

## **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:**

All students can learn.

All students have the right to a safe and orderly environment.

All students deserve to be treated with dignity and respect.

All students need to be challenged academically and creatively.

All students deserve to experience / achieve success.

All students need opportunities for positive growth mentally, socially, emotionally, and physically.

All students can learn to be responsible, productive citizens.

### **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 grade students will report to the gymnasium. **A teacher will be on duty in each hallway 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 who arrive to school in cars should be dropped off at the point where all cars in the car-line come to a complete stop along the sidewalk parallel to the main school building and walk independently to their designated areas (see first bulleted item above). For health and safety reasons, parents may not walk children to classrooms, including the first day of school. School personnel will be available throughout the school to assist children to ensure they arrive at the appropriate destinations. Toro Task Team students (all 5<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.** For health-safety reasons, leaving automobiles to walk students to the door is discouraged unless an emergency exists. As circumstances arise that require assistance from an adult, school

administrators should be notified to make special arrangements. 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 are dismissed at the last bell and escorted to the designated area for dismissal. (For safety reasons, the only “walkers” allowed are those who live in The Vinings Apartments.) Students may not walk around the school unsupervised once dismissal procedures begin. Students may not go to restrooms, water fountains, or other classrooms. 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 capacity limitations, students may not ride a bus other than the one assigned. Riding home with friends (including exiting the bus at a location other than a child’s designated bus stop) is not permitted.

## **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 or assistant.** In events where classes return from field trips after 2:00 p.m. and parents have served as chaperones, they 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.

- Students should not be “checked-in” to school after 11:30 p.m. At this point, they are officially recorded as absent for the day.
- Students who “check out” for appointments that will not allow a student to return to school by 12:00 noon or earlier should not return to school to conclude the school day.

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

- 8:15 – 8:55                      Fourth Grade
- 9:00 – 9:40                      Fifth Grade
- 10:45 – 11:25                    Third Grade
- 11:30 – 12:10                    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.

### **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/roundabouts.)**

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 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 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 is 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 presented to the receptionist or designee through the document passage window located at the left side of the front doors. (In the event a designee is not present, visitors are asked to ring the office using the buzzer system to the right of the front doors.)
- The receptionist or designee will scan visitors’ identification before entrance will be allowed to ensure entrance into the building is allowable. The scanned identification will also be used to print a visitor’s badge that must be worn throughout the time a visitor is on campus.
- Any visitor who is not a student’s parent, 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.
- Parents and other visitors will be asked to communicate through the walk-up window (left of front doors) unless entrance to the school is necessary/required.

*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 in the event that excessive absences should 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 trips, 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 tardy, students not **in classrooms** by **7:55 a.m.** will be **"officially" recorded as tardy** and will be required to get a tardy slip from the office before entering the classroom. Students entering the school after 8:00 a.m. must be accompanied by parents. 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 ten-minute “grace period” (7:45-7:55) 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 and food from restaurants is not allowed in the cafeteria.**

### **Disciplinary Procedures**

Rockwell Elementary School holds a high standard of conduct for students. Each classroom teacher has designed his/her own classroom rules, which includes positive reinforcement as well as consequences for infractions. Rockwell teachers send home daily conduct forms (4<sup>th</sup>/5<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 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 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.
- Fighting or acts of violence will not be tolerated. In most cases, such behavior will result in suspension.  
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 are not permitted for elementary school students according to Baldwin County Public School System policy.
- The principal, assistant principal, or designee will often recommend intervention from a school counselor as a follow-up to a disciplinary referral.
- 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 phone calls for every office referral cannot be guaranteed.
- Confidentiality prohibits administrators and school personnel from discussing disciplinary actions 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. Violators of these offenses will be suspended.

# General Information

## Child Nutrition Program (Cafeteria)

- The Rockwell Elementary School cafeteria serves lunches each day beginning at 10:30 a.m. and concluding at 1:05 p.m.
- Lunch will be free for all students for the 2021-2022 school year.
- 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.**
- While lunches are free for everyone for the current school year, free and reduced applications should be completed for those who would otherwise qualify. This information will be useful once the free status “for all” no longer applies. Applications should be completed on-line; [www.bcbe.org](http://www.bcbe.org).

**Lunch Visitors** – A “no lunch visitor” policy was established in Baldwin County Public Schools at the beginning of the 2020-2021 school year due to COVID19. This policy will remain in place for the 2021-2022 school year.

### **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 re-present 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 7:50 a.m. and 2:50 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 may be held in lieu of in-person conferences.

*\*Health/Safety procedures such as those required due to Coivd19 may override current visitor policies.*

### **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 using the Drop-Off Station at the entrance of the school. Office personnel will ensure that dropped-off items are delivered to classrooms in a timely manner. Visitors are not allowed to make personal deliveries directly to classrooms.

### **Field Trips**

- The BCPSS has approved field trips for the 2021-2022 school-year beginning in October.
- Many field trips are taken at Rockwell Elementary during the course of a school year. Some field trips have a large number of 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.

- 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 trip money must be sent separately from all other money, preferably in a designated envelope.
- 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) do 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 cases 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.

## **Identification of Property / Lost and Found**

Students' names should be placed in books and all other property that is brought to school. This includes sweaters, coats, etc. "Lost and Found" is regularly filled with unmarked items whose owners cannot be identified. When identification is provided, we are able to return property to the owners. Unclaimed items that have not been labeled with students' names will be donated to charity or Goodwill after 2 weeks.

## **News and Communication**

Please check the Rockwell website at [www.rockwellelem.org](http://www.rockwellelem.org) for more frequent updates of information. E-mail and our "mass calling service" will also be provided for information and 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 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). Zoom conferences may also be arranged for parent convenience. Please contact your child's teacher or call 626-5528 to schedule conferences.

## **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)**

Two parties per year will be held in classrooms – a Christmas party and a Valentine’s Day Party. Parents are asked to work with teachers to ensure proper planning of these parties. **Parent participation will continue to be limited due to Covid19 concerns. Non-school aged children should not attend school parties** as the 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.

## **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.** (Boys inviting all boys or girls inviting all girls is also allowed; however once “one” member of the opposite gender receives an invitation, all students of that gender must receive an invitation.) Rockwell Elementary must ensure that does not provide a vehicle for contributing to social/emotional issues or discrimination for students.

## **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/decision of the teacher and 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, mid-quarter reports, and quarterly report cards.

## **Telephone Calls and Transportation Changes**

The school office can be a very hectic setting, which is only multiplied when receiving parent calls with messages for students regarding changes in transportation. These messages are easily confused when received from parents followed by delivering the messages via the intercom to classrooms during instructional 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 early childhood students 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.)

# **PARENT TEACHER ASSOCIATION**

Rockwell Elementary School is very fortunate to have an active and supportive PTA. We would like for you to join and become a part of our program. The PTA is continuously involved in activities that are beneficial to our school. Through the cooperation of the PTA, many worthwhile and lasting achievements have been accomplished. Parents are invited to join this organization and play an active role in its endeavors. Many volunteer opportunities are sponsored by the Rockwell PTA. Membership dues are \$6.00 per member. You may email any questions to [ptarockwell@icloud.com](mailto:ptarockwell@icloud.com).

## **PTA OFFICERS**

**President – LeeAnn Anderson**  
**Vice-President – Leah Stokes**

**Secretary – Angela Sherwood**  
**Treasurer – Jessica Nord**

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

<b>Baldwin County Public Schools Elementary Uniform Policy and Compliance Code 2020 – 2021</b>		
<b>Elementary Grades K - 6</b>	<b>Compliance Code</b>	
	1 <sup>st</sup> infraction: Warning and parent notified	
	2 <sup>nd</sup> infraction: Referral to office and parent notified	
	3 <sup>rd</sup> infraction: Detention	
	4 <sup>th</sup> infraction & subsequent: One day suspension and parent notified	
<b>TOP</b>	<b>BOTTOM</b>	
<u>White or Navy</u> Collared shirt with sleeves or turtleneck. School color polo as approved by the principal. Small unobtrusive logo is permitted	<b>BOYS</b> <u>Khaki or Navy Blue</u> Pants or Shorts (corduroy fabric and “blue” denim permitted)	<b>GIRLS</b> <u>Khaki or Navy Blue</u> Pants, Skirts, Capris, Skorts, Jumpers or Dresses (corduroy fabric and “blue denim” permitted) Jeggins are permitted under short or skirts but not alone as bottom attire
<b>Undergarments</b>	<b>Footwear</b>	
Undergarments, excluding the neckline of an undershirt, must not be visible at any time. Pajamas are prohibited.	Footwear must be worn at all times and be closed toe in nature.	
	<b>SWEATSHIRTS AND SWEATERS</b>	
	Must be solid: <b>Black, Brown, Navy, Tan, Gray, White</b> or school colors as published by the principal	
	<b>COATS and JACKETS</b>	
	Outerwear items must not have lettering, or logo of alcohol, tobacco, and/or controlled substance, nor pictures, symbols, artwork that might be offensive in nature and cause a disruption to the educational process.	
<b><u>ITEMS NOT ALLOWED</u></b> Wind Pants/Sweatpants, velour pants, tights, yoga pants, over-sized clothing, overalls, bellbottoms, un-hemmed clothing, clothing with cuts, slits, holes or slashes, sleeveless shirts, overcoats, or trench coats.		
<b><u>KHAKI is defined by Baldwin County Public Schools to be light tan in color.</u></b>		
<p><b>Pupils are expected to be clean and appropriately dressed for school. Dress and appearance must not present health or safety problems or cause disruption and should encourage a serious approach to school. The local school principal will be the final authority for determining appropriate dress within the framework of the policy.</b></p> <p><b>*In addition to the school system policy above, Rockwell Elementary School allows red and black “tops” and red and black “bottoms,” and Rockwell sweatshirts. All other items should be consistent with the school system policy.</b></p>		