unless emergencies exist.** Situations where students miss time at school should be avoided. Students will not be called from classes for early dismissal after 2:15 p.m. unless an emergency exists. **Student check-outs after 2:15 p.m. will require permission from the principal.** In events where classes return from field trips after 2:00 p.m., parents who have served as chaperones may check the child who attended the trip out from school; however, **students in classes who were not on the field trip (siblings in other classrooms) should not be called from their rooms for early dismissal.** **This is very disruptive to instruction along with creating a chaotic situation with mass check-outs. Please make every attempt to plan around early dismissals during a child's \*physical education or \*\*lunch schedule. In cases where your child will need an early dismissal "during" these times, the checkout should occur with ample time to allow the office staff to contact the classroom prior to their leaving for lunch or physical education.**

Checkouts during these times will also require a longer "wait time" for parents.

Teachers must be contacted followed by children returning to their classrooms to gather belongings. If your child attends after-school care (i.e. YMCA, Hot Wheels, etc.) and has an early dismissal, please be sure to inform them your child will not be attending.

### **\*Physical Education Schedule**

8:10 – 8:50	Fourth Grade
8:55 – 9:35	Fifth Grade
9:40 – 10:20	Sixth Grade
10:50 – 11:30	Third Grade
11:35 – 12:15	Kindergarten
12:50 – 1:30	First Grade
1:35 – 2:15	Second Grade

*\*\*Please see individual teachers for lunch schedules.*

### **Snacks (Recess/Break)**

- Students may bring a snack or purchase one at the snack bar for recess.
- **Candy is not allowed at school for recess or as part of lunches.**
- Carbonated beverages are not allowed.
- Drink containers (i.e. Stanley cups) must have open/close lids that do not contain straws in order to minimize spills at desks.

### **Traffic Pattern**

**Mornings** – Beginning at 7:10 a.m., automobiles will enter from the back entrance (Faulkner Drive). Upon arrival at the circle-drive (front of school), one should proceed in a clockwise direction (turning left) through the circle and exit the school at the front.

**(\*\*This is the opposite of the typical traffic flow in circle-drives/round-about.)**

Parents should drive forward as far as possible, stopping directly behind the car ahead of them. At this point, children should exit automobiles from the driver side of the vehicle (along the curbside). For security purposes, only the front door and bus entrance doors will be open for students to enter the school. School personnel will be located at these entrances to assist students as needed. Please do not park your car and walk children to the door of the school in the mornings or walk to the “car rider” station to pick up children in the afternoons. For safety reasons, the “car rider” station is for car pick-up only, not “walk-ups.” The system is designed to ensure safety for children.

**Afternoons** – Automobiles will enter from Faulkner Drive (same as mornings) and proceed through the circle drive in a counter-clockwise direction (opposite of the morning routine). Every family will be issued a car-rider number/sign. It is important that car-rider signs are those issued by the school. This will be the pick-up designee's identification. Please do not use homemade signs. We can provide as many signs as needed for multiple pick-up designees. Anyone without a school issued car-rider sign will be asked to park and provide identification verification. Pick-up designees must be among those named as having permission to check a child/children out from school.

### **Visitors to Rockwell Elementary**

Upon arrival to Rockwell Elementary School:

- All visitors must report to the front entrance of the school.
- Identification verification (driver's license preferred) must be shown to the School Resource Officer or school secretary through the camera at the front entrance. Visitors are asked to ring the office using the buzzer system to the right of the front doors.
- Any visitor who is not a student's parent or guardian and/or has not been designated to have access to Rockwell students will be required to obtain entrance permission from the SRO, the principal, or the assistant principal.

*Thank you for your understanding of these procedures listed above. It is our goal to provide a warm, welcoming environment while also assuring the safest possible conditions for students, faculty, and staff. We appreciate your understanding of the precautionary measures. In addition, our students are asked to inform their teachers and/or school personnel of anyone on campus without appropriate identification.*

## Attendance

### **Absences**

- In the event that a student is absent, a note must be brought from home with a valid explanation of the absence. (Please refer to the Baldwin County School System Truancy Policy for a more detailed explanation of the absentee policies.) **No absences** will be excused without adequate written explanations.
- Excused absences are for illness, legal quarantine, inclement weather that is dangerous to life or health, and death in the immediate family. In the event that your child misses school due to a doctor's appointment, please obtain a doctor's excuse to be submitted to the classroom teacher. (This will be helpful should excessive absences occur later on during the school year.) In all instances, students are required to return to school with a note from a parent or legal guardian explaining the reason for an absence from school. **Absences for reasons other than the above (i.e. vacation, family business, etc.) must be approved by the principal prior to the absences; otherwise, such absences will be recorded as unexcused.**
- Make-up work is not given to students prior to absences, but upon return to school in a make-up work folder. Work that is required for grading purposes will be indicated in the folder by the teacher and must be returned within 3 school days. Other work missed will be given to students but not required for completion. Failure to complete required/graded work within the allotted time frame will result in a score of "0" for each assignment.

### **Tardiness**

**School begins at 7:45 a.m.** Students will enter classrooms and instruction will begin at that time. Please keep in mind that it takes several minutes for students to walk to their classrooms once they arrive at school. **A second bell will ring at 7:55 a.m.** While students arriving after 7:45 are officially tardy, students not arriving by 7:55 a.m. will be recorded as tardy and required to get a tardy slip from the office before entering classrooms. Students entering the school after 8:00 a.m. must be accompanied by parents into the school. Traffic conditions will not be sufficient reason for excused tardiness unless accidents or unforeseen traffic situations have been reported to the school by the local police department. A 10 minute "grace period" has been built in for the purpose of unforeseeable delays.

# **Student Conduct**

## **Bus Conduct**

Students are expected to follow the same conduct rules on buses as in the classroom. The bus driver has the same authority on the bus as the teacher does in the classroom. A student who is uncooperative on the bus will be referred to the office for disciplinary action and possible suspension from riding the bus.

## **Cafeteria Conduct**

While in the cafeteria students should wait quietly in lines, eat quietly, and use good manners. Before leaving, each student is responsible for picking up any trash from products he/she brought to the table. Canned or bottled carbonated beverages, food from restaurants, and candy are not allowed for lunch.

## **Disciplinary Procedures**

Rockwell Elementary School holds a high standard of conduct for students. Each classroom teacher has designed his/her own classroom rules, which include positive reinforcement as well as consequences for infractions. Rockwell teachers send home daily conduct forms (4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grades use agendas) that parents / guardians are expected to sign and return each day. In the event that a child does not appropriately correct his/her behavior within a teacher's management system:

- The child will be referred to the principal's or assistant principal's office.
- In instances where a misbehavior incident is severe (i.e., fighting, inappropriate language) a student will be referred immediately to the principal's office in lieu of consequences within the classroom setting.
- Bullying, fighting, profanity, acts of violence and verbally/emotionally aggressive behavior will not be tolerated in accordance with school system policy. Such behaviors will be considered as major infractions. Children suspected of such behavior will be referred to school administrators. In most cases, such behavior will result in suspension from school.

Due to the variety of disciplinary infractions that can occur within an elementary school, each situation will be handled individually. Appropriate consequences will be determined according to the severity of the infraction and developmental age of students.

- **Cell phones and Smart Watches are not permitted to be used by students during the course of a school day.** These devices will be allowed on campus provided they are turned off and remain in a bookbag or in a classroom lockbox.
- The principal, assistant principal, or designee will often recommend intervention from a school counselor as a follow-up to a disciplinary referral.
- Intermediate-level students (grades 4-6) may possibly be referred to a disciplinary committee if behavioral issues are not corrected. The committee will be comprised of the classroom teacher, principal and/or assistant principal, the school counselor, additional school personnel if needed (i.e. librarian, resource teacher). The purpose of the committee will be to develop a plan to assist a child with behavioral issues and creating a more successful school experience.
- The principal/assistant principal will make every effort to call parents when students have been referred to the office for disciplinary reasons; however, please understand that this cannot be guaranteed.
- Confidentiality prohibits the school from sharing information with individuals other than a child's parents, school system personnel, and the School Resource Officer.
- All Baldwin County Schools are drug free, tobacco free, and weapon free. Students not adhering to this policy are subject to suspension from school.

# General Information

## Child Nutrition Program (Cafeteria)

- The Rockwell Elementary School cafeteria serves breakfast from 7:10 a.m. – 7:45 a.m. and lunch during waves beginning at 10:30 a.m. and concluding at 1:00 p.m. These meals are free for students.
- The cafeteria offers well-balanced meals to students on a daily basis. Menus are printed at the beginning of each month to assist parents and students. They can also be found on the school website.
- Lunches brought from home should not contain carbonated beverages or candy as part of a child's lunch. Beverages in cans and glass bottles are not allowed.
- Food from **restaurants and fast food chains should not be provided or delivered to students for lunch.**

**Lunch Visitors** – Lunch visitors will be allowed on a limited basis. Visitors are not permitted to eat in the cafeteria due to safety and health concerns; therefore, a designated area (patio) will be provided. (No alternative location is available during inclement weather situations.) Students may have a maximum of one visitor per year for lunch on campus unless approved by a school administrator (when unusual circumstances exist). This is subject to change in the event of mandates from the school system due to safety mandates.

## Checks – Returned

The Baldwin County Board of Education has an agreement with *Envision* for the collection of all returned checks issued to the school or school board. The Board will require the following on all checks:

- Full Name
- Street Address
- Home Phone Number

If a check is returned for non-sufficient funds, account closed, etc., it will be automatically forwarded by the Baldwin County Board of Education's bank to *Envision*. *Envision* will contact you in order to collect the face amount of the check plus a collection fee. The amount of the collection fee is currently \$30.00. This fee is subject to change as allowed by law. If you do not properly respond to *Envision* or if *Envision* is unable to contact you, *Envision* will resubmit your check to the bank electronically. Fees could also be deducted from the same account.

## Classroom Visitors

Classroom visitors are allowed at appropriate times, but instructional time may not be interrupted. Office personnel will handle delivered lunches, books, and other items. **Classes cannot be interrupted for conferences between the hours of 7:45 a.m. and 2:45 p.m. except during the teacher's planning period.** Conferences should be scheduled in advance. Every minute of a teacher's day is planned with a designated number of instructional minutes required; therefore, he/she cannot meet during those times. For parents' convenience, Zoom Meetings or Google Meet may be held in lieu of in-person conferences.

## Deliveries

According to school board policy, flowers, balloons, or other gifts may not be delivered to students in classrooms. This creates a disruption of instructional time and causes additional disruptions with dismissal/transportation procedures. Other items for delivery to students will be handled by office personnel. Visitors are not allowed to make deliveries directly to classrooms.

## Field Trips

- Many field trips are taken at Rockwell Elementary during the course of a school year. Some field trips have many parents requesting to be chaperones. Because of this, teachers must select chaperones on a lottery basis, a first come/first serve, or a rotation basis in order to be fair to all parents, grandparents, and guardians.
- Parents who wish to serve as chaperones must complete a background check. This can be done through the following website: <https://bib.com/secure-volunteer/Baldwin-County-Board-of-Education/home>.
- While we want adults involved to enjoy field trips, **the primary purpose for accompanying a class is to serve as chaperones and assist teachers with responsibilities connected to the trip**. Parents are not included for the purpose of accompanying children as additional participants on trips. The state of Alabama requires a minimum adult/child ratio with each participating adult expected to provide supervision of children.
- No child may participate in a field trip that is not a Rockwell Elementary School student. This includes babies, younger brothers and sisters, or children from other schools.
- Parents should keep the top portion of the permission form for important information about the trip.
- Field trips should be paid for online using MySchoolBucks or in the school office with a debit/credit card. (In situations where this isn't possible, the school bookkeeper should be contacted for alternate payment methods.)
- Once bus arrangements and reservations have been made, **refunds for trips cannot be given**. The school cannot be reimbursed; therefore, parents and guardians cannot be reimbursed.
- In events where classes return from field trips after 2:00 p.m. and parents have served as chaperones, the child attending the trip may be checked out; however, **students in classes who were not on the field trip (siblings in other classrooms) should not need to be pulled from their rooms for early dismissal**. This is very disruptive to instruction taking place in classrooms and also creates a great deal of confusion in the office.

## Health Services

### Health Education Services

Two registered nurses are on duty at Rockwell Elementary and provide several opportunities throughout the school year to educate, screen, and evaluate students in Baldwin County. These programs include, but are not limited to, control of communicable diseases, hand washing, hearing, dental screening, health and hygiene classes. The “Changing Body Program” is presented to 5<sup>th</sup> graders. Scoliosis screening is provided for grades 5 – 9 (ages 11-14) as required by state law.

### Illness and Medication

- As a student becomes ill, he/she will be sent to the Health Room. In situations where a student has a temperature above normal (over 100.5 degrees), it is required that a parent or a designee take the child home. A student with a fever should not be in contact with other students.
- Students may not remain in the Health Room for long periods of time. Every parent / guardian should ensure that the school has a contact number or alternative individuals to contact who can be reached immediately. Office personnel should not be placed in situations where they are searching for someone who can care for a child in case of illness.
- **Medications** given at school require a **Medication Authorization Form** to be completed by the Physician and the parent and cleared by the school nurse. All medications must be delivered to the school by a parent/guardian and must be in the original container with clear and current instructions. Every effort will be made to give the medicine at the prescribed time, but the school does not assume responsibility to do so. Please try to avoid sending medications to school. Medications taken three times a day may be taken before school, after school, and at bedtime.
- The school is **not allowed to give non-prescription medication to students**, (this includes aspirin or similar medicines) without a signed parent authorization form obtained from the school nurse.

- Each child will have a health card in the office; therefore, if your child has a specific health problem, please be sure that we are aware of the problem – especially if a child has diabetes, epilepsy, heart condition, asthma, severe allergic reactions, or other similar emergency health conditions.

## **Lost and Found**

The school maintains a “Lost and Found” process. Please feel free to investigate if your child loses or misplaces items. Unclaimed items will be given to charity organizations regularly; therefore, please do not delay in checking with the school for missing items. We have an excessive amount of clothing given to charities due to the lack of items being labeled. Please make sure you label your child’s first and last name in order to assist office personnel in returning property to the rightful owner.

## **News and Communication**

Along with our school newsletter, please check the Rockwell website at [www.rockwellelem.org](http://www.rockwellelem.org) for more frequent updates of information. E-mail and a “mass calling service” will also be provided for last-minute notification of events or changes in school routines. Our PTA also manages a Facebook page that keeps friends informed of school and school system events.

## **Parent/Teacher Conferences**

Parents are welcomed and encouraged to visit the school to meet with teachers; however, appointments should be made to coincide with the teacher’s planning times, before school, or after school. Instructional times may not be interrupted for parent meetings. Before or after school conferences must be arranged to begin no earlier than 7:00 a.m. and end no later than 4:00 p.m. (school office hours). Please call 626-5528 to schedule a conference.

## **Parent Volunteers**

Parents are invited and encouraged to participate in our Parent Volunteer Program. Parents assist our school in many ways such as preparing instructional materials, aiding in the office and cafeteria, tutoring, and helping teachers and students in classrooms. Interested volunteers should contact the PTA President via the school office at 626-5528.

## **Parties (Classroom)**

Three parties per year will be held in classrooms – a Christmas party, a Valentine’s Day party, and an “End of Year” party. Parents are asked to work with teachers to ensure proper planning of these parties. **Non-school aged children are not allowed to attend school parties.** These parties are intended to be a special time for the classroom children. While we understand that it can be difficult to make babysitting arrangements for pre-school aged children, Rockwell Elementary School strives to make the students in the classroom the main priority. Pre-school children often cause distractions during school parties, therefore minimizing the enjoyment for our students. We appreciate your understanding and cooperation with this request.

## **Private Party Invitations**

Invitations to private parties may be delivered to other children in the classroom **provided every child in the classroom receives an invitation.** If every child is not provided an invitation, other means of delivery must be used. Rockwell Elementary must ensure that a vehicle contributing to social/emotional issues or discrimination has not been created or allowed.

## **Promotion Standards**

The decision to promote a student is based on a student's academic performance during the school year. The decision is a professional one and is the joint responsibility of the classroom teacher/teachers and the school’s principal, with input from other adults who play a significant role in the academic/social development of the child. Parent/Teacher conferences are highly recommended for students with academic deficiencies. Students must meet criteria established for each grade-level to be considered for promotion. Parents are encouraged to keep track of their child’s progress through weekly grade reports, PowerSchool, mid-quarter reports, and quarterly report cards.

## Telephone Calls, Transportation Changes, and Communication with Teachers

**If transportation changes need to be made during the course of a school day, this communication must go through the school office by 2:00 p.m.**

Please avoid transportation changes if possible. The school office can be a very hectic setting, which is multiplied when receiving parent calls with messages for students regarding changes in transportation. Confusion results when messages from parents are delivered to classrooms via the intercom during instructional times or when students/teachers are not in the room (i.e. lunch time).

**Please do not email classroom teachers during the course of the school-day with transportation changes.** Teachers do not check email during the instructional day. In addition, when substitute teachers are serving in the classroom, the message will not be received.

Additionally, teachers are restricted from corresponding with anyone (including parents) during instructional times. If using *Parent Square* (BCPSS texting communication program), teachers will not be able to respond unless it is during their planning times or between 7:30 – 7:45 and 2:45 – 3:00. While most teachers spend extensive time working beyond the actual school day hours, please be considerate of their personal time.

**Please make every effort to follow a consistent afternoon routine with your children along with finalizing after school transportation plans prior to your children leaving home.** Also, please devise plans in advance with your children as to what will be done in the event school is unexpectedly dismissed early (example: dangerous weather conditions). A plan should be established and reviewed regularly regarding procedures a child should follow in the event he/she arrives home via bus transportation, and no one is home. (It should also be noted that bus drivers will not allow students to unload buses if they have knowledge that a child will be at home unsupervised unless the school has been made aware of the circumstances. Children will return to the school in such instances and parents will be notified.)

\*\*The Baldwin County Public School System Handbook can be located at:

**<https://www.bcbe.org/Page/24919>**

## Baldwin County Public School System Elementary School Dress Code

**TOPS:** No pictures, emblems, or writings on clothing that are lewd, offensive, vulgar or obscene, advertises or depicts tobacco products, alcoholic beverages, drugs or any other illegal substance, or contains fighting words or incites criminal activity.

No cut-off tops. (No midriff can be showing)

No sleeveless garments.

No see-through garments.

Designed to cover all undergarments.

Fit properly - no oversized or overly tight tops.

No tank top/undershirt can be worn as a shirt.

**SHORTS:** Length should be at fingertip/hand or mid-thigh, whichever is longer.

Fit properly - no oversized or tight shorts.

Must be hemmed and not rolled up

**DRESSES:** Length should be at fingertip or mid-thigh, whichever is longer.

### **PANTS:**

Proper fit - no sagging or baggy fit, must be worn at the waist.

No see-through pants.

Leggings/tights may be worn only under shirts and dresses of appropriate length.

No oversized or tight pants.

No holes in jeans in inappropriate areas. (No holes above the knee.)

Sweatpants and warm-up suits will be allowed.

**SHOES:** Must be completely enclosed in back and front. Shoes worn throughout the day must be appropriate for physical education class as time and space is not available for changing.



## **PARENT TEACHER ASSOCIATION**

Rockwell Elementary School is very fortunate to have an active and supportive PTA. Parents and teachers are all encouraged to join and become a part of this program. The PTA is continuously involved in activities that are beneficial to our students and the overall success of the school. Because of the strong PTA endeavors, many worthwhile and lasting achievements have been accomplished. Most volunteer opportunities are sponsored by this organization. Questions regarding Rockwell PTA may be emailed to [ptarockwell@icloud.com](mailto:ptarockwell@icloud.com).

### **OFFICERS**

**President – Jessica Nord**

**Secretary – Kim Dial**

**Vice-President – Jessica Russell**

**Treasurer – Kristin Atwood**

**PTA/School Liaison – Leann Anderson**

Please visit us on our Facebook page, Rockwell Elementary PTA and on the school's website; [www.rockwellelem.org](http://www.rockwellelem.org).