

Rocky Plains Elementary

5300 Hwy 162

Covington, GA 30016

Phone :770-784-4987

Fax : 770-784.4988

Website : http://www.newtoncountyschools.org/rocky_plains.html

Principal - Dr. Miranda Jones

Assistant Principal - Dr. Kim Coady

Assistant Principal - Ms. Renee Evans

**Student Handbook
2009-2010**

This agenda belongs to :

Name : _____
Teacher : _____
Address : _____
Phone number : (H) _____
(W) _____

Mission Statement for Rocky Plains Elementary School

Together we will aim to engage, encourage, and educate our students to reach for excellence.

Vision Statement

We envision our students becoming critical thinkers, who are knowledgeable, skillful and responsible young people.

School History

More than 100 years ago, a one room school house was located on this site. Now Rocky Plains is located on approximately thirty-one acres. We have 83,900 square feet of space with fifty classrooms and a student capacity of 950. Rocky Plains Elementary School has an experienced administrative and teaching staff that is committed to providing a sound academic program that will challenge each student.

School Mascot and School Colors

The school mascot is the cougar. The school colors are blue and silver.

Rocky Plains Elementary

Since Rocky Plains Elementary School opened its doors in 2005, we have always placed academic achievement at the core of our existence. Our teachers work to incorporate best teaching practices based upon current research, current student data, and good old fashion common knowledge to help our students learn all that they can.

With our growing population, we realize that it is imperative that our school is safe and nurturing. Therefore, as the principal, along with our teachers, parents, students and community, we must insist that school and system rules, policies, and procedures are followed. We believe that an orderly environment produces a sound educational climate.

I am proud of all of our previous accomplishments, such as making adequate yearly progress (AYP) for four consecutive years, maintaining a stable teaching staff, and having supportive parents, but we must focus on another new year. So, we look forward to having much of the same, but keeping that in mind, we want to continue improving to make great strides for our students.

Welcome back to the 2009/2010 school year at Rocky Plains Elementary where every day we engage, equip, and educate our students to strive for excellence. I look forward to everyone's return, so that we can begin another school journey!

Dr. Miranda Jones, Principal

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PrincipalDr. Miranda Jones
Assistant PrincipalDr. Kim Coady
Assistant Principal.....Ms. Renee Evans
Secretary/Clerk.....Parrott/Kitchens/Alexander
Clinic/ISSStokes/Wilson
Media/Para/Counselors.....Esaw/Denby/Manigault
Computer..... Styles
Art/Music.....Coleman/Garwood
PE/Para.Rachels/Ellis
Special Ed.....Cooksey/Hyman/Kinney/McKnight/Stewart/Jenkins
Speech/Quest.....Fambrough/McManus/Smith
PreK.Klimbach/Franklin
Resource Coordinator..... Rogers
KCain/Edwards/Estridge/Fulton/Goins/Hamby/Lavender
1stCrowley/Harper/Johnson/Kirk/Kitchens/Wingate/Thomas
2ndHammond/Ivie/Mitchell/Morgan/Pittman/Spain/Callaway
3rdMartinese/Dolvin/Kessler/Moore/Underwood/White/Thompson
4thBarron/Hancock/McCray/Linton/Parker/Martin
5thAllred/Ochs/Misenheimer/Parker/Goss
EIP Teacher.....Helm/Bassett/Bryans/Kinard/Marvinny
Title 1
..... Green/Barber
Lunchroom.....Mimbs/Carter/Hallford/Mash/Anglin/Bowen/TBA/TBA
Custodians.....Slaton/Critton/Freeman/Smith/TBA

Paraprofessionals

Blackstock	Hicks	Patterson	Wilson
Cannon	Kangiser	Roberts	Woodruff
Christopher	Lynch	Sanders	
Ellis	Mays	Simpson	
Grady	Miller	Stuble	
Hamilton		Styles	

School's Daily Schedule

- 7:10 a.m. **School Building opens**
 (For safety reasons, students are not to be dropped off earlier than 7:15 a.m.)
- 7 :15
 7:15 a.m. - 7:40 a.m. **Classrooms open**
 Breakfast served in the Cafeteria
 Elementary Students: \$1.00 Adult/Visitor: \$1.50
 Reduced Price Breakfast: \$0.30
- 7:45 a.m. **Instructional day begins** (Students arriving after 7:45 a.m. are tardy and a parent **must** accompany the child to the main office and sign the child into school. The child will receive a tardy pass to take with them to class).
- 7:50 a.m. **Morning Show/Announcements**
- 10:50 a.m. - 1:30 p.m. **Lunch served daily**
 Elementary Students: \$1.50
 Adult/Visitor \$2.50
 Reduced Price Lunch: \$0.40
 Additional milk: \$0.35
 Ice Cream : \$.75

Lunch Schedule

10:50		PreK, Sp PreK, Sp K
11:00		First Grade
11:10		Kindergarten
11:20		Special Ed
11:25.....		Third Grade
12:00.....		Second Grade
12:35		Fourth Grade
12:50.....		Fifth Grade

- 2 :18 - 2 :30 **Dismissal**
- Dismissal times per Grade Level**
"Tenative"
- | | |
|---|------|
| Pre-Kindergarten bus riders/car riders | 2:18 |
| Kindergarten bus riders/car riders | 2:18 |
| 1 st grade bus riders/car riders | 2:18 |
| 2 nd grade bus riders/car riders | 2:20 |
| 3 rd grade bus riders/car riders | 2:25 |
| 4 th and 5 th grade bus riders/car riders | 2:30 |

- 2:30 p.m. **Teachers available for pre-scheduled conferences**
- 7:15 a.m. - 3:30 p.m. **School Office Hours**

Safety

Only one item is more important to the staff at Rocky Plains Elementary than educating your child and that is the safety of your child. We wish to treat your child, with regard to safety, as we would our own. In order to enhance safety, everyone must abide by the following:

1. Only the front door to the school lobby will remain unlocked during the school day. All parents/visitors must enter via this door and report to the office.
2. When parents check students in or out of school, they must come to the office and bring picture identification. The office will verify the ID and then call for the student via the intercom. Check outs after 2:00 p.m. are not permitted.
3. Parents will not be permitted to phone the school to change a child's afternoon method of transportation home. Instead, the school will need a signed and dated note, with phone number for verification. A faxed and signed note with a phone number for the Rocky Plains office to verify, will also be accepted. A phone call will be made to verify the home/business number given. **All transportation changes must be made before 2:00 p.m.**
4. Parents should be acutely aware that students dropped off prior to 7:10 a.m. will not be supervised and thus, the school administration prohibits this practice.
5. Tornado drills, fire drills, and lock down drills take place periodically.
6. Parents that are visiting in the building for any reason, including check-outs, must park
in a parking space. Cars are not permitted to park in the front lanes of the school.

Tardies/Check-Outs

Parents should accompany students arriving after 7 :45 a.m. to the office, to sign their child into school. Students will receive a tardy pass to give to their teacher. Parents/guardians or designated persons checking students out of school must come to the office and bring picture identification. The office will verify the identification with the parent's "permission to pick-up form" and then call for the student, via the intercom, to come to the office. The person checking the student out must sign the check-out register. The person checking out the student may not go to the classroom to get the student. Students signed in **before** 11 :00 and/or checked out **after** 11 :30 are not considered absent. In order for your child to be counted present for the entire school day, he/she must remain at school equivalent of 3 hours and 30 minutes.

For safety reasons, **check-outs after 2 :00 p.m. are not permitted.** Please refer to the Newton County Elementary School Handbook section of the agenda for detailed information concerning the attendance policy and penalties for tardies and check-outs.

Withdrawing Your Child

Please contact your child's teacher or the school secretary before your child's last day at our school. Also, inform the teacher or secretary of your future destination. All outstanding fees must be paid and your child must return all textbooks and library material before his/her withdrawal is complete. Rocky Plains would like at least 24 hours notice to complete the withdrawal form. Your child will take a copy of the withdrawal slip to his/her new school. All records will be forwarded at a later date, upon notification of enrollment from the receiving school.

Field Trips

Field trips are planned to enhance the instructional program of the school. A permission slip signed by a parent/guardian is required. Parents are invited to attend; however, seating on the bus is limited, so parents may have to provide their own transportation. To offset the cost of a trip, donations are requested. A child will not be denied access to a field trip due to an inability to pay. In the event the lunch hour falls during a field trip, a sack lunch will be provided by the cafeteria, which parents must pay for, as usual. For the safety of all, children must use school transportation to and from the field trip destination. Siblings are not permitted to attend field trips and may not, for liability reasons, be transported on a school bus.

Dress Code

We believe that our learning environment should be free from any distractions in the classrooms. Therefore, we do not allow our students to wear extreme hair styles, ie. Mo-Hawks, hair designs, logos, flip flops or any other shoe with thongs between the toes, baggie pants, tank tops, or pants with writing across the rear, as these distractions impede the learning process at Rocky Plains. In addition, we are asking our students to remove sweat-shirt hoods from their head once they enter the school building. Our students will also adhere to the dress code restrictions set forth by the Newton County School System.

Parties

Rocky Plains Elementary has limited parties to twice each year, which includes one at the end of 1st Semester (Winter holiday party) and one at the end of the year. Individual student birthdays may be recognized with unopened store bought cupcakes, provided by parents during lunch, if so desired. Birthday parties are not to be held in the classrooms, in order to protect instructional time. Invitations to birthday parties are not given out at school. (Note: Food brought for special events must be unopened in store-bought containers. **Homemade food, cake, etc. is not permitted.**) **Students celebrating birthdays at school can only have cupcakes and not anything to drink. We do not host class birthday parties.**

Lost or Damaged Textbooks

Students are responsible for the care and possession of the textbooks that are issued to them for the school year. If a book is lost or damaged, the student will be charged for the damage or loss based on the following:

New Book	Full Price
2 nd Year	Deduct 25% from price of new book
3 rd Year	Deduct 50% from price of new book
4 th Year	Deduct 75% from price of new book

Clubs and Organizations

Our school has clubs (excluding clubs involved in competitive interscholastic activities), under the direction and control of the school which are organized, and meet based on common goals, objectives, and activities.

The school sponsored clubs that are or have been in operation are listed below and provide you with pertinent club information. State law requires that the parent/guardian has the right to withhold permission for their student to join or participate in any school sponsored club organization, with which they object. For your convenience, a form is included in this student handbook, for your completion, in regard to this purpose.

If, in the future a club is added, you will be sent information on the club and will be required to complete a form giving your permission for your student's participation in the new club.

NBA

Students who are never absent, tardy or checked out early, for a full nine weeks, receive NBA All-Star Certificates and go to the NBA Party. Their pictures are displayed on the "Wall of Fame" in the school hallway. Students who are present all day, every day, for the first half of the year, get a free ticket to the Alcovy High School Basketball Game Event, where they are recognized for their achievement.

The school sponsored clubs (excludes clubs involved in competitive interscholastic activities) at our school are :

D.A.R.E	Sponsored by : Newton County Sheriff's Office/Covington Police Department
4-H	Sponsored by : Newton County 4-H
Jr. Beta	Sponsored by : National Jr. Beta Club
Student Council	Sponsored by : Rocky Plains Elementary Faculty
Reading Club	Sponsored by : Rocky Plains Elementary Faculty
Math Club	Sponsored by : Rocky Plains Elementary Faculty
Art Club	Sponsored by : Rocky Plains Elementary Faculty

The purpose of each individual club is to build character, promote leadership roles, and to enhance civic and social involvement.

Report Cards

Newton County grading periods are nine week sessions. Please carefully review your child's progress and contact the teacher if you have any questions. Please remember that report cards will be held due to student fees not collected for library books, cafeteria charges, textbooks, fundraisers, or student pictures. Report cards will be sent home with your child on the following dates:

October 22, 2009

January 14, 2010

March 25, 2010

May 28, 2010

Honor Roll

Students at Rocky Plains are recognized for A Honor Roll and A/B Honor Roll in grades 3-5, in accordance with the guidelines found in the Elementary Handbook for Newton County Schools. Honor Roll students are recognized each semester and at the end of the school year. Look for their accomplishments to be noted in the local newspapers.

Protecting Instructional Time

Research indicates that one of the factors affecting student achievement is uninterrupted instructional time. RPES teachers have prepared a full day of instruction for your child. If your child arrives late or leaves early he/she will miss part of the instructional day. If a parent interrupts a class during the instructional day, the entire class loses instructional time. **For this reason, all conferences must be scheduled before or after school or during the teacher's planning time.** Also, all parents should check in at the office before going to a classroom. The office staff can check to see if it is an appropriate time to interrupt the teacher. If you wish to observe in a classroom, simply contact an administrator and they will schedule a time and provide the teacher notice.

Student Agendas

Student agendas are an integral part of the process of communication between teachers and parents. Teachers and parents are expected to review the agenda daily. Teachers may make comments daily about a student's performance or behavior in their agenda. Students will copy down the homework assignments. **Parents are expected to sign the agenda each day and check their child's homework.** Agendas will be given to students in grades K-5. Lost agendas cost \$5 to replace.

Lunch Visitors

Any visitors coming to eat lunch with students **must** be listed on the students' checkout card and must show proof of ID.

Change of Address, Phone Number

In the event of an illness, injury, or emergency, the school must have on file current information, which includes current address and telephone numbers. Each child's record must have an emergency contact person and an emergency phone number. **In the event that you move, change employment, or change telephone numbers or contact people, you should notify the office immediately. Also, we are asking for local numbers to reach you.**

Dismissal Procedures

We will make every effort to ensure that bus riders, car riders, and day care riders are dismissed from Rocky Plains safely. Therefore, we have designed these procedures to help with this process.

Bus Riders

Teachers will escort students to their buses to ensure these students are riding their assigned bus.

Car Riders

Students will report to the gym and then will be called to the car rider lane once their assigned car rider number has been called. Parents must have their car tag visible in the car window. **Parents will not be permitted to leave their car to pick up a child from the gym.** There will be a sufficient number of teachers on duty to ensure this process works smoothly and safely. Please line up in the car rider lane, for the dismissal time your child exits the building.

Day Care Riders

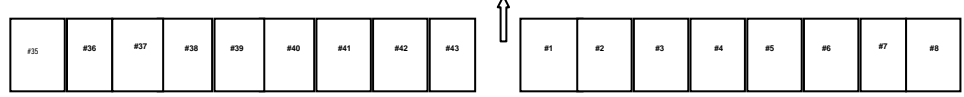
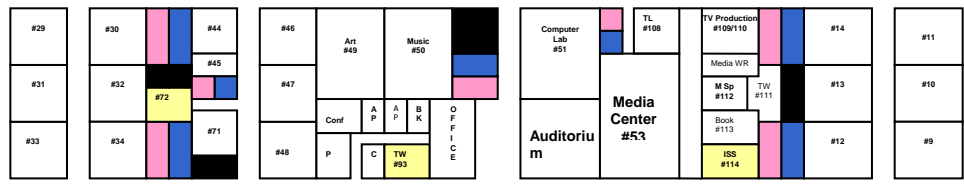
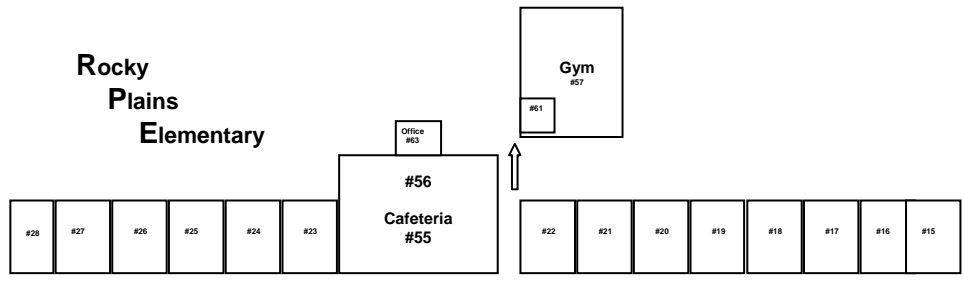
Day care riders will be dismissed from their classrooms to report to the cafeteria. These students will wait in this area until all buses have left the campus. Once the buses leave, day care riders will be allowed to board their assigned day care buses.

Any change in transportation must be in writing and sent to the child's teacher on the day of the change. ALL transportation changes will be verified by the office staff.

Falsifying Reports

Falsifying reports regarding instances of alleged inappropriate behavior by a teacher or other school personnel is prohibited (08 House Bill 1321). An investigation will be held with the penalty at the discretion of the administrator which may include ISS, suspension or suspension to a formal hearing.

Rocky Plains Elementary



Front Entrance Drive to Rocky Plains Elementary School

Trailer #2

Trailer #1