

FLAT SHOALS ELEMENTARY PARENT INFORMATION GUIDE

2026-2027



Dr. Tiana Holmes, Principal
Ms. Janelle Gibson, Assistant Principal
Ms. Ernetta Dailey-Worthy, Counselor

THE MUSTANG WAY

Arrival and Check-In Procedures

- Arrival: 7:05 am – 7:35 am
 - Please note that our instructional day begins at 7:35 am.

Getting your child to school on time REALLY MATTERS!

Did you know

If in a school year, your child is late every day by	Your child would have lost approximately	Or they would have missed approximately
5 minutes	3.5 days from school	20 lessons
10 minutes	7 days from school	41 lessons
15 minutes	10 days from school	55 lessons
20 minutes	14.5 days from school	82 lessons
30 minutes	22 days from school	123 lessons

Please help your child arrive in school on time each day. Please refrain from taking vacation during school time. Please schedule doctor/dentist appointments on days off including Independent Learning Days and week off breaks

- Students will be marked tardy if they arrive in the classroom after 7:35 am.
- Students who arrive after the tardy bell (7:35 am) must have a parent check them in at the front office.
- For tardiness to be excused, students must have a written excuse signed by a parent stating the reason for being late. Only the reasons listed for excused absences can be counted as excused tardies. These reasons can be found in the [Rockdale County Public Schools Attendance Protocol \(click here\)](#).

Attendance

- Research has shown that students who attend school regularly achieve higher levels than students who do not have regular school attendance. Please commit to sending your child to school on time each day they are feeling well.
- Please also familiarize yourself with the [Rockdale County Public Schools Attendance Protocol \(click here\)](#).

Bookbag Tags

- All students will be issued a bookbag tag that will indicate their afternoon mode of transportation.

From Foundation to Finish: We're Still Building!

Breakfast & Lunch	• Breakfast and lunch are offered free and daily and served from our cafeteria. • Salads with fresh fruit and vegetables are offered as a lunch option when available. • Students are not permitted to warm food in the school microwave. • Food allergies must be indicated in the Parent Portal. • MySchoolBucks.com is a prepayment system that allows you to make online deposits into student meal accounts. Students are allowed to purchase additional snack items sold by the cafeteria staff. • Students will be provided with lunch cards which will include a barcode that is linked to their personal accounts. The barcodes will be scanned during breakfast and lunch. • Digital copies of menus will be available on the RCPS website. • FSE will share the lunch visitation schedule after Labor Day. • Outside food/beverages will not be permitted.
Bus Riders	• A formal transportation change must be APPROVED (not in process) to alter transportation. This includes bus routes. • A parent/guardian must be present at the bus stop for departure/arrival.
Car Riders	<u>Arrival</u> • At Flat Shoals, we ask all parents to "kiss and go" in the car rider lane. FSE teachers and staff will be on duty at the car rider lane each morning to support students with safely making their way into the building and to their classrooms. • As soon as the car stops, students should be ready to exit the car only on the right side near the sidewalk, with their bookbags and essential school items. Doing so will make sure that students are safe, prevent traffic backup, and ensure students are not tardy. • There will be several staff members monitoring students as they walk down the sidewalk. Parents should remain in their vehicles for their safety. • Students are not permitted to be dropped off on the bus lane. • Parents who arrive after the 7:35 am bell must park and check students in. <u>Dismissal</u> • Current car rider tags must be displayed for students to be called. Two car rider tags will be provided for each car rider. Sets of car rider tags may be replaced for a fee of \$5. • Current car rider tags should remain displayed until the students are safely in the vehicle. • Parents without current car rider tags will be required to present a valid ID for the student to be dismissed. • Student numbers will not be called if parents walk to the front of the building. • One-day car riders will only be called in the car rider lane if the front office staff has received and verified the parent's ID prior to 1:30 pm. • The car rider pick-up time ends at 2:35 pm. At that time, the FSE car rider staff will return to the inside of the building.

Cellphones	• RCPS has purchased Yondr Pouches, a locked pouch to store student cell phones • At FSE, it is the expectation that student cell phones are powered off at all times while on school property, locked in students' assigned Yondr Pouch, and stored in students' bookbags throughout the duration of the day. • A student shall not use or operate a cell phone, tablet, or similar electronic device during the school day without the approval of the building administration. • Parents are asked not to call students on their cell phones during school hours; parents should call the front office in case of an emergency. • Yondr Pouches will be unlocked at the end of the day for each student. • If students willfully damage Yondr Pouches, they will be in violation of the Student Behavior Code of Conduct. • For more information, click here. <u>Cell Phones During State Mandated Testing</u> • Students are not permitted to use, or bring into the testing environment, any electronic device that could allow them to access, retain, or transmit information (For example, but not limited to: cell phone, smart phone/watch, smart glasses, PDA, electronic recording, camera, or playback device). • Announcements will be made prior to testing that such devices are not allowed in the testing environment and that possession or improper use of such devices during testing may result in disciplinary action in accordance with the RCPS Code of Conduct and /or test invalidation.
Clear Bookbags	• All bookbags (backpacks) carried by students in grades 1-12 must be clear. Clear bookbags are optional for Pre-kindergarten and Kindergarten students. Students will carry their laptops in the school-issued, non-transparent laptop bag. Students participating in an extracurricular activity are permitted to carry non-transparent bags to store items pertaining to their particular activity (i.e. band, athletics, etc.). Upon entry into the school, all extracurricular activity bags must be stored in designated areas. All bags are subject to search. Additionally, the maximum size for non-transparent bags that students will be permitted to carry during the school day, such as lunch kits, pencil bags and purses, will be 6" x 9". Students who refuse to comply with the clear bookbag requirement will be cited with insubordination which is a violation of the Student Behavior Code of Conduct. Parents are responsible for supplying the clear bookbag. For more details regarding clear bookbags please visit Clear Bookbag Requirements and FAQs - Rockdale County Public Schools (click here).

Communication	- Teachers and the school will communicate by phone, email, or ParentSquare. You must have an active Infinite Campus Parent Portal account to receive information by ParentSquare. - The FSE communication folder will go home with students each Tuesday. Please keep the documents in the left pocket and review/return the documents in the right pocket (sign the documents if applicable). - The principal will call every Friday evening to keep families informed of the school activities for the week and to share important updates/reminders. - We will post timely messages on the school marquee. Please be sure to read them as you enter and exit the campus.
Deliveries	- We do not allow deliveries of flowers, balloons, or gifts for students at school to avoid interruption of instructional time. - For birthdays, store-bought cupcakes or cookies may be dropped off at the front office to be distributed by classroom teachers at a time that does not interfere with instruction. - Birthday invitations, food items, treat bags, and party favors must include all students on the class roster to be distributed.
Digital Citizenship	- It is important that we teach our students how to be good Digital Citizens, so they make appropriate choices when using digital tools. - FSE is a Common Sense Digital Citizenship School. We use the Common Sense Media Digital Citizenship Curriculum to teach our students how to stay safe online and use technology appropriately. - Please refer to https://www.commonsensemedia.org for parent resources.
Discipline	The full, most up-to-date Discipline Code of Conduct (click here) can be found in Board Policy Rule 114
Dismissal & Check-Out Procedures	- Dismissal: 2:10 pm – 2:30 pm 11:35 am – 12:05 pm on Early Release days - Parents or individuals listed in Infinite Campus must come into the front office with valid ID to check students out. - Students must be present until 10:50 am to be counted present for the day. - Early check-out ends at 1:40 pm so that we may prepare for a safe and orderly school-wide dismissal at 2:10 pm.
Early Intervention Program (EIP) *Not to be mistaken for IEP (Individualized Education Plan)	- EIP is designed to serve students in grades K-5 who are at risk of not reaching or maintaining academic grade level, as defined in the state Early Intervention Program Guidelines. - The purpose of EIP is to help students reach grade level performance in the shortest possible time. - Parent notification of services will be sent through Infinite Campus Parent Portal.
Emergency Drills	- The school will conduct safety drills for preventive measures. The following drills are required: - Within the first 10 days of school a fire drill must be completed - Within the first 30 days of school a second fire drill must be completed. - A fire drill must be completed every month that the school is in session. - During the months of February and November, fire drills can be substituted for a severe weather drill or a lockdown drill. - Hard Lockdown/Intruder Drill Requirement: 1 per semester. The first drill must be completed before October 1st. The second drill will be completed in the second semester. - Tornado/Severe Weather Drill Requirement: 1 per semester. - Reverse Evacuation Drill Requirement: 1 per school year. - Bomb Threat Drill Requirement: 1 per school year.

From Foundation to Finish: We're Still Building!

Grading System	<u>Kindergarten</u> The Georgia Kindergarten Inventory of Developing Skills (GKIDS) is a performance-based assessment aligned to Kindergarten Georgia Standards of Excellence. GKIDS allows teachers to assess student performance during instruction, record student performance in an on-line database. At the end of each 9 weeks, teachers evaluate student performance on the following scale: ○ Not Yet Demonstrated ○ Emerging ○ Developing ○ Demonstrating ○ Exceeding <u>Grades 1 and 2:</u> Teachers in these grades report progress to parents using a standards-based grading system. Each 9 weeks, progress on specific standards in language arts, mathematics, science, and social studies is reported using the following scale: 1 = Little to no progress toward meeting the standard 2 = Progressing toward the standard 3 = Meeting the standard 4 = Exemplary performance on the standard <u>Grades 3 to 5:</u> Teacher in these grades report progress to parents in each subject using the following grading scale: A = 90 – 100 B = 80 – 89 C = 70 – 79 F = 69 and below				
Homework	• Students will be assigned homework Mondays – Thursdays as follows: <table border="1" data-bbox="669 1104 1357 1304"> <tr> <td data-bbox="669 1104 1003 1203">Kindergarten – 2nd Grade</td><td data-bbox="1003 1104 1357 1203">20-40 minutes per night to include independent reading</td></tr> <tr> <td data-bbox="669 1203 1003 1304">3rd Grade – 5th Grade</td><td data-bbox="1003 1203 1357 1304">30-60 minutes per night to include independent reading</td></tr> </table>	Kindergarten – 2 nd Grade	20-40 minutes per night to include independent reading	3 rd Grade – 5 th Grade	30-60 minutes per night to include independent reading
Kindergarten – 2 nd Grade	20-40 minutes per night to include independent reading				
3 rd Grade – 5 th Grade	30-60 minutes per night to include independent reading				
Independent Learning Days	• Independent Learning Days allow teachers to deliver instruction to students through online assignments using school-issued devices. These are instructional days for both students and employees. • Teachers, support staff, and administrators will be available during designated times to provide assistance to students and families. This virtual support should include, but is not limited to, answering any questions posted in Canvas, responding to parent and student emails, and providing feedback to students on their work. ○ August 28, 2026 ○ October 30, 2026 ○ February 15, 2027				

Infinite Campus Parent Portal	• Infinite Campus provides students and parents/guardians with real-time access to their information as it is entered by teachers, counselors, and staff about grades, attendance, report cards, classes, and enrollment as well as parent contact information. There is a convenient Campus Portal mobile app accessible from any Apple IOS and Android device. Details on setting up an account can be found in the <i>Parents</i> section on the district website or at Infinite Campus Parent Portal - Rockdale County Public Schools (click here). • It is necessary for parents to create an Infinite Campus Parent Portal Account and complete the Annual Update before an iPad or laptop is issued to the student.
Lost & Found	• We have a designated “lost and found” area for personal items. Due to limited space, found items cannot be kept for a long period of time. Unclaimed items are turned over to charitable organizations in the community.
Media Center Services Textbooks and Media Center Materials	• Pre-kindergarten through second grade students are permitted to check out two library books. • Third through fifth grade students are permitted to check out three library books. • Students must use their ID number to check out books from the library. • Most books are checked out for a two-week period. Lost or damaged materials are charged a replacement cost. • Textbooks and library books are furnished without cost for student use but remain the property of Rockdale County Schools. Students and their parents are held accountable for textbooks and library books that are lost or damaged, and the school must be reimbursed. The continued use of textbooks and/or media center materials may be suspended until payment has been made.
Medication, Illness, and Screenings at School	• All medication must be brought to school by a parent/guardian and checked in through the clinic or front office. Medications cannot be administered by school staff if they are not accompanied by a “Request for School Staff to Administer Medication” form (please request this form from the school clinic). • All medications, prescription/nonprescription/OTC, must be sent in the original container. Medication will be administered only in accordance with written instructions from the physician/pharmacy. The school is not obligated to provide medication of any kind. Parents/guardians are responsible for unused medication at the end of the school year. • If a student becomes ill or is injured while at school, parents will be notified in order to obtain medical care. In case of serious illness or injury, Emergency Medical Services (911) will be called for immediate transport to the nearest hospital. • A parent will be asked to pick up their student if they have a temperature of 100° F or more. To return to school, the student must be fever-free for 24 hours without medication. • RCPS has a “no-nit” policy for head lice. See regulation JGCD on the district website for details. • Elementary schools conduct mass hearing and vision screenings; parent permission is not required for mass school screenings. Permission is required for screening of individual students screened as part of a special education or RTI/Student Support Team (SST) evaluation or due to specific concerns noted by school staff.

Mighty Mustangs	- This fall, we are excited to once again offer Mighty Mustangs, a free, grant funded, afterschool program sponsored by the 21st Century Community Learning Centers (21st CCLC). Running from August 10, 2026, to May 4, 2027, the program serves students in 2nd through 5th grade, operating Monday through Thursday from 2:30 to 5:30 PM, with 20 optional Saturdays. - Mighty Mustangs helps students meet state and local academic standards in reading and math. Additionally, this program offers students a broad array of enrichment opportunities including STEM and Social Emotional Learning (SEL) - For more information, please contact Site Coordinator Robin Johnson at rjohnson2@rockdale.k12.ga.us.
MORE After School Program	AFTER CARE - Available for students in Pre-K through 5th grade. - Hours: 2:10 pm – 6:00 pm - The earliest, optimal check-out time is 3:10 pm - Fee: \$90.00 per week for one student - A “Drop In” fee of \$20 is available as an emergency to parents who make the request. - A fee will be charged for students that are picked up after 6:00 pm - A daily fee will be charged to students who do not regularly attend the after-school program - Contact Yolanda Peoples for more information at ypeoples@rockdale.k12.ga.us
Parent-Teacher Conferences	- We strongly encourage all parents to attend a minimum of two parent-teacher conferences during the school year on the following dates: - November 11, 2026 - March 26, 2027
PBIS	- Positive Behavioral Interventions and Supports (PBIS) is an approach schools use to promote school safety and good behavior. With PBIS, schools teach kids about behavior expectations and strategies. The focus of PBIS is prevention & restorative practices – not punishment. - At FSE, we ask our staff, students, and families to honor the PBIS expectations: At FSE, we are <u>Respectful</u>, <u>Responsible</u>, and <u>Ready to Learn!</u>
Prevention & Intervention Specialist	- All students in Rockdale County Public Schools have access to a Prevention and Intervention Specialist (P&I) as part of our student support programs. A P&I has been trained to help students avoid behaviors that would result in suspension or expulsion and achieve success in school. Keeping students in school with limited interruptions to instruction is the Prevention and Intervention Department’s top priority. - At FSE, our P&I Specialist can assist students with their behavioral and social/emotional needs through individual and/or group sessions.
Report Cards/Deficiency Notices Progress Reports	- Individual student progress is reported to parents/guardians weekly in Infinite Campus. - Additionally, midway through the instructional period and at the end of each instructional period parents/guardians shall be provided a progress report/report card showing the student’s progress in each class. - Progress and semester report cards should be accessed on Infinite Campus Parent Portal.

From Foundation to Finish: We’re Still Building!

Safety & Security	• All exterior and classroom doors will remain locked and closed. • All school and district personnel will prominently display their ID badges. • All visitors must enter the building through the main lobby. • All school and staff personnel will address any visitor who does not display a district/RCPS ID badge or a visitor's sticker. • Rockdale County Public Schools will use a mobile weapons detection system, called Open Gate, to implement random weapons detection checks at any time, including during entry to or exit from the building, during hallway transitions, on buses, and even at school events and activities. The weapons detection system may be used without notice and at any time as a deterrent for bringing anything inappropriate on campus. RCPS administrators have received training on the Open Gate system. • Parents should check student bookbags and laptop bags daily to ensure that students do not bring hazardous items to school or on the bus. The consequences for doing so will apply to students in all grade levels.
School Counselors	• The mission of the Rockdale County Public Schools Counseling Program is to create a data-driven comprehensive counseling program that promotes the highest level of student achievement. Students will be engaged in their learning and master the knowledge and skills to achieve post-secondary goals. Through collaboration with students, parents, teachers, administrators, and the community, professional school counselors will empower students to realize their greatest potential and equip them with the necessary skills to be productive members in a global society. Students are invited to meet with the counselor in a confidential setting regarding all academic and personal concerns. Students may make appointments with the counselor during the school day. Appointments may also be held before/after school. School counselors address three main areas: academic achievement, career development, and personal/social development. Counselors may also provide support during times of personal crisis.
School Nurse/Clinic Aide	• School Nurses/Clinic Aides administer/document student medication use and assist those who are ill or have medical needs while at school.
School Supplies	• RCPS has mandated clear bookbags for all students in Grades 1-12. • Please visit the FSE webpage for classroom school supply lists.
Social Media	• Parents and students may not place photos or video recordings of students outside of their household on any social media platform.
Technology Fee	• Each student will be assessed a \$10 Technology Fee to be used to enhance instructional technology resources. All electronic devices issued to students by Rockdale County Public Schools are covered by the district in the event of accidental damage on or off campus. • Stolen devices that result in the filing of a police report are covered by RCPS theft insurance. This only protects devices in the event of theft. Theft insurance does not cover items that are lost. • Replacement fees will be assessed for lost or damaged devices.
Transportation Changes	• If a parent is interested in changing the way their child goes home, please send in a written note to your child's teacher. • In case of an emergency, please email the change to Jasmine Thomas at jthomas271@rockdale.k12.ga.us, no later than 1:30 pm. • Transportation changes will not be made after 1:30 pm.

From Foundation to Finish: We're Still Building!

Visitors/Volunteers

- For security reasons, parents and other visitors to our school should make an appointment with the appropriate FSE staff member ahead of time.
- Parents and other visitors must check in at the office and receive a visitor's pass.
- Classroom visits at FSE will not begin until after the 1st two weeks of school. Classroom visits may not exceed 20 minutes, and an administrator or designee must be present for the duration of the visit.
- As a safety measure **and** to encourage independence, parents will not walk students to class after the first week of school. FSE staff will be onsite each day to support students with getting to and from class safely.
- A close relationship between home and school is an important part of each student's education. We invite parents to serve as volunteers, guest speakers, assistants for special projects, and chaperones for school events. Join the FSE PTO **and** reach out to our Parent Liaison, Ms. Retonda Tate at rtate23@rockdale.k12.ga.us to be included in customized opportunities to volunteer.
- Georgia law includes volunteers in the list of mandated reporters. If you suspect child abuse while you are visiting our campus, you must contact the principal immediately.



From Foundation to Finish: We're Still Building!

RCPS SCHOOL CALENDAR DATES

August 3, 2026	First Day of School
August 28, 2026	Independent Learning Day / Professional Learning Day
September 7, 2026	Labor Day Holiday (schools closed)
October 5 - 9, 2026	Fall Intersession (schools closed)
October 30, 2026	Independent Learning Day / Professional Learning Day
November 11, 2026	Teacher Workday / Conference Day (no school for students)
November 23 – 27, 2026	Thanksgiving Break (schools closed)
December 18, 2026	Early Release
December 21, 2026 - January 1, 2027	December Break (schools closed)
January 4, 2027	Teacher Workday (no school for students)
January 5, 2027	School Resumes for Students
January 18, 2027	Dr. Martin Luther King, Jr. Holiday (schools closed)
February 15, 2027	Independent Learning Day / Professional Learning Day
February 16 – 19, 2027	Winter Intersession (schools closed)
March 26, 2027	Teacher Workday / Conference Day (no school for students)
April 5 – 9, 2027	Spring Intersession (schools closed)
May 27, 2027	Last Day of School / Early Release
May 28, 2027	Teacher Workday / Planning Day



From Foundation to Finish: We're Still Building!