



*Barksdale Elementary School's*  
*Student & Parent*  
*Information Handbook*

2022-2023

**The Barksdale Affirmation**

**Today is a new day and a fresh start. I will be  
respectful, responsible, and safe.**



July 2022

Dear Parents,

The BES Parent/ Student Handbook is created to ensure that parents and students have information about our school's guidelines and procedures. Within this publication we also share with you the mission and vision of our school, which was created by staff members, parents and community members. In this handbook you will find schedules, calendar information, and ways that you can participate in school activities.

Please take some time to review the enclosed information. In this way you will become familiar with what is expected when your child is at school. Our commitment is to provide excellent communication between home and school through various formats including newsletters, conferences, Infinite Campus Parent Portal, Class Dojo, Remind, and school-wide phone messages. This handbook is one tool that we use schoolwide.

I encourage you to be involved in the BES experience. You are a valuable member of the Barksdale Family!

Sincerely,

*Dr. Jill Murphy*

Dr. Jill Murphy

## **Handbook Contents – 2022-2023**

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## *Section 1*

### *School Mission & Purpose*

***Barksdale Elementary School's  
Vision, Mission, Beliefs, & Collective Commitments***



**Beliefs:**

- Everyone is entitled to a challenging, engaging and relevant educational experience in a positive learning environment.
- High expectations are key for ALL to achieve success.
- A safe and secure learning environment is essential for teaching and learning.
- We must model and expect respect, responsibility, and safety to build character and develop productive citizens.
- Family and community support contribute to student success.
- Embracing diversity gives our community strength.

**Collective Commitments:**

- We will provide a positive and safe learning environment.
- We will make collaborative decisions based on the best interest of our students.
- We will honor our diverse community and respect the individual rights of all.
- We will provide challenging, engaging, and relevant educational experiences for all.
- We will expect the best of everyone.
- We will continually pursue excellence.

## ***Barksdale Elementary School Council***

### Purpose of the School Council:

- To improve communication and participation of parents and the community in the engagement and operation of the school
- To bring communities and schools closer together in a spirit of cooperation
- To solve difficult education problems
- To improve academic achievement
- To provide support for teachers and administrators
- To bring parents into the school-based decision-making process
- To assist the local board of education in developing and nurturing participation
- To bring parents and community members together with teachers and administrators to create a better understanding and a mutual respect for each other's concerns
- To share ideas for school improvement

### School Council Members must:

- Maintain a school-wide perspective on issues
- Regularly participate in school council meetings
- Participate in information and training programs
- Act as a link between the school council and the community
- Encourage the participation of parents and others within the school community
- Work to improve student achievement and performance

### Current Members:

Sheniya Caudle, Parent  
Kaitlyn Kinney, Parent  
Dr. Jill Murphy, BES Principal  
Tammy Trail, BES Teacher  
Sandi Watkins, BES Teacher

We will be holding an election this year to replace two empty positions (one parent and one business partner.) Please be on the lookout for additional information coming soon.



July 2022

Dear Parents,

This letter is to keep you informed of Barksdale Elementary School's Title 1 status. To be considered for Title 1 status, the following options are assessed for the school zone:

- Percentage of children ages 5-17 in poverty
- Percentage of children eligible for free and/or reduced price meals under the Richard B. Russell National School Lunch Act
- Percentage of children in families receiving assistance through the Social Security Act Temporary Assistance for Needy Families
- Any combination of the above.

Components of the Title 1 Program that are utilized at Barksdale include:

- Resources to help students meet State standards in core content areas
- Extended learning opportunities
- Support for the regular education program
- Instruction provided by highly qualified teachers and paraprofessionals
- Professional development for staff members
- Parental involvement through workshops, volunteering, and a Parent Resource Center.

Throughout the school year information is provided for parents through newsletters, teacher/parent conferences and parent meetings. A parent resource center is located within the school's media center. We invite you to visit our parent resource center and keep us informed of materials that we can make available for you. In addition, training sessions are provided for all parents during the school year. Look for more information to follow on our 2022-2023 parent workshops.

Thank you,

*Dr. Jill Murphy*

Jill Murphy, Ed.D.



## *Section 2*

### *Calendar & Schedules*



# Rockdale County Public School 2021-2022 School Year Calendar



www.rockdaleschools.org  
960 Pine Street, NE  
Conyers, GA 30012

Rockdale County Schools - 2022-2023 Calendar																						
July 2022							August 2022							September 2022								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
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October 2022							November 2022							December 2022								
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9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17		
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24		
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30	31																					
January 2023							February 2023							March 2023								
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29	30	31																				
April 2023							May 2023							June 2023								
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						1													1	2	3	
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9	10	11	12	13	14	15	7	8	9	10	11	12	13	11	12	13	14	15	16	17		
16	17	18	19	20	21	22	14	15	16	17	18	19	20	18	19	20	21	22	23	24		
23	24	25	26	27	28	29	21	22	23	24	25	26	27	25	26	27	28	29	30			
30							28	29	30	31												

## Important Staff Dates

New Teacher Orientation - July 18-21  
Pre-Planning Days - July 22 - July 29  
Independent Learning Days - Sept. 2 & Oct. 28  
Teacher Work Day & Conference Days - Nov. 8 & Mar. 31  
Early Release Day for H.S. Students Only - Dec. 16  
Teacher Work Day - Jan. 2  
Early Release Day/Last Day of School - May 26  
Post Planning Day - May 30

	New Teacher Orientation
	First Day of School
	Intersessions / Weather Make-Up Days
	Independent Learning / PL Day
	Teacher Work Day / Planning / Professional Learning Days
	Teacher Work Day / Conference Day
	Holiday / Schools Closed
	Early Release Day for High School Students Only
	Early Release /Last Day of School

## Important Dates

First Day of School - Aug. 1  
Labor Day - Sept. 5  
Fall Break - Oct. 3-7  
Election Day - Nov. 8  
Thanksgiving Break - Nov. 21- 25  
December Break - Dec. 19 - Dec. 30  
MLK Day - Jan. 16  
Winter Intersession - Feb. 20-24  
Spring Break - Apr. 3-7  
Last Day of School- May 26

Day 20	Aug. 26, 2022
Day 40	Sept. 26, 2022
Day 60	Oct. 31, 2022
Day 80	Dec. 6, 2022
Day 100	Jan. 19, 2023
Day 120	Feb. 16, 2023
Day 140	Mar. 23, 2023
Day 160	Apr. 28, 2023
Day 180	May 26, 2023

\*Subject to modifications as deemed necessary by budget review process.

**Inclement Weather Make-up Days:** If school is cancelled due to inclement weather, make-up days may be used during intersession.

Adopted by the board: January 21, 2021, Revised and adopted by the board: January 20, 2022

# *Grade Reporting and Term Dates*

## *2022-2023*

\*\*Reporting dates are based on a 180- day school calendar

<b>First Semester Term Dates</b>	<b>August 1, 2022 – December 16, 2022</b>	<b>88 Days</b>
<b>1<sup>st</sup> Nine Weeks</b>	August 1, 2022 – September 30, 2022	44 Days
<b>2<sup>nd</sup> Nine Weeks</b>	October 10, 2022 – December 16, 2022	44 Days
<b>Second Semester Term Dates</b>	<b>January 3, 2023 – May 26, 2023</b>	<b>92 Days</b>
<b>3<sup>rd</sup> Nine Weeks</b>	January 3, 2023 – March 17, 2023	48 Days
<b>4<sup>th</sup> Nine Weeks</b>	March 20, 2023 – May 26, 2023	44 Days

	Progress Report Dates					Report Card Dates		
Grading Period	Reporting Period Begins	Progress Report Period Ends	Verify Grades	Progress Report/ Deficiency Posted in Infinite Campus	Deficiency Follow-up (week of)	Reporting Period Ends	Verify & Post in Infinite Campus	Report Card Available
<b>1<sup>st</sup> Nine Weeks</b>	August 1 Monday	September 2 Friday	September 7 Wednesday	<b>September 9 Friday</b>	September 19 Monday	September 30 Friday	October 11 Tuesday	<b>October 14 Friday</b>
<b>2<sup>nd</sup> Nine Weeks</b>	October 10 Monday	November 9 Wednesday	November 11 Friday	<b>November 15 Tuesday</b>	December 5 Monday	December 16 Friday	December 16 Friday	<b>January 3 Tuesday</b>
<b>3<sup>rd</sup> Nine Weeks</b>	January 3 Tuesday	February 1 Wednesday	February 3 Friday	<b>February 8 Wednesday</b>	March 6 Monday	March 17 Friday	March 21 Tuesday	<b>March 24 Friday</b>
<b>4<sup>th</sup> Nine Weeks</b>	March 20 Monday	April 21 Friday	April 25 Tuesday	<b>April 28 Friday</b>	May 8 Monday	May 26 Friday	May 26 Friday	<b>May 30 Tuesday</b>



## *Section 3*

*Specials/Clubs*

## *Barksdale Specials*



*Students in grades PreK-5 rotate through all the specials classes on a 5-day rotation (aside from Prek/K which rotate through them weekly). Be on the lookout for your child's specific schedule from his/her teacher.*

### LANGUAGE LAB

Barksdale is one of three elementary schools in Rockdale County that will be using a language program called Duolingo. We will be focusing on Spanish at all grade levels (K-5<sup>th</sup>.) Students will work at their own pace through the language acquisition program using the school devices and headphones. This program will be facilitated by a certified paraprofessional.

### MUSIC

Music education plays a very important part in the education of the Barksdale student. Each student is instructed through general music lessons once a week. In these classes, students learn basic ideas and concepts of music in an effort to help them develop an appreciation for all types of music. Our 4<sup>th</sup> and 5<sup>th</sup> grade students are offered a chorus program by audition. Recorder classes are also provided for each 5<sup>th</sup> grade music class.

### ART

The Art Program at Barksdale provides students with opportunities to explore their creative potential in many different ways. We use a variety of materials and methods to draw, paint, sculpt, build, shape, scratch, and squish our way through a hands-on experience of the world of art. All of the projects that we are work on based on learning and using the elements of art and principles of design. These include concepts such as line, shape, form, value, color, texture, contrast, balance, and space. In art class, we will look at and talk about artwork from famous artists of various cultures and time periods.

### PHYSICAL EDUCATION

Opportunities are provided to participate in a variety of activities that focus on small and large motor skills. Physical fitness testing is an important part of our program, and we are now participating in the Fitnessgram Physical Fitness Testing program in conjunction with the new Georgia SHAPE Act. Students should wear comfortable moving clothes and athletic shoes on class days. Students are expected to participate unless medical information is provided prior to class. Student medical/health information regarding allergies, medications, and other special conditions should be on file with the school office, clinician, classroom teacher, and PE teacher.

### SCIENCE LAB

Students will have opportunities to explore the world of science through a variety of experiments in a collaborative learning environment. Instruction will be grade-specific and focused on the high-priority science standards for each grade level.

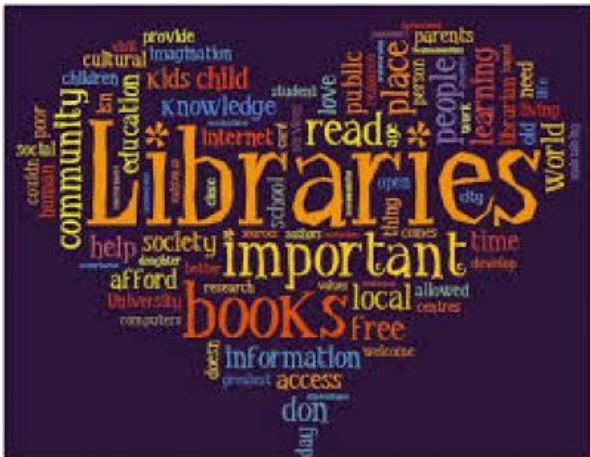
## *Counseling & Media Center*



### COUNSELING PROGRAM

The mission of Barksdale's counseling program is to provide a comprehensive, developmental counseling program that addresses the academic, career, and personal/social development of all students. The school counselor will collaborate with faculty, staff, parents, and community members working together as a team to ensure a safe and orderly learning environment that is academically challenging, stimulating, and productive. The school counselor will act as an advocate to help guarantee all students possess a solid academic foundation. The school counseling program will:

- value each student as a unique individual with physical, social, emotional, and intellectual needs.
- actively engage all students in the learning process through challenging, adaptive, creative, and effective learning experiences that promote appropriate behavior and interpersonal skills that will enhance academic potential.
- Integrate technology and other resources whenever possible in order to improve student learning and critical thinking in the areas of academic, career, and personal/social development.
- Be fully aligned with the school standards in educational instruction in order to lead all students towards their maximum potential while establishing productive, responsible, and respectful citizens of tomorrow and a life-time love of learning.



### MEDIA CENTER

In the media center, we seek to serve the Barksdale community by providing resources to enhance the curriculum and to encourage reading for enjoyment. Some of our goals are to promote students' interest in reading, teach them strategies needed to access information, and develop their abilities to use that information effectively.

One way we seek to work with our community is through our Parent Resource Center. The center is located in the media center and contains books dealing with many subjects including discipline, health, finances, activities for families, and much more. This resource is open during the school day.

## *Greetings from Your School Counselor...*

Greetings!

My name is Gwen Strong and I am the school counselor at Barksdale Elementary. I have served in the role as school counselor for over 15 years and I have enjoyed every minute of it!

To prepare me for this role, I have a Specialist degree in school counseling from Valdosta State University and a Master's degree in school counseling from the University of West Georgia. My graduate programs were accredited by the American Counseling Association's Council for the Accreditation of Counseling and Related Educational Program (CACREP), the nationally recognized accrediting agency of counseling graduate programs. I am certified as a school counselor by the State of Georgia. I am a member of the American School Counselor Association (ASCA) and Georgia School Counselor Association (GSCA).

The counseling program at Barksdale Elementary school is designated to assist your child make the most of his/her educational experience. As your child's school counselor, I am focus on his/her emotional well-being, academic progress, and personal/social development.

The following activities are offered by the counseling program:

1. Large classroom lessons based on school needs, the Barksdale Three to Be, Character Education, Safety curriculum, academic skills (i.e. learning style, test taking skills, organization, and study skills), personal/social skills (i.e. friendship, kindness, bullying, and self-esteem) and career development (1st – 5<sup>th</sup>)
2. Small group on learner behavior and/or work habits
3. Brief (short-term) counseling

Reasons that I might contact parents regarding their child include, but are not limited to the following:

1. Assistance is needed from parents in specific areas to help their child achieve success in school
2. Attendance
3. Child safety
4. After school supervision

Unfortunately, I am not able to provide the following services to your child or to parents:

1. Testify in court in child-custody matters
2. Providing intensive long-term counseling services
3. Interpretation of court documents

Your child will be participating in the school counseling program at least once a month during an agreed upon time with your child's classroom teacher. In the event that you have questions about the counseling program, please call me at 770-483-9514 or email me at [gstrong@rockdale.k12.ga.us](mailto:gstrong@rockdale.k12.ga.us) . I sincerely look forward to working with you in the coming year.

Thank you,

Gwendolyn K. Strong, Ed.S.





**A. Non-Discrimination Policy**

The Rockdale County Board of Education ("Board") prohibits unlawful discrimination against students because of race, color, national origin, sex, religion, age, disability, or other protected group status or activity (e.g. opposition to prohibited discrimination or participation in the statutory complaint process) in its programs and activities or employment in its programs or activities. In keeping with this commitment, the Board will not tolerate harassment, discrimination, or other unlawful treatment of its students. It is the policy of the Board to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all accompanying regulations. As set forth herein, the Board designates the following employee of Rockdale County Public Schools ("District") to handle inquiries regarding the District's non-discrimination policies:

Director of Community and Student Support (or designee)  
Rockdale County Public Schools  
954 North Main Street  
Conyers, Georgia 30012  
T: (770) 483-4713  
<http://www.rockdaleschools.org/>

## *Barksdale Elementary School Clubs and Organizations*



The **Junior Beta Club** was established for the purpose of recognizing outstanding academic achievement and promoting ideals of leadership and service. Membership is open to all rising fourth and fifth graders who achieve and maintain a level of Honor Roll, Honor Roll with Distinction, or Principal's List, receive all satisfactory behavior marks, and are recommended by their teacher. The club's meeting schedule will be determined at the start of the year. Club activities include service projects for the school and/or community each year.

The **Junior National Honor Society** was established for the purpose of recognizing outstanding academic achievement and demonstrating personal responsibility, providing meaningful service to the school and community, and developing essential leadership skills within the students of BES. Membership is open to all eligible fourth and fifth graders who achieve and maintain Rockdale County Public Schools' criteria for Principal's List for an entire school year and are recommended by the Faculty Council. The club's meeting schedule will be determined at the start of the year. Club activities include service projects for the school and/or community each year.

The **Media Center Club** was established for the purpose of teaching library skills to students and enabling them to practice those skills by helping in the media center. Membership is restrictive to 5<sup>th</sup> grade students recommended by their teachers. Teachers are requested to recommend students who are dependable, responsible, well-behaved, have acceptable grades and can arrive in the media center by 7:10 am. Each helper is assigned one morning each week to work in the media center between 7:15 and 7:30 am. Club activities include checking books in and out, assisting students in finding materials and generally helping in the media center.

The **Fire Patrol Club** was established for the purpose of giving students ownership in the implementation of school safety procedures, and to reward students' good citizenship and loyalty to Barksdale and the school community. Membership is restrictive to selection by the principal from a pool of 4<sup>th</sup> and 5<sup>th</sup> grade students who have a school record of following the conduct and citizenship rules of Barksdale's Be the Three expectations. The club meets 10 times a year. Club activities include a training exercise held in August to teach the team the Fire Drill procedures for evacuation of the school building. Two fire drills are held in August followed by a fire drill each month (September – May).

The **Flag Patrol Club** was established for the purpose of rewarding students with good citizenship and loyalty to Barksdale. Being on Flag Patrol gives students the opportunity to participate in school civic responsibility. Membership is restrictive to a selection of 4<sup>th</sup> and 5<sup>th</sup> grade students who have shown good attendance and behavior by following Barksdale's Be the Three expectations. The club meets twice daily. Club activities include a training exercise held in August to teach the Flag Patrol Team the procedures for raising and lowering the flag daily.



The **Barksdale Chorus** was established to recognize those students who exemplify talents in the area of singing. Membership is open to all 4<sup>th</sup> and 5<sup>th</sup> graders who audition at a qualified level. They demonstrate their musical abilities through an audition conducted by the music teacher. Guidelines are used to make the final decision. The schedule will be determined after the start of the year.

The **Rockdale Honor Chorus** is a chorus made up of a select number of students from each elementary school in Rockdale County. Students from the Barksdale's 5<sup>th</sup> grade chorus are then chosen again by audition in December. The students participate in the county's performance during the spring.

The **WBES News Crew Club** was established for the purpose of providing a format to inform all Barksdale students of the schedule of events within the school through a daily news show. Also, the News Crew promotes school spirit, celebrates individual and group accomplishments, and promotes attendance. Membership is open to all fourth and fifth grade students whose applications are accepted based on previous good attendance, responsibility, teacher recommendations, and availability of slots to be filled. Club activities include producing a daily news show, which entails such activities as acting as news host, preparing scripts, videotaping, and operating a computer equipment.

The **4-H Club** was established for the purpose of enriching the Science curriculum and is aligned with the Language Arts and Science GSE curriculum. Membership is open to all fifth-grade students. The club meets monthly during the school day. Club activities include learning to give an oral presentation, exploring different Science topics, and contributing to the community through community service projects.

The **Reading Bowl Team** was established for 4<sup>th</sup> and 5<sup>th</sup> grade members to read at least four of the Georgia Book Award Nominees. Members review and discuss the books in preparation to compete for spots on the Reading Bowl Team. Members will be selected to compete in the Rockdale County Reading bowl.

The **Marathon in a Month Club** was established to promote cardiovascular fitness. Students run Monday through Friday during a month in the fall. Volunteers keep distance records for each member. The goal is to run a total of 26.2 miles (distance of a marathon). Membership is open to all students in grades 2-5.

The **Mileage Club** was established to promote physical fitness and expand/develop students' running ability. Membership is open to students in grades 1 through 5 and kindergartners with parent participation. The club meets Tuesday, Wednesday, and Thursday before school during the months of March, April, and May.

The **Math Team Club** was established to expose students to advanced concepts of mathematics, deepening their understanding of mathematics, enhancing problem-solving skills, and competing in a math competition. Students in grades 3-5 are invited to participate in this after school club based on their math performance.



## *Section 4*

### *Student/Parent Information*

***Barksdale Elementary School***  
***Awards and Recognitions Policies***  
***2022-2023***

To continue our tradition of recognizing our students for their outstanding achievements and school attendance, we have scheduled quarterly awards presentations for the school year.

Each quarter, Kindergarten through 2nd grade students will be recognized for perfect attendance and other academic goals. Students in grades 3 through 5 will be recognized for perfect attendance, various academic goals, and achieving one of the three levels of honor roll. All students will have the opportunity to be recognized for good citizenship in each of the specials areas. Recognition will consist of the children receiving a certificate that indicates the award they have earned.

In addition to our quarterly awards programs, students may have opportunities to earn special recognitions for various reasons. Some of these include attendance prizes, classroom recognition, PBIS behavior recognitions and incentives, student of the month, entries into the book fair drawings, features on the WBES News Show for in-school and out-of-school accomplishments, and many more.

To help you better understand how awards related to attendance, academic performance, and honor roll are earned, please find the policies for RCPS and Barksdale below. All Barksdale staff members work diligently to assist every student in achieving these goals at school daily. We appreciate your support in ensuring that your child completes their academic assignments and is present and on time at school each day.

***Honor Roll:***



- The honor roll will include grades 3-5.
- The following three levels of honor rolls will be used for grades 3-5:
  - The Principal's List, the highest level, is achieved by the student having all grades reported to be A.
  - The A/B Honor with Distinction, the second level, is achieved by the student having a majority of A grades and no grade less than B.

- The Honor Roll, the third level, is achieved, by the student having at least one A and no grade less than B.
- Honor rolls will be published for each grading period based on grades on the student's report card.



### ***Attendance:***

- Barksdale provides incentives for improved and perfect student attendance, including annual perfect attendance certificates. Students are expected to be in their classes at the beginning of each school day (7:35 for elementary school). Students arriving after the tardy bell rings must have a parent sign them in at the front office. Check outs will be counted as tardies.
- Barksdale recognizes student attendance based on the following:
  - Perfect Attendance for the year
  - Perfect Attendance for each respective term/quarter
  - Quarterly Recognition for perfect attendance will be earned by students having no absences, tardies, or checkouts.
  - An End-of-Year Attendance Award will be given to students with no absences and having no more than 2 tardies and/or checkouts for the entire school year.

## *School Meal Prices for 2022-2023*



### LUNCH

Adults .....	\$3.75
Full Price Student, Elementary .....	\$2.10
Full Price Student, Middle.....	\$2.35
Full Price Student, High.....	\$2.35
Reduced-Price Student.....	\$0.40

### BREAKFAST

Adults .....	\$2.25
Full Price Student, Elementary .....	\$1.00
Full Price Student, Middle and High .....	\$1.20
Reduced-Price Student.....	\$0.30

### SUPPLEMENTAL SALES PRICE LIST

Milk, 8oz .....	\$0.40
Juice, 4oz .....	\$0.40
Extra Fruit or Vegetable .....	\$0.60
Extra Lunch Entrée .....	\$1.20
Extra Breakfast Entrée .....	\$0.80
Extra Bread or Crackers .....	\$0.40
Extra Dessert .....	\$0.60



# Rockdale County Public Schools

Dr. Terry D. Oatis  
Superintendent

Santana T. Flanigan  
General Counsel

**Board of Education**  
Wales F. Barkdale  
Pamela J. Brown  
Heather Duncan  
Sandra Jackson-Lott  
Jim McBryer  
Mandy M. North  
Akota Panner

July 27, 2022

Dear Parents/Guardians:

Due to the volume of uncollectible checks that the district receives, Rockdale County Public Schools has contracted with **Envision Payment Solutions** (EPS) for the electronic collection of checks returned for non-sufficient funds (NSF). The district will gladly accept your checks; however, in the event your check is returned, your bank account will be debited as a paper draft or an electronic funds transfer for the face amount of the check, plus the \$37.00 fee allowed by the State of Georgia.

The School system requests checks that include the following information:

- Full Name
- Street Address (No PO Box)
- Phone Number (w/ Area Code)
- Secondary Phone # (w/ Area Code)
- Driver's License # (w/ State)

As with any business, the School system has an obligation to our clients, the community taxpayers, to be fiscally accountable. Using EPS will protect the interest of everyone in our school system and community against the time consuming and costly recovery of non-sufficiently funded checks.

If you wish to inquire about a returned check written to a Rockdale County School, please contact Envision Payment Solutions directly at the information below.

**Envision Payment Solutions**

Phone: 877-290-5460

Fax: 770-709-3007

P.O. Box 157

Suwanee, GA 30024-9998

[customerservice@envisionpayments.com](mailto:customerservice@envisionpayments.com)

Sincerely,

Joycelyn Smith  
Director of Business Services



El 27 de julio del 2022

Estimados Padres/Tutores Legales:

Debido al alto volumen de cheques incobrables que el distrito recibe, las Escuelas Públicas del condado de Rockdale han contratado a **Envision Payment Solutions** (EPS como es conocido por sus siglas en inglés) para la colección electrónica de los cheques que han sido devueltos por falta de fondos (NFS conocido por sus siglas en inglés). El distrito con gusto aceptará sus cheques; sin embargo, en el evento de que su cheque sea devuelto, su cuenta de banco puede ser cargada con un giro bancario o una transferencia electrónica de fondos por la cantidad del cheque, más los \$37.00 de recargo que el estado de Georgia permite.

El sistema escolar pide que los cheques tengan imprimida la siguiente información

- Nombre y apellido
- Dirección completa
- Número de teléfono con código de área
- Segundo número de teléfono con código de área
- Número de licencia de conducir y el estado

Como con cualquier negocio, el sistema escolar tiene una obligación con nuestros clientes, los contribuyentes de la comunidad, que sean fiscalmente responsables. El uso de EPS protegerá los intereses de todos en nuestro sistema escolar y la comunidad en contra del lento tiempo y la costosa recuperación de cheques sin fondo (NFS checks en inglés).

Si a usted le gusta averiguar acerca de un cheque devuelto por falta de fondos escrito a una escuela del condado de Rockdale, por favor contacte **Envision Payment Solutions** directamente usando la información de abajo.

**Envision Payment Solutions**

Teléfono: 877-290-5460

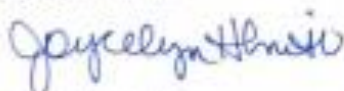
Fax: 770-709-3007

P.O. Box 157

Suwanee, GA 30024-9998

[customerservice@envisionpayments.com](mailto:customerservice@envisionpayments.com)

Sinceramente,



Joycelyn Smith  
Gerente de Contabilidad



## *Section 5*

### *School Policies*



# ATTENDANCE

RCPS Policy JB-R...Students are expected to be in their classes at the beginning of each school day (7:35 am for elementary school.) Students arriving after the tardy bell rings must have a parent sign them in at the front office. Check outs will be counted as tardies (additional information can be found at <https://www.rockdaleschools.org/parents/attendance>).

## ABSENCES

For your child to be counted present, he/she must be at school at least three hours during the day. To encourage excellent student attendance and to offer support to our families, these procedures are followed:

- Parents will receive an attendance letter at 3 unexcused absences.
- Parents will receive an attendance letter at 5 unexcused absences AND be invited to attend an Attendance Support Team meeting with the counselor, principal, and the school social worker.
- At 10 total absences the parent MAY be contacted by the school social worker.
- Parents MAY receive an attendance letter at 10 total absences informing parents that all additional absences can only be excused by a doctor's note or by the school clinician stating the student is sick and should not be at school.
- A Residency Request MAY be made if excessive absences are occurring to determine if the student lives in the Barksdale Elementary attendance zone.

**Being at school every day is necessary for children to learn. In compliance with the State Attendance Law, the following absences will be classified as excused:**

- Personal illness
- Death or serious illness in the immediate family
- Religious holidays observed by the family's faith
- Mandated by order of governmental agency
- Conditions that render attendance impossible or hazardous to health and safety
- Serving as a Page at a State Legislature session
- A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year.

Please realize that only the listed reasons for the absence or tardy will be "excused". Absences for any other reasons are unexcused. **If your child is absent, a note explaining the absence**

**must be brought to school within three (3) school days.** Notes sent via Class Dojo cannot be accepted. Parents are encouraged to plan family holidays during school holidays. Student absences for family vacations are **unexcused** absences.

## **TARDINESS**

- A student is considered tardy if he/she checks in after 7:35 am or leaves prior to 2:10 pm.
- Parents will receive an attendance letter after 10 unexcused tardies.
- Parents will receive an attendance letter at 15 unexcused tardies AND be invited to attend an Attendance Support Team meeting with the counselor, principal, and school social worker.
- A Residency Request MAY be made if excessive tardies are occurring to determine if the student lives in the Barksdale Elementary attendance zone.

## **INCENTIVES**

- Students will be awarded certificates for perfect attendance (No tardies and no check-outs) at the quarterly awards programs.
- Certificates will be awarded at the end of the year for perfect attendance all year with NO more than 2 tardies.
- Students having excessive absences/tardies will meet in small groups with Mrs. Strong, counselor.

## **CHECK- OUT POLICY**

- **Students may be checked out of school before 1:45 by a parent, guardian, or person listed on their locator card. No child will be permitted to leave with a person not listed.**
- **Appropriate ID will be required when checking out a student.**
- **No student will be checked out of school after 1:45 p.m. Parents picking up children after 1:45 are asked to sign the child out and wait until buses dismiss.**
- Anticipate unexpected transportation changes for your child/children and call the office before 1:45pm. Transportation changes will not be accepted after 1:45pm.
- Students will not be called to wait in the office for parents to check out.
- Rockdale County Public Schools prohibits parents/guardians from getting students off the school buses before departing the school.
- Please make sure someone is at your child's assigned bus stop to receive them.

## **WITHDRAWAL PROCEDURES**

- Please notify the teacher and the school office at least one week before your child is to withdraw from school.
- A Record of Pupil Withdrawal form will be sent home on the last day of attendance.
- Upon receiving a signed release of records from the transferring school, the student's records will be mailed to the new school.

- All school and RCPS items, including any issued technology, library books and text books must be turned in and all accounts paid before withdrawal papers will be issued.

## *ARRIVAL AND DISMISSAL*

We request that students arrive at school by 7:30 a.m. so that they are in their seats ready to begin work by 7:35 a.m. when the tardy bell rings. All students enjoy our WBES show at 7:30 a.m. Special interest stories/skits, the pledge, moment of silence and important announcements are given during the show. All students entering the school building at 7:35 a.m. or later are tardy and must be signed in at the front office by a parent or guardian. A tardy slip must be obtained for the student to be admitted to the classroom. If your child is a car rider, expect delays in the car line when it rains. As a service to parents, we open the building at 7:05 a.m. Even in inclement weather, students will be counted as tardy if arrival is after 7:35 a.m.

Students are dismissed according to the bus schedule beginning at 2:10 p.m. Car riders are loaded on the east side of the school building. Buses load on the south side of the school. Please respect our appeal not to drop off students or park on the red curb/emergency lane in front of the school from 7:00 a.m. to 3:00 p.m. This is the bus lane and handicap access. Buses for field trips and special education, couriers and deliveries are also made at this area. Even for short “drop-ins” use the marked visitor’s parking spaces and gravel lots.

### **BUS RIDERS**

#### *RCPS School Bus Safety Guidelines and Procedures/Transportation Code of Conduct:*

Safety is our greatest priority when transporting students to and from school. Students are expected to follow school bus safety guidelines and procedures. Students are subject to all rules and consequences outlined in the Rockdale Board of Education Discipline Code of Conduct.(Refer to RCPS Student Handbook). Because riding the school bus is a privilege, consequences for failure to comply with safety expectations will be determined by the principal. Actions of students that jeopardize bus safety can result in long-term suspension or permanent expulsion from the bus. The three-part behavior management plan is a program that helps the bus driver achieve that goal by maintaining appropriate student behavior on the school bus. It consists of: 1) Prevention; 2) Intervention; and 3) Consequences.

- Prevention: Prevention steps are used by the bus driver and school administrator to educate the students about safe and appropriate riding behaviors, clarify the bus driver’s expectations for the students and assist students to successfully demonstrate safe riding habits every day.
- Intervention: Intervention steps are used by the bus driver to help the student and/or parent stop unsafe or inappropriate behaviors or habits. Students will be expected to demonstrate appropriate habits and behavior. Drivers will talk to the student for the first offense and call the parent if there is a second offense.
- Consequences: If prevention and intervention steps are unsuccessful at improving the student’s behavior or safe riding habits, a School Bus Incident Report to Principal is submitted by the bus driver. The school administrator is then responsible for assigning appropriate, effective

consequences for the student's inappropriate behavior. A minimum one-day suspension from the bus will result on the first School Bus Incident Report to Principal.

## **CAR RIDERS**

We encourage you to send your child to school on the bus. If this is not an option, please follow the procedures below when bringing your child to school:

- Barksdale staff members will greet your child in the car rider line and foyer.
- Parents should have their child/children exit their cars as soon as they reach the curb so as to keep the traffic flowing.
- Do not cut in front of cars ahead of you. This puts you and others at risk for accidents.
- Do not pull up into the BUS Line/Emergency Lane for dropping your child off. We have school buses and daycare vans coming in at this site. This line needs to be kept clear.
- Parents are not to park on the curb at the car rider drop-off zone to enter the building since this would block the arrival of other students.
- If you need to see your child enter the building, please park in one of the gravel lots and walk your child to the door using the designated crosswalks. This is just a common courtesy to all the other parents waiting in line.
- At NO time should students be allowed to cross the parking lot without a parent escort.
- Gravel parking lots are NOT a drop-off area.
- Parents who wish to walk their child to class will need to sign in with the office staff, wear a visitor's badge & sign out when leaving. Visitors must also exit the building by the tardy bell (7:35 am).

### *Afternoon dismissal:*

- Car riders are loaded on the east side of the school building.
- Students will be called to a location along the sidewalk as the parent pulls up to the curb.
- All students are issued a car tag. This tag must be present in the car windshield. Parents not displaying the BES car rider tag will be asked to park & show ID in the front office.
- Parents who are parking and picking up students, must remain outside near the flagpole until students are released. They will be asked to show their car rider tag by staff members on duty.
- Visitors after school must sign in and out at the front office & get a visitor's badge.
- Please do not pull into the BUS line/Emergency Lane for picking up your child. We have school buses and daycare vans coming in at this site. This line needs to be kept clear.
- Please use designated crosswalks when returning to the gravel parking lots with your child.
- Because our school buses have middle & high school routes after taking our students home, we dismiss bus riders first.
- *Please note that our parking lot is very busy during arrival and dismissal. As a result, the above rules have been set forth by the Rockdale County Public Schools Transportation Department.*

Please follow these guidelines when bringing students to school and picking them up from school:

- Adhere to the speed limit of 10 miles per hour when going through the parking lot. We are especially having concerns in the front parking lot area closest to the building during the morning drop-off time.
- Leave the red curb along the front of the school open by following the “No Parking” signs. This is our bus and daycare van loading/unloading area.
- Stay in a single line, closest to the building, in the car rider line. As some students do exit/enter cars by going around the vehicle into the second lane, it puts them in an unsafe situation when cars pull into the second lane.
- If your child is not ready for drop-off in the car rider line, please park and escort him/her inside the building or loop around and go through the line again.
- When exiting the car rider line, please yield to oncoming traffic.
- Buses always have the right-of-way.
- Students should be escorted across the parking lot using the crosswalks.

## **LATE PICK-UP AT DISMISSAL**

All students should have a designated way to go home each day after school. This may be as a bus rider, car rider/walker, day care van rider or participant in MORE. The following procedures will be followed for students who are not picked up according to the dismissal time of their designated transportation.

**Bus Riders:** When a child misses a bus, parents will be contacted. Arrangements for holding the student at school will be discussed with parents on an individual basis, until someone is able to get him/her from school. Depending on the situation, students not picked up by 2:40 will be placed in the MORE program for a fee of \$15 per child and must be picked up before the end of MORE at 6:00 pm.

**Day Care Riders:** When a child misses his/her day care van, the parent and day care will be notified. Arrangements will be made on an individual basis with the parent and day care center.

**Car Riders:** Children picked up as car riders should be picked up following the outlined car rider procedures by 2:30 pm. Students not picked up will be brought into the school's office. Once in the office, the child's name will be recorded and the school will begin calling those listed on the child's information card, starting with the parents/guardians. Once someone is reached, arrangements will be made for the pick-up of the child. Students still not picked up by 2:40 will be placed in the MORE program for a drop-in fee and must be picked-up before the end of MORE at 6:00 pm. If a student is picked up late more than 3 times, then the students will automatically be placed in the MORE program and the parent will be charged the daily drop-in rate.

**MORE:** Students who participate in the MORE Program must be picked up before the closing time of 6:00 pm. There is a fee of \$5.00 per 5-minute increment after 6:00 that a child is in care of the MORE Program. Beginning at 6:00 pm, MORE workers will call adults on the child's registration/school information card. Once an adult is reached, arrangements for pick-up will be discussed. If an adult

cannot be reached by 6:15, the MORE supervisors will contact a school administrator for appropriate action.

**\*Students placed in MORE due to other transportation problems will fall under the MORE guidelines for pick-up (noted above).**

## **TRANSPORTATION CHANGES**

If your child is to go home a different way (be picked up by someone, ride a different bus, get off at a different bus stop) you will need to send a note. Unexpected changes may be addressed by the parent/guardian calling the front office before 1:45 p.m. of the day of the change. **DO NOT TELL YOUR CHILD TO JUST TELL THE TEACHER OF THE CHANGE.** If the front office or teacher is not notified by the parent/guardian of any transportation changes in writing or by a call to the front office before 1:45 p.m., your child will follow his/her regular method of getting home.

# ***CAFETERIA***

## **Cafeteria Guidelines**

- **Students are to clean up around their seat when they leave the table**
- Swapping of food is not permitted due to food allergies
- Throwing of food is not permitted
- Talk quietly to other students at assigned table.
- Students should remain seated until their class is dismissed by an adult.
- Canned or bottled cola drinks are not to be brought to school
- Students may purchase one extra item per day (IE: fruit roll-up, ice cream, chips)
- When waiting in line, keep hands, feet, and objects to yourself.

## **Breakfast**

The school serves breakfast (7:05 – 7:35 a.m.) and lunch. Students arriving by car must enter the cafeteria before 7:30am to be served breakfast.

## **Lunch**

- **Hot Lunch** – check menu for daily choices.
- **Deli Sandwich Basket** – consists of a whole wheat bun, thinly sliced ham or turkey and cheese, dill pickle spear, baby carrots with ranch dressing, fresh fruit or 4oz juice, and choice of chips.
- **PBJ Pocket Basket** – consists of a PBJ Pocket, baby carrots with ranch dressing, fresh fruit or 4oz juice and a choice of chips.
- **Salad Plate** – freshly made with ranch dressing, fresh fruit or 4oz juice, crackers and cookie
- **Toasted Cheese Sandwich** – freshly made, fresh fruit or 4 oz juice, and choice of chips.

# CLINIC

Barksdale has a school clinic supervised by a clinician every day from 7:05am-2:30pm. The clinician is available to treat minor medical conditions. Parents/guardians will be called when a child is too sick/hurt to remain at school. Children with a temperature of 100 or more cannot remain at school, parents will be called to pick up the student, and the student cannot return until he/she is fever free for 24 hours. It is imperative that parents/guardians make prior arrangements for another adult to pick up a sick/hurt child from school when necessary. It is especially critical that parents/guardians who cannot be reached at home or who find it difficult to leave work during the school day make arrangements for an emergency contact to be available to pick up a sick/hurt child. The phone numbers for your emergency contact/s should be on file with your child's teacher and in the front office. These numbers should NOT be long distance.

If your child has a medical condition the teacher should know about, a written statement must be provided to the school office as to the medical condition. If there is a procedure to follow because of epilepsy, asthma, insect bites, etc., please send a note to your child's teacher concerning the first aid action the teacher is to take and complete a medical plan with school clinician.

## Medication

Any medication, whether over-the-counter or prescription, that a child may require while at school, will only be given upon request of the parent/guardian through the clinic. A county "Request for School Staff to Administer Medicines" form must be completed by the parent/guardian (this form can be obtained from the front office). The medication must be provided to the school by the parent/guardian with WRITTEN INSTRUCTIONS for administration. This includes medications, which are given only as needed, such as asthma inhalers and Tylenol. Prescription medications must be provided in the original container as dispensed by the pharmacy, labeled with the following information:

- Child's name
- Name of medication and prescription number
- Directions for giving medication
- Doctor's name
- Date prescribed
- Name, address, and phone number of pharmacy where medication was bought

*Barksdale Elementary and its staff will not be held responsible for medications administered under these guidelines.*

## Contagious Disease

Please inform the school when your child has an infectious or contagious disease. If your child has a contagious medical condition, he/she should be kept at home until the Health Department or Doctor states your child can return to school.

# *COMMUNICATION*

## **PARENT/TEACHER COMMUNICATION**

At Barksdale we feel that communication is very important to the success of our students. Teachers and administration send home newsletters regularly and provide additional information through Remind. Reminders of school events and important dates will also be posted on the BES marquee sign and sent via the School Messenger phone system.

Teachers communicate regularly with parents through the communication folder and/or Remind/Class Dojo. Parent/Teacher conferences are held at least twice a year. Student grades are communicated through the parent portal.

## **EMERGENCY SCHOOL CLOSINGS**

In the event of severe weather or mechanical breakdown, schools may be closed or hours changed. Official announcements will be made over radio station AM750 WSB Radio or WXIA Television. If no report is announced, school will be in session. The same conditions may also necessitate early dismissal. PLEASE DO NOT CALL THE SCHOOL. Telephone lines must be kept open for emergencies. Please provide LOCAL contact information to be used in the event of an emergency.

## **ILLNESS AND EMERGENCIES**

It is vital that we have a telephone number where we can reach you or a responsible adult in case of an emergency or illness. If your phone number/or address change during the year, please notify the classroom teacher and the front office in writing. Please note that long distance calls cannot be made from the classroom phones. Please be sure to provide us with a local number.

## **TELEPHONE**

The principal or school secretary will approve student telephone use. Because of disruption in instructional time to all students, please refrain from calling the school to talk to your child unless it is an emergency. Messages may be left for teachers during the school day. Phone calls will be returned by teachers during their planning period and/or after school and within 24 hours.

# *COMPUTERS*

Computers are available for parent use in the media center. An Acceptable Use Agreement form must be completed and on file in the front office. Classroom computers are for staff and student use only. Parents should not use personal laptops/computers in the classrooms unless approved by administration.



## *DISCIPLINE*

Our goal is to establish an atmosphere throughout the school in which children will feel safe, secure, and happy and in addition, have a maximum opportunity to learn. Because we are working at all times to develop self-discipline, we feel it is the child's responsibility to follow established school and class rules. Parents will be notified of any discipline problems.

Students will recite the Barksdale Affirmation daily. We ask for your complete support in our efforts to have a safe learning environment at Barksdale Elementary School. Communications will be sent home through the Remind.

## *HOMEWORK*

Homework is an essential element in providing practice in skills taught that day. Students should have a regular expectation for homework to be assigned. Homework assignments will be communicated on a daily/weekly basis through your child's communication folder and/or agenda. Please ensure that your child's homework is completed and returned to school.

### Assignment Make-Up:

If a student is absent for one of the five reasons listed under ATTENDANCE, and wishes to complete assignments before returning to school, a parent should call the school prior to 10:00am of the day the work is needed. This work can be picked up after 2:15 p.m. of the day the school is notified. If the school is notified after 10:00 a.m. assignments are to be picked up in the school office the following day.

## *LOST/FOUND*

Please label coats, hats, sweaters, etc. Labeling the items will help us get lost items to the owner. If your child loses such, please tell them to check in the office after they have checked in the classroom and on the bus. Check the "lost and found" periodically, for lost clothing items. Unclaimed items are donated to a charitable organization every few months.

## *PARTIES/STUDENT BIRTHDAYS*

- Students are permitted to bring cupcakes/cookies to share with their classmates for their birthday if the items are store bought and in the original unopened package. This guideline is in place due to the increase of food allergies in some students. Another option is to purchase ice creams from the cafeteria.
- Birthday parties in classrooms are NOT permitted.
- Invitations to out-of-school parties may NOT be passed out at school.
- Parents are requested not to send balloons, flowers, etc. to school for students. If sent to school, these items will be held in the office until the end of school. Please note that these items are also not permitted on the bus.

- Students have the opportunity to participate in (2) parties during the year, December and end of the year class celebration.

## *PETS*

Rockdale County Public Schools and Barksdale have adopted a NO Pets on Campus rule. You will note that signs have been placed at the driveway and at each playground. For our children's safety, please help us by following this rule.

## *PICTURES*

Individual school pictures will be made in the fall and spring. Class pictures are also made in the Spring.

## *RECORDS*

Each student is required to have on file at the school office the following information:

- Parent(s) or guardian(s) name(s)
- Complete and up-to-date address
- Home phone and parent(s) work phone (*NOT to be a long distance number*)
- Emergency phone number of a friend or relative
- Physicians' name and phone
- Medical alert information
- Authorized person(s) allowed to pick up child
- Current residency verification
- Necessary Immunization Information

It is the parent's responsibility to notify the front office in writing of any person/s that is not authorized to visit, check-out, or pick-up your child/children from school. Notify the office if there are any changes to this list.

## *VISITING BARKSDALE*

### HOURS

*School Day: 7:35am to 2:10 p.m.*  
*Office Hours – 7:05am to 3:15pm*

### ENTERING THE BUILDING

During morning arrival, the only door open to students and parents is located on the side of the building in the front courtyard.

You will be required to go to the front office, sign in using the computer, and receive and wear a visitor's sticker throughout your visit.

When visiting Barksdale during the school day, you will be required to "buzz" in at the front door.

As you arrive at the front doors, there is a security panel on the brick column closest to the left hand door. Please press the call button and someone will either address you on the intercom or "buzz" you in.

### **Classroom Visitation Procedures**

We welcome and encourage your participation and involvement in our school. Here are a few procedures we would like for you to follow:

- If possible, an appointment should be made (prior to observation) with the teacher. This eliminates the possibility that your visit would occur during testing sessions field trips, lunch, or other times that are not conducive to observations.
- Visits must begin by signing in at the front office and obtaining a visitor's pass. The principal, assistant principal, or counselor will escort you to the classroom.
- While visiting our classrooms, we ask that you sit in an area designated by the teacher. Classroom visits should not interfere with classroom instruction in any way.
- Classroom visits are limited to 30 minutes.

**If you wish to discuss what you observed, please make an after-school conference appointment with your child's teacher.**

### **SECURITY**

No students will be permitted to leave the building with a visitor unless this has been done through the school office.

To ensure the safety of school personnel and students, all doors of the building will be locked during the school day. For security reasons community members using the track facilities during the school day 7:05 a.m. through 2:10 p.m. must sign in at the office and receive a badge. The track may not be used by community members during P.E. classes, outside class recess time, or while the MORE students are using the playground facilities.