

Family Handbook

(Revised 7.27.22)



Principal: Dr. Cheri Vaniman
Assistant Principal: Dr. Sage Doolittle
2022-2023

Absences/Attendance

Regular school attendance is required by law for all children between the ages of six and sixteen. Regular attendance means actual attendance of a pupil during the entire day of school. We ask for your cooperation in planning appointments that do not interrupt school hours. Go to www.cobbk12.org to view the Cobb County School District calendar to assist in vacation planning. A student who attends a half day or more of school is counted present (e.g. 7:45 a.m. to 11:00 a.m. is a half day). **A student arriving at school after 7:45 A.M. is counted tardy.**

When a student is absent, he/she must bring in a written and signed excuse upon returning to school or the enrolling adult sends the excuse through CTLS Parent to the school. The school monitors student attendance, and excessive absences are addressed. Georgia law allows excused absences for:

- Student's illness
- Family member's illness or death
- Religious holiday recognized by student's faith
- Order from a court or other government agency
- Conditions endangering student's health or safety

Advanced Content Classes (AC)

Cobb County School District offers Advanced Math and Advanced English Language Arts and Reading courses for qualifying 4th and 5th grade students. Placement in Advanced English Language Arts/Reading and Advanced Math is based on data gathered in the areas of ability, achievement, and performance. Students receive a rigorous and engaging learning experience in a homogenous group with a specially trained teacher. In addition to grade-level standards, students' learning is extended using problem-based learning, research, and accelerated pacing.

Advanced Learning Program ~ ALP (a.k.a. Target):

The Cobb County School District provides services for identified gifted students at all grade levels that are designed to meet the specific academic needs of gifted students. Information regarding eligibility and program content can be found on the Cobb County School District Advanced Learning web site.

[Advanced Learning \(cobbk12.org\)](http://www.cobbk12.org)

Transfer Students:

- **In-State Transfers:** Any student who meets the eligibility criteria for gifted education services in Georgia is considered eligible to receive gifted education services in Cobb County upon verification of records.
- **Out-of-State Transfers:** There is no mandated reciprocity between states for gifted eligibility. Outside data must be considered when determining eligibility but does not automatically supplant school-generated data.

After School Program

The After School Program (ASP) is an extension of the instructional day and is open to all Rocky Mount students. The program operates every school day from dismissal until 6:00 p.m. when school is in session. This includes Conference Week and scheduled early dismissals. Parents may pick up children at any time during these hours, but not later than 6:00 p.m. There is a charge of \$1.00 FOR EVERY MINUTE (per student) PAST 6:00 p.m. that the student is in ASP. Parents who are charged for (3) late pickups will have to find alternative after school care for their student. There is an annual non-refundable registration fee of \$20.00 and \$10.00 per individual each day. (Note: All prices are subject to change.) Payment is due prior to the FIRST DAY A CHILD ATTENDS EACH WEEK. ASP registration and payment is through ParentVue.

- You can pay for ASP via check payable to "Rocky Mount After School Program" and include your child's full name and teacher's name on the face of the check.
- Do not include any other payments with the ASP check.
- Do not include notes to any teachers in the payment envelope. Attach any such notes to the outside of the envelope.

- A pattern of nonpayment or late payments will result in termination from the program.

Behavior expectations and consequences will be consistent with those of the regular school day. Parents will be notified concerning inappropriate behavior on the part of their child, and the resulting discipline action.

1st discipline write-up: Warning

2nd discipline write-up: One day ASP suspension

3rd discipline write-up: Eight week ASP suspension

For the safety and security of your child, it is imperative that ASP is notified PRIOR to 1:15 p.m. of ANY CHANGE in plans for your child's attendance in ASP that day. To assure that your child is accounted for, please use the following steps:

1. If your child is to attend ASP on a regular basis, please notify the classroom teacher at the beginning of the year.
2. Complete Rocky Mount's Transportation Change form if you want your child to attend ASP and this is different from your child's normal routine.

REMEMBER: WHEN SCHOOL CLOSES EARLY DUE TO INCLEMENT WEATHER; THE AFTER SCHOOL PROGRAM DOES NOT OPERATE. We will automatically refer to your child's Emergency/Inclement Weather form to determine their transportation for that day.

Birthdays

Rocky Mount recognizes birthdays on the morning announcements for students and staff. Students are given a birthday wristband to acknowledge the special day. Parents may send a birthday treat for the class to enjoy during lunch. The other option is to order a treat through our café. Email anita.reed@cobbk12.org for more information. Please check with the teacher about any classroom food restrictions or allergies.

Invitations to private parties or other personal correspondence cannot be distributed at school. The practice of passing out invitations at school can cause both hurt feelings and class disruptions. Party invitations may be distributed at Rocky Mount **IF** every student in the class receives an invitation (no exceptions...every student). Gift items, such as balloons or flower arrangements, singing telegrams, candy, etc., cannot be delivered to students while at school.

Book Fairs

Rocky Mount holds two book fairs every academic year. One fair is held during Conference Week in October and the second fair is held in mid-March. A percentage of the purchases comes back to Rocky Mount so we can purchase new books for the Learning Commons.

Clinic/Illness/Medication

The clinic is open daily from 7:15am – 2:15pm. Our clinic nurse is trained to treat minor emergencies and to dispense medications as needed. **No medications will be dispensed in the classroom.** Refer to the [CCSD Board Policy JGCD-R Medication](#) for more information. **PLEASE do not send children to school who feel ill or who have had a fever or vomited within 24 hours.**

More information on the clinic procedures and guidelines, please refer to [CCSD Board Policy JGC-R School Health Services](#). Our school nurse is Amy Merry. Her email address is Amy.Merry@cobbk12.org.

Counseling Program

Rocky Mount's professional school counselors incorporate national and state guidelines into weekly classroom lessons in the areas of academic,

social/emotional and career awareness. The counselors facilitate small group lessons on pertinent issues such as changing families, anger management, stress, and friendship skills, as well as family loss and grief. They also offer activities for newcomers and develop leadership opportunities for students. Our school counselors are skilled in consultation and collaboration with parents, teachers, students, and community organizations to support student success. Appointments can be made by calling 770-591-5050 or email the counselors at allison.ragsdale@cobbk12.org or karlie.wixson@cobbk12.org.

Discipline

Rocky Mount adheres to the Cobb County School District Code of Conduct for Elementary Students. [Click here to review the conduct policy.](#) Rocky Mount focuses on positive behavior through our PBIS plan. Students are recognized for being R.O.C.K. Stars – Respectful, Opportunity Seeking, Compassionate, Knowledgeable Stars.

Doorbell/Buzz-in System

As part of Cobb County School District's expanded efforts to keep our students and staff safe, the District has installed an additional safety feature at all elementary schools. The system includes a silver box that is to the right of the front door. This box contains a camera and a doorbell. Please press the doorbell, face the camera, and a staff member in the front office will answer. Please state your name, the purpose of the visit, and show your identification. ***All guests must show ID each time they visit Rocky Mount. Once inside the building, visitors must sign in either at the welcome desk or in the office and obtain and wear a "Visitor" sticker.***

Dress Code

Rocky Mount adheres to [the Cobb County School District Dress Code policy and can be found here.](#)

Early Checkout from School

School personnel can only release children to the enrolling adult or persons designated on the enrollment section of ParentVue. All student check outs must take place in the office and the person checking out the student must have identification. To ensure that all children are dismissed to the correct location, all early checkouts must be made in the office prior to 1:30 p.m. The front office staff is focused on dismissal procedures 1:45-2:30 p.m. and may not be available to assist with visitors during that time.

Foundation

The Rocky Mount Foundation is a local school fund of the Cobb Schools Foundation. The Foundation raises money to enrich the educational experience of every child at Rocky Mount Elementary School. Currently, the Foundation is providing the funding for the salary for a STEM Lab Instructor to support the school's STEM (Science, Technology, Engineering, and Math) initiative. This allows Rocky Mount to provide an opportunity for every student to attend the STEM Lab once a week. The Cobb County School District does not currently fund STEM instructor positions.

The Foundation has two fundraising activities throughout the year. The first fundraiser is the Capital Campaign held early in the school year when families are asked to make a monetary donation. The recommended amount is \$100 per family; however, any amount is welcome. The second fundraiser is the Roadrunner Race (a fun run) in March. The Roadrunner Race is the major fundraiser and includes lots of fun prizes and activities.

The Foundation consists of a volunteer Advisory Board of dedicated parents who meet monthly (usually the second Friday of each month). Meetings are open to all interested parents and volunteers are always welcome. As parents, this is OUR Foundation dedicated to making Rocky Mount Elementary School a School of Excellence!

Field Trips

A field trip is defined as “a planned educational experience directly related to and correlated with a particular unit of study or a specialized function of the school.” Donations are solicited to cover expenses. Failure to receive sufficient donations will result in the cancellation of the trip/program. Students will not be allowed to attend a field trip without written parental permission. In-House field trips **also** require a signed permission form to ensure that parents are aware of the activity.

Instructional Time

Rocky Mount’s instructional day is 7:45am-2:05pm and Rocky Mount continues to protect instructional time. Rocky Mount feels that our students should learn the life skills of being prepared daily with important school-related items and being present for instructional time. Rocky Mount will continue to protect instructional time by not allowing students to call home for non-critical missing items such as homework, tennis shoes, lunch, water bottle, etc. Students will only be allowed to call a parent for critical needs such as dismissal/transportation clarification, medication, eye glasses, etc. If a parent delivers a lunch box because the child forgot it at home, it will be placed on top of the cafeteria’s milk cooler and the student will pick up the lunch when he/she arrives at the regular lunch time. If there isn’t a lunch box on the milk cooler, the student will purchase a school lunch.

Learning Commons

The Rocky Mount Learning Commons offers both print and online resources to students as well as providing a collaborative learning space for the school. Contact Media Specialist Jason Carr at Jason.carr@cobbk12.org with questions.

Lost And Found

PLEASE label jackets, caps, sweaters, lunchboxes, and water bottles with first and last name as these are easily lost. The lost and found items are displayed in the cafeteria throughout the year for students to claim. Remaining Lost and Found items are donated to local charities throughout the year.

Lunch and Breakfast in the Cafe

Good nutrition plays an extremely important role in your child’s academic success. We offer a healthy and nutritious breakfast and lunch to your child each day for a charge. [Click here for breakfast and lunch menus.](#) If a child has a food allergy, parents may discuss his/her needs with the Food and Nutrition Service Manager Anita Reed at anita.reed@cobbk12.org. Lunch visitors are welcome after signing into at the front office. We have special reserved seating areas for you to enjoy lunch with the student!

BREAKFAST		LUNCH	
Student All Levels - Reduced Price	\$0.30	Student All Levels - Reduced Price	\$0.40
Student All Levels - Full Pay	\$1.75	Elementary Student - Full Pay	\$3.25
CCSD Staff & Guests	\$2.25	Middle and High Student - Full Pay	\$3.50
		CCSD Staff	\$4.00
		Guests	\$4.25

The café is a device-free zone for the safety and privacy protection of our students. We ask that everyone refrain from any use of cell phones or similar devices during their time in the café. In addition, when visiting for lunch, only the parent/s and that parent’s child will be invited to sit at the guest table. Students will not be permitted to have other students sit with them and their parent/s at the guest table. All other students will remain with their class at the assigned table. This allows visitors who are here to eat lunch with their child to enjoy quality one-on-one time. Just a reminder that outside restaurant food is not allowed to be brought into the cafeteria during lunchtime.

Money/Financial Procedures

Rocky Mount accepts cash or check for payment of school related activities. Some of these activities are field trips, special events or special supplies. All payments should be placed in a white payment envelope. The child's name, teacher and activity being paid should be included on the envelope and then placed in the black box located throughout the building. ASP payments and lunch payments should not be combined with school payments.

PTA

Every Child One Voice. PTA'S mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children. The Rocky Mount PTA sponsors events throughout the year to involve families in supporting the school. Staff appreciation and student celebrations are also a focus of the PTA. To learn more, visit the PTA website at www.rockymountpta.org.

Partners in Education

Rocky Mount is fortunate to have the support of local businesses. Our 12 official Partners in Education are: Bruster's Ice Cream, Chick-fil-A Lassiter, Enoch and Lamei Orthodontics, Highland Family Chiropractic, Jennifer Edwards Realtor, Kid Chess, Marietta Martial Arts, Moohan Martial Arts, Moxie Burger, Stars & Strikes, X-Drenaline East Cobb, and Zaxby's. Please considered being a patron of these fine businesses and establishments.

Parking

There are 8 identified bus lanes on the side of the school. *Parents or visitors cannot use this area between the hours of 7:00am- 7:45am and 2:00pm- 2:45pm.* Please only park in legal parking spaces. Cars parked along the red curb (fire lanes) could be ticketed by police because this a no parking area.

Personal Items/Toys/Electronics

Students are not to bring any personal playthings, toys, playing cards, sports equipment, radios, electronic games, novelties, pets or equipment to school unless given prior permission by a school staff member.

Principal's Advisory Council

The Cobb County School District believes family and community engagement is critical to student and district success. The establishment of Principal Advisory Councils is intended to provide a means by which parents, community members, and school staff can work together to create a better understanding of and mutual respect for each other's concerns and share ideas for school improvement. The Rocky Mount Council includes representatives from the staff, parents, and community members.

Progress Reports

Every Rocky Mount student receives a progress report at 4 ½ weeks which is half-way through the 9 week quarter.

Report Cards

Report cards are available at the end of the quarter through ParentVue which is every nine weeks. Parents will receive regular communication regarding student progress throughout the nine-week period.

Safety Drills

Throughout the school year, Rocky Mount will conduct required safety drills to prepare students for potential emergencies that could occur. Rocky Mount will have the following drills: code red (lock down), code yellow (lockout), fire, code white (weather/tornado), and 1st responder.

School Closings/Emergencies

Cobb County posts information about inclement weather closings at www.cobbk12.org and notifies radio and TV stations by 6 A.M. The media will also be notified if school must close early due to weather. Families are asked to provide Emergency/Inclement Weather dismissal plans at the beginning of the year. This information gives directions should school close before normal dismissal. If school closes early, there is no After School Program or Clubs.

School Hours

Instructional time is 7:45 a.m. – 2:10 p.m. The front office hours of operation are 7:10 a.m. to 3:00 p.m.

Technology Acceptable Use

[Click here for the Cobb County School District Technology Acceptable Use policy.](#)

Transportation

Bus: Bus Transportation is provided to all students who live more than one half (1/2) mile from Rocky Mount Elementary. [Click here for the bus finder link.](#) Students under the age of 9 must have a parent or adult guardian meet them at the bus stop, otherwise the students will be brought back to school.

To show R.O.C.K Star behavior on the bus:

- We keep our hands, feet, and body to our self.
- We sit back-to-back and seat-to-seat.
- We listen to the bus driver and follow the bus safety rules.
- We are kind as we use volume 0-1.

Car Riders: Parents may drop off their children from 7:15 until 7:45am. Please drop off at the front entrance. Parents, who pick up their children in the afternoon, must have a car tag with a family number. Each family may request a free car tag by contacting the front office.

Walkers: Students who walk home in the afternoon will be dismissed from the covered play area. [Click here for the Safe Walker Protocol.](#)

Transportation Change Form for Dismissal

[We ask that all dismissal changes be made on this form prior to 1:15 p.m., and sent in with your child or delivered to the front office.](#) To ensure our students' safety, Rocky Mount will not accept transportation changes by phone, except to place students in ASP (After School Program). To keep our students safe, email and fax transportation requests will not be accepted.

Traffic Safety

All precautions are taken at the school to ensure safe crossings. There is a crossing officer at the school entrance. All student crossings must occur at this point. **For the safety of your children, please do not allow your child to enter or exit your car on Rocky Mountain Road or in the staff parking lot. All student drop-offs and pick-ups must occur at the front entrance where staff supervision is provided.** If your child is eligible for bus transportation, we encourage you to use this service.