



Hello Rock Spring Families,

Welcome to another exciting year of learning! At Rock Spring our goal is to provide a safe and secure learning environment where students are academically engaged and excited to come to school each day. I truly believe that ALL our students have the potential to learn and achieve at high levels and look forward to partnering with you in your child's education! Our theme for this year is **@RSE, Young Minds BLOOM!** What does it mean to bloom? To bloom is to reach one's full potential.

Following this letter is *The Roadrunner Way- a Family Guide to Rock Spring*. This is your "go-to" reference for information about the school processes at RSE and the people on our team who are here to assist you and support your child's learning. It also includes important dates that you want to get on your calendars, including school sponsored and PTO events, holiday parties, spring field days, etc. Thank you for taking the time to read this document. I am proud to be your principal and look forward to the great things we will accomplish together this year at Rock Spring! Please don't hesitate to contact us if you have any questions or need assistance.

Looking forward to a great year!

Julie Mosley
Principal

Need more information about...	Speak with...	Contact Information
Transportation, Attendance	Sarah Payne Office Clerk	Sarah.payne@henry.k12.ga.us 770-957-6851
Infinite Campus Parent Portal, Court Orders, Community use of Facilities	Kelly Stocks School Secretary	kelly.stocks@henry.k12.ga.us 770-957-6851
Enrollment, Student Record Requests	Stacey Clark Student Data Clerk	stacey.clark@henry.k12.ga.us 770-957-6851
MySchoolBucks, School Pictures, Fundraisers	Mary Benton-Carver Bookkeeper	mary.bentoncarver@henry.k12.ga.us 770-957-6851
Bus Transportation (late/early bus arrivals, drivers, bus stops, etc.)	Kathy Godwin	kathy.godwin@henry.k12.ga.us 770-957-2025
Medication, Health Plans (seizure, allergy, asthma, etc.)	Clinic Aide	770-957-6851
Student Concerns, Career Day, Speak Up Be Safe Curriculum, Regal Roadrunners, reports of neglect, abuse, or self-harm, PBIS	Sophia Gutierrez, Counselor (grades 3-5) Tiffany Rice, Counselor (grades K-2)	sophia.gutierrez@henry.k12.ga.us. 770-957-6851 tiffany.rice@henry.k12.ga.us 770-957-6851
Student Wellness, Attendance, Second Step, student health surveys, community liaison, PBIS Ambassadors	Maya Miles Mental Health & Wellness Facilitator	Maya.miles@henry.k12.ga.us 770-957-6851
Special Education (Eligibility, Referrals, Individualized Education Plan, Continuum of Services)	Kamal Ricketts Student Support Facilitator	Kamal.ricketts@henry.k12.ga.us 770-957-6851
Grades, Assignments, Curriculum, Field Trips, Schedule, Class Parties, classroom questions or concerns	Homeroom, Specials, EIP, or ESE Teacher	Teaching Staff
3 rd , 4 th , and 5 th grades (student/staff concerns), EIP, School Safety & Drills, Instructional Resources, ESOL, Advanced Mathematics, 504 eligibility & plans	Dominique "Nikki" Malmberg	770-957-6851 Dominique.malmberg@henry.k12.ga.us
PK, K, 1 st and 2 nd grades (student/staff concerns), MTSS, Gifted program, 504 eligibility & plans, Standardized Testing	Assistant Principal	770-957-6851 Mellisa.palmer@henry.k12.ga.us
School Breakfast & Lunch, Free & Reduced meals, Titan	Migale Capo Nutrition Manager	Migale.capo@henry.k12.ga.us 770-957-6851
Instructional Technology, Electronic Devices (technical difficulties)	Tech Support	770-957-6851

After School Program	Amy Schloss	Amelia.schloss@henry.k12.ga.us 770-957-6851
School Operations, School Council, Attendance Contracts, Grading Systems, Retention Appeals	Julie Mosley Principal	Julie.mosley@henry.k12.ga.us 770-957-6851

School Information:

Address: 1550 Stroud Road,
McDonough GA, 30252
Phone: 770-957-6851
Fax: 770-957-2238

Office Hours: 7:10-3:30
School Hours: 7:35-2:15
After School Hours: 2:15-6:00

Mascot: Roadrunner
School Colors: Blue & Orange
Cluster Schools: New Hope ES,
Ola ES, Ola MS, Ola HS

Vision: At RSE we are igniting a passion for learning by engaging our community in authentic and enriching experiences.

Mission: All students will be equipped with the skills and knowledge to succeed in a global society.

Overarching School Goals:

- Rock Spring Elementary School will provide a safe & secure learning environment where the students are academically engaged and excited to come to school each day to learn.
- 100% of the students at Rock Spring Elementary School will be on or above grade level in reading before they leave for middle school.

Communication:

Clear communication between the school and home is a key component to your child's success. At RSE, we communicate in the following ways:

A. The principal sends Family Communication using the Infinite Campus Parent Portal. Please make sure you are signed up to receive email and text communication in the portal and have updated your registration information for this school year.

- A **weekly letter** is sent each Sunday evening between 5:00 and 7:00 pm via email.
- If there are changes in bus transportation, that information will be communicated via text as soon as it becomes available.

B. Each Thursday you will receive your child's **Thursday Take Home Folder**. The left pocket of the folder contains school, grade level, and PTO information/flyers. The right pocket contains graded assignments for your review. We ask that you review contents of the folder each Thursday and return the folders on Friday. These plastic folders are provided by the school. This year the plastic folders are blue.

C. Your child's teacher will also hold two parent **conferences** with you this year—one in October and the other before the end of March.

Change of Address or Phone Number:

For emergency purposes and to ensure you receive school communication in a timely manner, we must have updated information on each student. Please notify the school if there is any change of address, phone number, or

email address. **THIS IS VERY IMPORTANT.** You may also update your student's information through the Infinite Campus Parent Portal.

Maintaining a Safe & Secure Rock Spring:

Our fourth Strategic Action addresses the safety and security of students, teachers, and visitors. For the safety of everyone, we must maintain tight security within the school, including visitors. Our School Resource Officer (SRO) works with us as we plan and implement safety drills. During the school year, we will practice fire, severe weather, evacuation drills, and lock-down procedures to provide the safe environment our students need and deserve. Please follow the directions of school personnel if you are present during any of these drills or practices. Here are a few additional safety measures we are implementing to stay safe, and we encourage you to help us in that effort:

- We have a single point of entry. Everyone enters through the front door as all other exterior doors are locked and only allow exit.
- Designated staff members routinely check to ensure all exterior and interior doors are locked and secured throughout the day.
- All guests must present a government-issued photo ID, sign in, and wear a visitor's badge. Safety can take time when it is done right, and we appreciate your patience as we help you with the sign-in process.
- Throughout the year, our students and staff participate in emergency drills, so they know what to do in the event of a real crisis. You will be notified about our severe weather and lock-down drills in advance so that you can discuss these pro-active drills with your child in advanced.
- We maintain updated signage and send timely school messaging and communications to ensure everyone is on the same page.

Campus Safety & Security Monitor:

This year we added an additional full-time position that is dedicated to ensuring a safe and secure learning environment at Rock Spring Elementary School. Our Campus Safety and Security Monitor will be support all aspects of school security, including door and perimeter checks, camera monitoring, student supervision, etc.

Clear Bag Policy:

Having a clear bag is a requirement at all HCS events. These events include activities taking place on school grounds or designated locations where guests are invited to participate. Please see the clear bag criteria below:

- Bags must be clear plastic, vinyl, or PVC and not exceed 12' x 6" x 12."
- Bags cannot be tinted with color or include oversized content that prevents visibility into the bag.
- Clear book bags are acceptable for use as diaper bags for adults who have infants or toddlers.
- Small, pocket-sized wallets are allowable in a clear bag.
- Exceptions will only be made for medically necessary items after proper inspection.
- Guests with non-complying bags can store them in their car and return for entry. We will NOT hold them in the front office.

Procedures for Visiting Rock Spring:

When you arrive to Rock Spring, please follow the steps below to gain admittance.

- Push the button to the right of the front door and look into the camera. Due to sun glare throughout the day, you may be asked to step forward or backwards so that we can clearly see your face.
- A member of the office team will greet you.
- You will be asked to see your photo ID. Please hold your ID up to the camera for review.

- Once your ID has been checked, you will be “buzzed” into the front office.
- Pull the door open when you see the light on the panel change from red to white.

Anyone reporting to the building must sign-in in the front office using the Checkmate system so please keep your photo ID out. Parents/visitors are not allowed in the classrooms during instructional time. For safety, **ALL** visitors must wear the visitor’s sticker they are given upon arrival. The visitor’s sticker must be always affixed to your shirt and visible.

When hosting **large-scale events** during the school day at RSE, additional safety protocols/procedures are put into place.

- Check-in for these events begins 30 minutes before the start time.
- The clear bag policy is in effect.
- Visitors must check-in at the front office at one of our check-in stations. (Photo IDs are required)
- Visitors will be given an orange visitors badge that must be worn until they exit the building at the conclusion of the event.
- School aged children between the ages of 5 and 18 are not permitted to attend school events during the school day.
- Once checked in, all guests will wait in the lobby until released to attend the event as a group.
- As guests are released to attend the event, they will be checked for their visitor’s badge and to ensure that only clear bags are admitted.
- Family pets are not permitted on campus, even for outdoor events.

When hosting **large-scale evening events** at RSE.

- Visitors must enter the building at the designated point/s of entry (will vary by event).
- Visitors must adhere to the HCS Clear Bag Policy.

There are some additional safety procedures that must be followed when visiting for lunch.

- Any lunch visitor must be on the emergency check out list in Infinite Campus and present a valid government issued photo ID.
- School-aged children between the ages of 5-18 are not permitted to attend lunch.
- During lunch, you and **your** child will sit at designated family tables (on the stage and sides of the café’). Please do not join the students at their designated classroom table or invite other students to join your family for lunch.
- Please don’t take photographs of children who are not in your family.
- Please do not bring table décor (including flowers & balloons).
- You may bring in outside lunch for **ONLY** your student on your assigned day.
- Once lunch has ended, visitors must immediately exit the building. Visitors are not permitted to escort students to class or to the playground.

Cafeteria visits will begin on **Tuesday, September 3rd** and will follow the grade level rotation below.

Grade Level	Lunch Visitor Day
K/5	Monday
1	Tuesday
2	Wednesday
3	Thursday
4	Friday

First Week of School (August 1st & 2nd)

Parents may walk their children into school on the first day. After the first day, only Kindergarten parents will be allowed to walk their children in on Friday of the first week. Beginning Monday, August 5th parents will not be able to walk any students to class. Staff members are stationed throughout the building to ensure that each student arrives at their classroom safely.

Dress Code:

To maintain a safe and secure environment that is conducive to learning, students must adhere to the dress code set forth by Henry County Schools. Extreme styles of clothing that would interfere with learning, cause a disruption of the educational environment, or be a health or safety hazard are not permitted. Shorts/Skirts must be reasonable in length and appropriate for school. Tops should not be worn longer than these items and should cover the midriff area. The first time a student wears an outfit that is found to be distracting to the learning environment, parents will be contacted and asked to bring a change of clothes to school. Repeat violations of the dress code will result in additional consequences set forth by the HCS Code of Conduct. For a full description of the HCS Dress Code for students as well as the progression of consequences for violating the dress code, please refer to pages 60 and 63 of the HCS Student/Parent handbook.

Student Attendance:

Regular attendance at school may be the greatest factor influencing your child's future success. When students are absent, they miss critical instruction, guided practice, and interventions. This can cause them to fall behind, particularly in the areas of reading and mathematics. This is especially true at the elementary level, where the foundation for all future learning is being built. **Chronically absent students** are those who miss two or more days per month, or approximately 10% of the school year.

National data indicates that:

- Chronically absent kindergarten students have a 61% chance of being held back for reading below grade level before they reach 3rd grade.
- Chronically absent Kindergarten and 1st grade students have an 81% chance of reading below grade level by 3rd grade.
- In 4th grade, chronically absent students score an average of 12 points lower on the National Assessment of Educational Progress (NAEP) assessment compared to their peers with good attendance.
- In 8th grade, chronically absent students score an average of 18 points lower on the NAEP assessment compared to their peers with good attendance.
- Between 8th and 12th grade, students who are chronically absent are 7.4% more likely to drop out of school.
- By college, a chronically absent student has an 11% chance of earning a degree.

As outlined in the HCS handbook, there are reasons that a student may be excused from school. Refer to the Student & Parent Handbook (page 10) for more details about excused and unexcused absences.

Maintaining a healthy school requires that families adhere to the following health protocols.

- Students with a fever should not attend school. (100.4 or higher)
- A child must be fever free for 24 hours before returning to school without medication.
- Students who are vomiting or who have diarrhea should not attend school.
- Students should be vomit and/or diarrhea free for 24 hours before returning to school.
- Students with pinkeye should not attend school until they have been treated/advised by a doctor.

- Students with head lice cannot attend school. Students may return when lice/nits are gone, and the office is provided with proof of treatment.
- Please see the student handbook for additional guidelines.

Absences:

Per the handbook, if your child has an excused absence, you will need to submit a handwritten note to the teacher on the day the student returns to school.

- The note should include the date of the absence, reason for the absence, and the signature of the parent/guardian or the doctor who treated the child.
- We will only accept 5 handwritten notes from home as excused absences for the entire year.
- After 5 handwritten notes or a total of 10 days absent, a medical doctor's excuse will be required to excuse any absence.
- If a student is absent due to a sickness resulting in 3 or more consecutive days absent, a medical doctor's note will be required to excuse the absence.
- If a student is absent due to a death in the immediate family, a funeral program or a copy of the obituary is required to excuse the absence of no more than three days.
- After 3, 5, and 8 days of unexcused absences, parents will receive an attendance letter from Ms. Mosley or a call from our social worker or counselors.
- Possible interventions for unexcused absences, excessive excused absences, tardies, or excessive early checkouts may include student/parent conferences, attendance contract, referral to a school social worker, or referral to the Department of Child and Family Services. Chronic absenteeism can impact Employee and School Choice application acceptance for the current and subsequent school years.

Late Arrivals:

If your child arrives after the 7:35 bell, you will need to escort them into the building and sign them in using the computer. Students are not allowed to walk in late by themselves as an adult must sign them in.

Early Check Out:

If you need to check your student out early, please let your child's teacher know in advance if possible. You will need to come into the front office and make sure you have your photo ID. You must be in Infinite Campus to check out your child. We ask that there be no check-outs after 2:00 PM as we are preparing to dismiss students.

Transportation:

During Open House please visit the cafeteria to learn your child's bus number or to pick up your child's car rider tag for the 2024-2025 school year.

For your child to ride the **bus** this year, you will need to have checked yes for transportation via the Infinite Campus Portal.

Car rider drop-off will begin at 7:10. **Students are not permitted to be dropped off any earlier.** Drive through the front entrance where you see the designated Crossing Guard and please follow any directions they give. We will use two lanes for morning car drop-offs. Lane 1 is the lane closest to the building (speedbump to speedbump). Please follow the directions of our staff to fill the lane before directing your child to exit the car. Lane 2 is in the staff parking area. Staff members will lead students to wait at the crosswalk, be escorted across, and then go to the appropriate area (cafeteria or classroom).

Morning Car Rider Arrival:

To ensure a consistent and efficient arrival for all students, please adhere to the following procedures:

- Use the entire drop-off window of 7:10-7:35.
- Have your child ready (book bag, jackets, lunch boxes, hugs, kisses, etc.) prior to exiting.
- Have your child exit on the right-side of your car (sidewalk side).
- Parents should stay in their vehicles as staff members will be present to assist your child.
- Maintain the flow of traffic as directed by the staff members on duty. Do not pass other cars (moving or stopped).
- If you arrive late (7:35), utilize the first lane (next to the building) and escort your student in for late check-in.
- Students should NOT be dropped off at the flagpole or on Stroud Rd.
- In the event of severe weather and/or lightning, Lane 2 will be closed, and staff members will only be allowed to assist students by the front of the building. Only release your child from your car once you have reached the front awning.

Afternoon Car Rider Dismissal:

To ensure a consistent and efficient dismissal for all students, please adhere to the following procedures:

- To pick up any child in the car rider line, you must have a car tag. The tag must be visible to all adults with car rider duty posts.
- If you do not have your tag, you must park and bring your ID to the Front Office.
- Parents will register their car rider(s) during Open House and receive a car tag for their dashboard.
- A staff member will walk the lane, type in car numbers, and assign students to stations 1-5 at the front of the building.
- Please follow the flow of traffic and stop when you arrive at your assigned station.
- Please do not exit your car to pick up students.
- Please be patient the first three days of school as the lines tend to be long at the beginning of the school year.
- Lane 2 is only open for morning arrival.
- Be sure to update your pickup list through Parent Portal in Infinite Campus.

Parent Transportation Changes:

Transportation changes must be received in writing with a signature of the enrolling parent/legal guardian. We cannot accept phone calls, e-mails, or text messages as a change of transportation. Any change of transportation must be received before 2:00 PM.

Bus Transportation Changes:

If there are changes to our afternoon bus transportation that result in delayed delivery times, parents will be notified via text as soon as that information becomes available.

Afternoon Bus Drop Off for students 8 years and younger:

A student 8 years and under will be brought back to school if a parent, guardian, or designee is not present at the bus stop to receive them or if they otherwise appear to have no appropriate supervisor. A bus driver must be able to identify the parent or designee. Drivers will only release students at their designated stops. Please arrive at the bus stop 5 minutes prior to the scheduled bus arrival.

Early Dismissal due to Emergencies

If there is an unscheduled school closure or early dismissal due to an unforeseen circumstance, such as inclement weather or a major emergency, families will be notified via Henry County Schools Messenger (text, and email) and

the Henry County Schools Website. Students will follow regular dismissal/transportation home procedures if school is dismissed early due to weather. To ensure you receive important information, update your contact information in the Parent Portal.

Early Dismissal due to Non-Emergencies (Scheduled Early Release Days)

The following days have been designated as district-wide early release days: October 11th, December 20th, March 14th, and May 23rd. On Early Release days, our students are dismissed at 11:15 am.

Lunch at Rock Spring:

Families are encouraged to set up meal accounts for their children via Titan. We serve school meals that meet the U.S. Department of Agriculture's (USDA) nutrition requirements and standards for school meal patterns. We use a serving model known as Offer vs. Serve or OVS. The goal of OVS is to reduce food waste and empower our students to choose the foods they want to eat. Students are offered five food components daily at lunch, including: meat/meat alternate, grain, fruit, vegetable, and milk. With this model, students must select a minimum of three components, and one must be a fruit or vegetable. However, they have the option of selecting up to all five components.

Free & Reduced Lunch:

- Free and Reduced-Price Meal Applications are available electronically using the Infinite Campus Parent Portal.
- Hard copies are also available in the front office by request.
- Forms must be completed and resubmitted each year for approval and are available beginning in July for the next school year.

Lunch Cost:

You can find monthly breakfast and lunch menus on the Henry County Schools website. Available menu items are subject to change based on current inventory and deliveries.

Regular Lunch Cost	Student Cost	Adult Cost
Breakfast	\$1.40	\$2.50
Lunch	\$2.65	\$4.00

Classroom Treats and Parties:

The faculty and staff are happy to recognize student birthdays. However, because learning time is critical, we do not hold birthday parties during the school day.

- Please do not bring or send balloons, flowers, or other gifts to the school for students.
- Teachers are not responsible for distributing birthday party invitations to classmates.

If you want to provide the class with treats to celebrate your child's Birthday, the following are allowable:

- goodie bags that do not contain food/candy
- store-bought treat in the original packaging (visible ingredient list is required)

**If providing a store-bought treat, please contact the teacher in advance to discuss potential allergy concerns within the classroom.

Grading Systems:

Teachers will update the Infinite Campus (IC) grade book weekly. All missing assignments will be documented in IC and count as a "0" until completed and turned in by your child. Students who score 73 or below on a class assessment will re-engage with the content and retake the assessment for grade replacement. All teachers of students K-5 will use the HCS grading systems:

	Score Range	Letter Grade
Exemplary: Demonstrates broad in-depth skill/concept development that <u>most often exceeds 'grade level standards'</u>	90-100	A
Proficient: Demonstrates skill/concept development that <u>meets 'grade level standards'</u>	80-89	B
Approaching: Demonstrates skill/concept development that is <u>beginning to meet 'grade level standards'</u>	74-79	C
Limited Progress: Demonstrates skill/concept <u>below 'grade level standards'</u>	70-73	D
Insufficient Progress: Demonstrates skill/concept that is <u>significantly below 'grade level standards'</u>	Below 70	F

Learning Behaviors/Skills	
Participates in discussions and activities.	Scoring System
Uses resources appropriately.	
Demonstrates social awareness and works cooperatively with others.	Exemplary (EX): Demonstrates broad in-depth skill/concept development that <u>most often exceeds 'grade level standards'</u>
Uses self-management skills to productively work independently.	
Follows rules/routines/directions.	Proficient: (PR) Demonstrates skill/concept development that <u>meets 'grade level standards'</u>
Shows respect for others and resolves conflicts appropriately.	
Completes class and homework assignments.	Approaching (AP): Demonstrates skill/concept development that is <u>beginning to meet 'grade level standards'</u>
Advocates for learning needs, interests, and goals.	
Create work products with legible handwriting.	Limited Progress (LP): Demonstrates skill/concept <u>below 'grade level standards'</u>
Standards of Mathematical Practice.	
	Insufficient Progress (IP): Demonstrates skill/concept that is significantly below 'grade level standards'

For more information related to grading, including grade reporting, calculation, and communication, please reference [Policy IHA: Grading Systems](#)

Parent Portal:

You can access your child's grades, including progress reports and report cards in the Infinite Campus Parent Portal. Infinite Campus Parent Portal offers parents and guardians timely and secure access to their student's grades and attendance online. It also includes details on your student's discipline record and test history. The Parent Portal is an easy-to-use communication tool that will allow you to take an even more active role in your student's education. Please contact Stacey Clark, to learn how to obtain an authorization code: Stacey.clark@henry.k12.ga.us

Student Recognition & Awards at Rock Spring:

K-5 Awards: (given at the end of the year)

- **Silver Attendance Award**- These awards will be given to students with perfect attendance for the year, with one or more late check-in or early check-out.
- **Gold Attendance Award**- These awards will be given to students with perfect attendance for the year, with no check-ins or check-outs.
- **ROCK Honoree Award:** This award will be given to two students in each class who consistently demonstrated their best ROCK behavior each day.
- **Kindness Award:** This "student chosen" award will be given to two students in each class who consistently showed kindness to all classmates, teachers, and staff members each day.

K-5 Awards: (Given Monthly)

- **Student of the Month**- Each month students from across the school are honored for exemplifying character traits such as empathy, courage, creativity, cooperation, optimism, determination, etc.

3-5 Awards: (given at the end of the year)

Academics:

- **Silver Academic Honor Roll**- These awards will be given to students who earned all As/Bs, or Bs for the school year (Average of 80%-100% in all subject areas).
- **Gold Academic Honor Roll**- These awards will be given to students who earned all As for the school year (Average of 90%-100% in all subject areas).
- **Platinum Academic Honor Roll**- These awards will be given to students who earned all As for the school year and earned proficient and/or exemplary learner behaviors on their report card.
- **Star Roadrunner Awards:** These awards will be given to the two students in each class who have demonstrated growth, achievement, and/or passion in the areas of mathematics, reading, writing, science, and social studies.
- **Specials Awards:** These awards will be given to one student in each class who excels at Music, Art, Physical Education, Reading, Media, and STEM.

5th Grade Award: (given at the end of the year)

- **Principal's Academic Legacy Award:** This award will be given to students who have demonstrated academic excellence throughout their 1st-5th grade academic career at Rock Spring. Specifically, these students have earned an exemplary performance (90% or higher in all subjects/All As) on all their end of year report cards in grades 1-5.

Positive Behavior Interventions and Support:

Positive Behavior Interventions and Supports (PBIS) is a school-wide behavior system that focuses on establishing a climate where appropriate behavior is the norm. Expectations for behavior are taught, modeled, acknowledged, monitored, and retaught as necessary.

- At Rock Spring Elementary, Roadrunners are Responsible, Orderly, Cooperative, and Kind.
- Roadrunner expectations in all school settings as evidenced in the school-wide behavioral matrix are posted throughout the building.
- Town hall meetings are held quarterly to share ROCK behavioral expectations. They are facilitated by our PBIS team which is led by teachers and other staff members.
- Students can earn Rock Bucks daily for demonstrating ROCK behaviors. The bucks can then be used to purchase items from our Rock Cart bi-weekly. Rock Cart sales occur during recess time.
- Rock Days (Celebrations) are held at the end of each quarter to honor our students for making Rock Spring a wonderful place to learn and play. To attend, each student must reach pre-determined behavior goals that are determined by the PBIS committee. These goals are shared with students during our quarterly town hall meetings so that our students know what they are working toward.

Code of Conduct:

In line with its Core Beliefs & Commitments, the HCS Board of Education has established a comprehensive Code of Conduct that focuses on creating a supportive, safe, secure, and equitable learning environment while promoting the academic, social, and emotional development of students. Henry County Schools' approach to student conduct reflects our commitment to understand and address the causes of student behavior and teach students appropriate behavior while providing a safe and secure learning environment for all students.

The HCS BOE Code of Conduct was designed and created to comply with the progressive discipline process set forth in O.C.G.A. 20-2-735, which states that discipline will be in proportion to the severity of the behavior leading to the discipline, that the previous discipline history of the student during the current school year and other relevant factors will be taken into account, and that all due process procedures required by federal and state law will be followed.

- For more information about the Code of Conduct, review pages 52-82 in the Student & Parent Handbook.
- Please note, In School Suspension has been added this year as a step within the progressive discipline process at all HCS elementary schools.

Student Materials & Supplies:

Provided Resources:

Textbooks, library books, student learning devices (e.g., Chromebooks, iPads, and laptops), and other instructional materials are the property of Henry County Schools. They are loaned to students during the school year by their schools. Students are expected to handle these materials carefully and to keep them in good condition.

- When student learning devices and textbooks are assigned, students should keep the asset tag and barcode identification card affixed to the book and device.
- The device should remain in the protective case.

RSE is providing each student with a blue plastic folder, which is their Thursday Take Home Folder.

Classroom Supply Lists:

- Classroom Supply lists have been posted on our Rock Spring website by grade level.

- Please bring these items to Open House or on the first day of school.

Forgotten Resources/Items:

If your child forgets their lunch, device, jacket, glasses, etc., please bring them to the front office.

- Please label them with your child's name and their teacher's name.
- Our office staff will deliver them to your child's classroom.
- We cannot guarantee delivery of items within a certain time frame.

Lost Items:

It is not uncommon for children to misplace their personal items. Therefore, we STRONGLY recommend that you label your child's lunch box, coats, and other items as appropriate so that they may be easily returned.

- If your child has lost an item, please let their teacher know.
- Lost & found items are stored in the gym.
- Families can visit Lost & Found during school events or by appointment during the school day. Due to the busyness of arrival and dismissal, parents are unable to visit lost & found during those times.
- Unclaimed items will be donated to charity at the conclusion of each quarter.

Clinic Procedures:

Clinic aides serve as care providers for students. They provide basic first aid and limited health services per Henry County Schools' policies and procedures. Clinic aides collaborate with parents/guardians, school administrators, cluster nurses, and school staff to address students' health needs within the limits of Henry County School's policies and procedures. Contact the school principal or the Student Services Department at 770-957-3945 for more information.

Some medical conditions require the school to have an action plan. Some examples include asthma, allergies, seizure disorders, etc. Please speak to the clinic aide for more information about the documentation needed. Our clinic aide will be available during Open House.

Medication:

If your student takes medication during the school day, you must complete the Medical Authorization Form that gives RSE permission to distribute medicine to your student at school. Authorization must be given for both prescription and over-the-counter medicine.

- All prescriptions must be in the original packaging with the prescription label.
- All medication that is not picked up at the end of the school year is destroyed per county policy.

Cell Phones:

Per the HCS handbook, unauthorized possession, displaying or using a cell phone, or other electronic communication device during the school day without the consent of the principal or his/her designee is a Level 1 offence. This includes making internal or external phone calls or sending text messages.

Rock Spring Events:

Below you will find a list of just some of the family events being held at Rock Spring this year. Dates have been provided so that you can "save the date." However, all event dates are subject to change to best meet the needs of our students and school.

Diamonds & Denim Dance: The annual Diamonds & Denim Dance is a family dance that can be as fancy or as casual as you choose. There are opportunities for dancing, photos, hayrides, crafts, food, etc. (August 30, 2024)

Book Fairs: Our Media Center provides a Scholastic Book Fair for our students and parents three times a year. Book Fairs are a great time to buy books for our young readers! (September, February, and May)

Grits with Grandparents: This is a fantastic event that allows our students to spend some special time with their grandparents for breakfast and shopping at our fall Book Fair. (September 9th, 10th and 11th).

Veteran's Day Program: Every November, we honor our local veterans for their service with a breakfast reception and program. Veteran's Day is one of our favorite events because we enjoy living history and connecting with our local heroes. (November 11, 2024)

RSE Lego Expo: Each year RSE hosts a First Lego League Challenge Regional Competition that includes over 20 school teams from across our greater geographic region. (December 14, 2024)

Winter Parties: In December, each grade level holds a party for their students and families during the school day. Please remember, school aged children are not permitted to attend school events with their siblings during the school day.

- Kindergarten & Fifth Grade (December 19, 2024)
- First Grade (December 17, 2024)
- Second Grade (December 16, 2024)
- Third and Fourth Grades (December 18, 2024)

Picture Days: **Fall**- October 9, 2024, and **Spring**- March 18, 2025

Ola Middle School Visit & Parent Meeting: Each year our fifth graders are given the opportunity to visit Ola Middle School during the school day to tour the building and to learn about the academic and extracurricular opportunities that exist. A meeting is held that same evening for the 5th Grade parents. (TBD)

Breakfast with Loved Ones: One of our most popular events, Breakfast with Loved Ones, is a great opportunity for our families to share the Valentine's Day love with their students. (February 11th - February 13th, 2025)

Fine Arts Night: This exciting event includes a variety of fine arts activities for families to enjoy. Included is a performance by our Honor Choir, an art show, drama performances, crafting, and dance lessons. (March 25, 2025)

Musical: Each year 3rd-5th grade students at RSE put on a fantastic musical for our students, families, and community. The musical is a long-standing tradition at RSE and is one of the highlights for the year. (May- TBD)

The Mustang Trot: During the last week of the school year, all 5th-grade students in the Ola Cluster gather at Ola Elementary to parade down Mustang Way to the Ola football stadium. Then, the elementary school principals officially pass them on to Ms. Anderson, Principal of Ola Middle School. With their parents, family, and friends in the stands to cheer them on, our 5th-graders transition from Roadrunners to Mustangs. (TBD)

Ola Homecoming Parade & Game: The Ola Homecoming Parade is a longstanding tradition in our beloved community. Every year, during homecoming week, we gather as a community along Mustang Way and North Ola Road to celebrate our students in the Ola Cluster. We love watching our Roadrunners and Mustangs ride by on their floats as our neighbors, friends, and family cheer them on! (Parade date: October 2, 2024) (Game date: October 4, 2024)

Ola Senior Breakfast & Walk: In May, we invite our OHS graduating seniors who are Rock Spring Alumni back to RSE for a breakfast reception and final walk through of our school in their graduation gowns. (May- Date TBD)

End of Year Parties: In May, each grade level holds an End of the Year party for their students and families during the school day to celebrate the end of a fantastic school year. Please remember, school aged children are not permitted to attend school events with their siblings during the school day.

- Kindergarten (May 16, 2025)
- 1st Grade (May 20, 2025)
- 2nd & 3rd Grades (May 19, 2025)
- 4th Grade (May 21, 2025)
- 5th Grade (May 22, 2025)

End of Year Award Ceremonies: In May, the teachers in grades 3-5 host awards ceremonies to celebrate the many achievements of their students. These ceremonies are held during the day. School aged children are not permitted to attend school events with their siblings during the school day.

- 3rd Grade (May 19, 2025)
- 4th Grade (May 21, 2025)
- 5th Grade (May 22, 2025)

Rock Spring PTO

Our Rock Spring PTO works incredibly hard to support our students and staff. They host multiple student and family nights throughout the year, collaborate with our business partners to host RSE Spirit Nights, and generously support our PBIS program.

- Please check Thursday Take Home folders for important information from your PTO.
- The PTO will be set up in the gymnasium during Open House on 7/30. Please stop by to sign-up to become a member and buy your back-to-school spirit wear! The cost of membership is just \$5.00 dollars. Included in your membership are PTO voting rights, a free combo meal at fall festival, and a \$5.00 discount at the holiday shoppe during the evening event with Santa. You **MUST** present your card to vote & redeem discounts.
- The PTO will be holding General Membership Meetings on the following dates: 8/22, 1/16, 3/25, and 5/16.

Family Spirit Nights: Our PTO organizes many family spirit nights for the staff, students, and families of Rock Spring Elementary while supporting local businesses. Each business donates a portion of the sales back to our school so we can purchase resources and enhance our school for your child. Spirit nights are communicated in the weekly letter.

PTO Events and Dates (Subject to change)

- Back to School Bash (July 26, 2024)
- Fall Festival (October 25, 2024)
- Holiday Shop (December 9- December 13, 2024)- Evening shopping on 12/10.
- Spring Dance (March 21, 2025)
- Fifth Grade Celebration (May 22, 2025)
- Shaved Ice Sales (monthly during recess)
- Candy Gram Sales (throughout the year)

Rock Spring School Council

The School Council is an advisory committee made up of teachers, administrators, parents, and business community members. During monthly meetings, the council discusses how the school, families, and the community can better work together to make school the best experience it can be for our students. Council members are elected by the community and serve a two-year term.

Meeting Dates:

9/5, 11/7, 2/6, and 4/3

Clubs at Rock Spring

Rock Spring offers a variety of clubs to support the emotional, social, and academic growth of our students based upon their extracurricular interests. Club meetings are held after hours throughout the school year. Some clubs already have members that were selected during May of last year. Other clubs will be seeking new members this year. Information about these clubs will be coming soon.

Here are the current club offerings:

- **STEM/Art Club** (grades K-5)- Students in this club will create projects that combine the disciplines of art and STEM (science, technology, engineering, and mathematics).
- **Vex IQ (Robotics)** (grades 4-5)- Our Vex IQ teams build & program robots and participate in various robotics competitions throughout the year. Tryouts for this club were held in the spring of 2024 to select members for the 2024-2025 school year.
- **Challenge Lego League** (Robotics (grades 3-5)- Our Lego teams build & program robots and compete throughout the school year. Tryouts for this club were held in the spring of 2024 to select members for the 2024-2025 school year.
- **Explore Lego League** (Robotics) (grades 2-3)- These Lego teams build & program robots and host a showcase in the spring. Tryouts will be held in January of 2025.
- **Honors Chorus** (grades 4-5)- Students in the Honors Chorus hold multiple concerts throughout the school year to showcase their talents. Auditions will be held in the fall.
- **Chess Club** (grades 2-5)- Students meet weekly to build their chess playing skills. A competitive team is selected from club members to represent RSE at our local competition.
- **Girls Club** (grades 4-5)- Students in this club work to build their leadership, communication, and social skills.
- **Tomorrow's Teachers Today** (grades 3-5)- This is a new club across the district for students in grades 3-5 who are interested in becoming teachers.
- **PBIS Youth Ambassadors**- (grades K-5)- They are charged with positively promoting RSE, being friendly to all, and promoting positive behavior throughout the building.
- **Reading Bowl Team** (grades 4 & 5)- The reading bowl team is an opportunity for fourth and fifth graders who love reading and friendly competition. Each team member is challenged to read the same 10-chapter books. Our team will compete against other Henry County elementary teams in January at the Helen Ruffin Reading Bowl in a quiz bowl style match where team members compete to answer questions about the books.
- **Picture Bowl Team** (grades 2 & 3)- The picture book bowl team is an opportunity for second and third grades who love reading and friendly competition. Each team member is challenged to read the 20 picture books that have been nominated for the Georgia Picture Book Award. Our team will compete against other Henry County teams in November in a quiz bowl style match where team members compete to answer questions about the books.
- **Junior Beta Club** (grades 4 & 5)- The purpose of National Junior Beta Club is to promote academic achievement, leadership, character, and service within our school and community. Students must be nominated and meet national Junior Beta Club eligibility requirements.

- **Mathletes** (grades 3-5) The mission of the RSE Mathletes is to inspire students in grades 3-5 to share ideas and strategies to develop mathematical skills where everyone can make a contribution and develop a deeper mathematical mindset. Selected participants from the club will compete in the annual HCS Mathematics Competition.
- **Sign Language Club** (grades K-5). The purpose of this club is for students to explore and learn how to communicate with others using American Sign Language (ASL).