

Mission Statement

In partnership with the community, Rockwell Elementary School's mission is to provide a quality education that fosters successful learning.



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

RESPECT for Self

RESPECT for Others

RESPECT for School

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 7:40 a.m. - 2:40 p.m. Students should not arrive at school before 7:10 a.m. as supervision is not available before that time. If arriving early, students must remain in automobiles until school personnel arrive to provide supervision. **Students who do not ride buses MUST be picked up no later than 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 3:00 p.m. on a consistent basis need to enroll their children in the After School Care Program or alternative after-school programs who provide transportation from Rockwell Elementary School.

Arrival Procedures

- Upon arrival at school, kindergarten, first, and second grade students will report to their classrooms to sit in the hallway closest to their rooms. Third and fourth 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.**
- Students arriving by car should be dropped off only after the entire car line has come to a complete stop along the sidewalk adjacent to the main school building. Students should then exit the vehicle and walk independently to their classrooms or designated areas. School personnel will be stationed throughout the campus to assist students and ensure they arrive safely at the appropriate locations. Toro Task Team students (5th/6th 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 through the school 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 these procedures 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 limited seating and overcrowded bus routes, students may only ride their assigned bus and may not ride home on a different bus with another student.

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.**
- Parents who have served as chaperones may check out their child who attended the field trip directly with the teacher. **Please do not return to school to check out siblings or other students who were not participating in the field trip.** 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 that day.

***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), drivers should proceed in a counterclockwise direction through the circle and return to Faulkner Drive to exit. 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 passenger side of the vehicle (along the curbside). The front school doors 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 counterclockwise direction. 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. **Every parent should keep their car-rider sign readily available in the event of an emergency school closure. These signs will be used to help verify identification and facilitate the safe release of students during emergency dismissal procedures.**

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. For the safety of our students and staff, all visitors should ring the office using the buzzer system located to the right of the front entrance doors before entering the building.
- 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 and cooperation with the procedures outlined above. Our goal is to provide a warm, welcoming environment while maintaining the safest possible conditions for our students, faculty, and staff. We appreciate your support of these important safety measures. In addition, students are encouraged to notify their teacher or another school staff member if they observe anyone on campus who is not displaying 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 in 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. (This is in accordance with the BCPSS policy.)

Tardiness

School begins at 7:40 a.m. Students will report to their classrooms, and instruction will begin promptly at that time. Please keep in mind that students need several minutes to walk from the drop-off area to their classrooms after arriving on campus. Students arriving after 7:40 a.m. are considered tardy. However, to allow for normal traffic flow and unforeseen delays, a 10-minute grace period has been built into the schedule. Students who arrive after 7:50 a.m. will be recorded as tardy and must obtain a tardy slip from the office before reporting to class. Students arriving after 8:00 a.m. must be accompanied into the school by a parent or guardian. Traffic congestion alone will not be considered an excused reason for tardiness unless the school has been notified by local law enforcement of an accident or other significant traffic disruption.

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 the cafeteria, each student is responsible for gathering 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 (4th, 5th, and 6th grades use agendas) that parents/guardians are expected to sign and return each day. If 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 behavior incident is considered severe (i.e., fighting, profanity) 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 school day, including while on buses.** Students are required to keep all cell phones and smart watches stored in their backpacks during the school day. Any cell phone or smart watch that is visible or in use outside of a backpack will be confiscated by an administrator and will result in a disciplinary office referral.
- The principal, assistant principal, or designee will occasionally 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 principals, the school counselor, and 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 **while creating** a more successful school experience.

- The principal/assistant principals will make every effort to contact parents when a student has been referred to the office for disciplinary reasons. However, due to the demands of the school day, immediate parent notification cannot always be guaranteed. To protect student privacy, confidentiality laws prohibit the school from sharing student information with anyone other than the child's parent(s) or guardian(s), authorized 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. – 7:35 a.m. Occasionally, buses may arrive later than scheduled due to unforeseen circumstances. Students arriving on delayed buses will be provided with the opportunity to receive breakfast regardless of their arrival time. **Students arriving by personal vehicle must be at school by 7:35 a.m. in order to be served breakfast.**
- Lunch waves begin at 10:30 a.m. and conclude at 1:00 p.m.
- The cafeteria offers well-balanced meals to students daily. 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.**
- Breakfast and lunch are free for all students in the Baldwin County Public School System.
- **Lunch visitors** are not permitted to eat in the cafeteria due to safety guidelines. A designated outdoor patio area will be available for lunch visits. Please note that no alternative location is available during inclement weather. To minimize disruptions to the instructional day, students are limited to one lunch visitor per semester unless prior approval is granted by a school administrator due to extenuating circumstances. These procedures are subject to change based on school system directives and safety requirements.

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 and Teacher Contacts

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 BCPSS 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

- Rockwell Elementary students participate in a variety of field trips throughout the school year. For some trips, there are more parent volunteers than available chaperone positions. In these situations, teachers may select chaperones using a lottery system, first-come/first-served basis, or a rotation system to ensure fairness for all parents, grandparents, and guardians.
- All parents wishing to serve as chaperones must complete a background check. This process may be completed online at: <https://bib.com/secure-volunteer/Baldwin-County-Board-of-Education/home>.
- While we encourage parent involvement, the primary purpose of accompanying a class on a field trip is to serve as a chaperone and assist school personnel with supervising students and fulfilling responsibilities related to the trip. Chaperones are not included as additional participants. The State of Alabama requires specific adult-to-student supervision ratios, and all participating adults are expected to actively supervise assigned students.
- Only currently enrolled Rockwell Elementary students may participate in field trips. Babies, younger siblings, children from other schools, and other non-Rockwell students may not attend.
- Field trip fees should be paid online through MySchoolBucks or in the school office using a debit or credit card. If neither option is available, please contact the school bookkeeper to discuss alternative payment arrangements.
- Once transportation arrangements and reservations have been finalized, refunds cannot be issued. Because the school is unable to receive reimbursement for these expenses, parents and guardians cannot be reimbursed for canceled participation.
- When classes return from field trips after 2:00 p.m., students whose parents served as chaperones may be checked out with the classroom teacher. Siblings in other classrooms who did not participate in the field trip should remain at school until regular dismissal. Removing students from instructional settings for early dismissal is disruptive to classroom instruction and creates unnecessary confusion in the school office.

Health Services

Health Education Services

Rockwell Elementary is served by two registered nurses who provide a variety of health-related services and educational programs throughout the school year. These services may include, but are not limited to, communicable disease prevention, handwashing education, hearing screenings, dental screenings, and health and hygiene instruction.

The "Changing Body Program" is presented to fifth-grade students. In addition, scoliosis screenings are conducted for students in grades 5–9 (ages 11–14) in accordance with Alabama 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 area for items that are misplaced or left behind by students. Parents and students are encouraged to check the Lost and Found promptly when an item is missing. Unclaimed items are donated to charitable organizations on a regular basis; therefore, please do not delay in checking for lost belongings. Each year, a significant amount of clothing is donated because items cannot be identified. To help us return lost items to their rightful owners, please label all clothing and personal belongings with your child's first and last name.

News and Communication

In addition to our school newsletter, parents are encouraged to visit the Rockwell Elementary website for current information and updates. You can find school news, announcements, and important resources at www.rockwellelem.org. For time-sensitive information, the school also utilizes email, text messaging, and a mass notification calling system to communicate schedule changes, reminders, and important events. Additionally, the PTA maintains a Facebook page to help keep families informed about school activities, events, and Baldwin County Public School System news.

Parent/Teacher Conferences

Parents are welcome and encouraged to meet with their child's teacher. To minimize disruptions to classroom instruction, conferences should be scheduled during the teacher's planning period, before school, or after school. Instructional time may not be interrupted for parent conferences. Before and after-school conferences should be scheduled between 7:00 a.m. and 4:00 p.m., which are the school's regular office hours. To arrange a conference, please contact the school office at 251-626-5528.

Parent Volunteers

Parents are invited and encouraged to participate in our Parent Volunteer Program. Volunteers provide valuable support to our school by assisting with a variety of activities, including preparing instructional materials, helping in the office and cafeteria, and supporting teachers and classrooms.

Parents interested in volunteering are encouraged to contact the PTA through the school office.

Parties (Classroom)

Three classroom parties are held each year: a Christmas party, a Valentine's Day party, and an End-of-Year party. Parents are encouraged to work with teachers to help plan and organize these special events. To ensure that these celebrations remain focused on the students in the classroom, **non-school-aged children may not attend classroom parties.** We understand that arranging childcare for younger children can sometimes be challenging; however, these events are designed to provide a special experience for the students in the class. The presence of younger children can create distractions and may limit the enjoyment of the event for participating students. We appreciate your understanding and cooperation in helping us make these celebrations enjoyable and memorable for all students.

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 situations contributing to social-emotional concerns, hurt feelings, or perceived exclusion are not created or encouraged.

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. lunchtime).
- **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 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 fortunate to have an active and supportive PTA. Parents, guardians, teachers, and staff are encouraged to join and become involved in this valuable organization. The PTA plays an important role in supporting our students, teachers, and school community through a variety of programs, events, and volunteer opportunities. Through the dedication and hard work of its members, the PTA has contributed to many worthwhile and lasting improvements that benefit our school. Most volunteer opportunities at Rockwell Elementary are coordinated through the PTA. For additional information or questions regarding the Rockwell PTA, please email ptarockwell@icloud.com.

PTA OFFICERS

President – Jessica Nord

Vice-President – Kristin Pace

Secretary/Treasurer – Kristin Atwood

Please visit us on our Facebook page, Rockwell Elementary PTA and on the school's website; www.rockwellelem.org.