

# 2025-2026 Rock Springs Elementary Student Parent Handbook



## **ROCK SPRINGS ELEMENTARY SCHOOL**

888 Rock Springs Road Lawrenceville, GA 30043

Phone: 770-932-7474

Fax: 770-932-7476

School Website:

<https://www.gcpsk12.org/rockspringes>

Cafeteria: 770-831-4846

Clinic: 770-831-3818

Transportation: 770-338-4800

**Ms. Melissa M. McClelland, Principal**

Ms. Soo Son, Assistant Principal

Ms. Tamison Yancy, Assistant Principal

Ms. Lauren Gurley, Assistant Principal

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## General Information

**\*\*Parent/Visitor ID is required to enter the school building at all times.\*\***

**Rock Springs Student Hours:** 8:15 AM – 2:45 PM

Morning Car-rider Lane Open 7:45 AM – 8:10 PM

After 8:10 AM, please park in the side parking lot and walk your child to the inside foyer for check-in.

Afternoon Car-rider Lane Open 2:40 PM – 3:10 PM. Arrive for pick-up by 3:10 PM

### **Late Arrivals:**

After 8:10 AM, a parent must enter the building with the student for check in.

Parents may not walk their child to the classroom to avoid interruptions in our learning environment.

Students must attend at least a half-day (arriving before or leaving after 11:30 AM) to be counted present for that day.

**Building Open to Students:** 7:45 AM – 3:00 PM

Prior arrangements with a staff member must be made for a student to be on campus prior to 7:45 AM.

**Rock Springs Office Hours:** 7:30 AM – 3:30 PM

**Student Early Check Out:** Students may not be checked out after 2:00 PM. Parent ID is required for student check out.

### **Schedule Meetings:**

To respect the teaching and learning environment, parents should request an appointment to meet with a teacher, counselor, or administrator. Please call the front office to make an appointment at 770-932-7474.

### **Rock Springs PTA**

Email: [rsepta30043@gmail.com](mailto:rsepta30043@gmail.com)

The Parent Teacher Association (PTA) is the formal partnership between the school and its parents. A wide range of committees oversee projects, activities, and provide assistance with instructional programs at Rock Springs. Your membership and active participation are invited, encouraged, and greatly appreciated. You will receive communication throughout the year regarding PTA programs and events. You may contact any one of the PTA officers/committee chairpersons for information about how to get involved by calling the school office at 770-932-7474

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## ATTENDANCE

**Check In/Check Out:** *Students arriving at school after 8:10 AM must be signed in at the front office by a parent prior to going to the classroom.* Please do not park in the bus lane or car rider lane when coming to check in or check out your student. Please park in a parking space.

**The front lower parking lot is for school bus use only during bus loading/unloading times: Morning Arrival (7:15 AM - 8:15 PM) and Afternoon Dismissal (2:15 PM - 3:15 PM).**

### State Law Requirements:

Students will be **excused** from school under the following circumstances:

1. Personal illness or attendance in school endangers the student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, mandating absence from school.
4. Celebrating religious holidays, necessitating absence from school.
5. Conditions making attendance impossible or hazardous to student health or safety.

All other absences are unexcused. In case of a necessary absence from school, students must bring documentation to excuse their absence. Any absence that is not explained in writing will be unexcused. Students with excessive absences may be referred to our local Student Support Team to discuss interventions needed.

To be counted present for the entire school day, students must attend for at least the equivalent of half the school day (arriving before or leaving after 11:30 AM). However, if a child leaves school at any time during the day, **the child must be signed out by the parent in the office.** A photo ID is required for students to be checked out. Students should be checked out prior to 2:00 PM.

## Rock Springs Elementary School-Wide PBIS Plan

Rock Springs Elementary operates a school-wide behavior plan to ensure a safe and orderly environment for students and staff.

It is the responsibility of the school staff to:

- Notify students and parents of the plan in writing and verbally during orientation.
- Implement the plan with clear, repeated communication to students.
- Monitor the plan and evaluate behavior patterns monthly with Rock Springs Instructional Leadership Team
- Revise/update the plan annually or as needed.

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## BEHAVIOR GOALS

Each student will be...

### Safe

- Use good manners
- Walk with a purpose but without running
- Listen and follow directions from adults

### Respectful

- Take care of school property
- Respect personal space
- Listen when others are talking
- Be positive and kind to others

### Responsible

- Make good choices
- Take care of yourself
- Help when needed
- Keep up with your books, pencils, jackets, etc.
- Complete work on time
- Listen and follow directions

## Together We SOAR

	ROCK SPRINGS ELEMENTARY
<b>S</b>	<b>Safe</b>
<b>O</b>	<b>On Task</b>
<b>A</b>	<b>Accountable</b>
<b>R</b>	<b>Respectful</b>

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## CAFETERIA

A well balanced lunch is offered for \$2.25 daily. Reduced lunch is \$0.40. Breakfast is also served 7:40 AM-8:00 AM at a cost of \$1.50 daily. Reduced breakfast is \$0.30. Milk can be purchased for \$0.40. An additional entrée can be purchased for \$2.00 for lunch and \$1.25 for breakfast. Students may also purchase any side item for \$0.40. Lunch menus follow a 3 week cycle and will be posted to the GCPS and Rock Springs Elementary websites.

**NO MEALS FROM FAST FOOD RESTAURANTS OR SOFT DRINKS ARE ALLOWED IN THE SCHOOL CAFETERIA PER THE POLICY OF GWINNETT COUNTY PUBLIC SCHOOLS.**

**Prepaying:** The easiest way to pay for your student's meal is thru [www.mypaymentsplus.com](http://www.mypaymentsplus.com). You will need your child's school ID number. You may pay for as many days or months in advance as you would like. If writing checks, **ALL CHECKS MUST HAVE THE STUDENT'S NAME ON THEM. IF A CHECK COVERS MORE THAN ONE STUDENT (BROTHER AND SISTERS), ALL STUDENT NAMES MUST BE ON THE CHECK.** Your child may pay cash daily. If sending cash, please put it in an envelope or plastic baggie with the student's name on it.

**Allergies:** If your child has an allergy to milk or is lactose intolerant, the cafeteria requires a note from the parent or guardian. Please be specific on the note. They will be given soy milk or water in place of the regular milk. If your religion prohibits your child from eating certain foods, please notify the cafeteria in writing and it will be noted on their account. Any food related allergy, such as peanuts, must be put in writing and will also be noted on their account.

**Free and Reduced Lunch Application:** Free and Reduced meal applications are provided for all students in compliance with Federal Regulations. A summary of application guidelines follows:

- 1) If your child received free or reduced meals last year at any Gwinnett County Public Schools, he/she will continue to receive them for 30 days after school starts. A new application **MUST** be received and approved within those 30 days otherwise the free and reduced meals will be terminated on the date designated by the county office. Any charges that occur, if a new application is not received in time, will be the parents' responsibility to pay.
- 2) If transferring from another GCPS school and your child was on free or reduced meals, please let the cafeteria manager know, just in case there is a problem. That information should transfer with the student.
- 3) The cafeteria manager should be notified if the Department of Family and Children Services (DFACS) has notified the parent in writing that your children are to receive free meals.
- 4) A kindergarten student that has a sibling at Rock Springs ES or any other GCPS school that is on free or reduced meals, will automatically receive free or reduced meals for the first 30 days. Please make sure the cafeteria manager is aware of this. A new application including the kindergarten student's name will need to be filled out within the 30 days.
- 5) **THE EASIEST AND FASTEST WAY TO APPLY FOR FREE OR REDUCED MEALS IS TO GO TO [www.gwinnett.schoollunchapp.com](http://www.gwinnett.schoollunchapp.com).** Free and reduced paper applications are also available at the local school. **ONLY ONE** application is needed per family. Please include all family members on the application.
- 6) For new applications, parents are responsible for purchasing meals at the regular cost until notice of benefits is received, usually within 10 days.

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**Ice Cream:** Ice cream will be sold on Fridays for \$1.00 to students who have earned the privilege of purchasing ice cream based on their good behavior. Parents may also purchase an “Ice Cream Party” for their child’s birthday (see BIRTHDAY for further information).

We kindly ask that your child only brings clear liquids to school.

## **BIRTHDAYS:**

**Helium balloons are not allowed inside the building.**

**\*Check with your child’s teacher regarding his/her birthday procedures and preferences. Personal party invitations should not be given out at school.**

The celebration of student birthdays is optional and may be observed using the following options:

*Option 1:* Parents may purchase an “Ice Cream Party” for their child’s class on the Friday of your child’s birthday week. Parents need to send cash or a check made payable to “Rock Springs Elementary” for the total amount of the ice cream cost (\$1.00 per child). For example, if there are 20 students in a class, the parent will send in cash or check in the amount of \$20.00. Each child in the class will get to pick their ice cream of choice for the birthday celebration. The ice cream will be served to the students at the end of the class lunch time.

*Option 2:* Parents may provide only store-bought snacks for the class to eat during regular snack time or during their regular lunch time. The snack should not include drinks. **No birthday favors, gifts, balloons, or prizes will be allowed. Parents are asked to bring the snack to the office in the morning so that the classroom teacher can adjust his/her schedule accordingly.**

*Option 3:* Parents may choose a healthier option such as sending in a special Birthday pencil or eraser that the teacher will pass out to each student during the time that they celebrate your child’s birthday.

*Option 4:* Parents may choose a Birthday Book Dedication to recognize your child’s birthday while helping our media center continue to build its collection. You may contact Tracy Randolph (Media Specialist), for more information at 770-932-7474, [Tracy.Randolph@gcpsk12.org](mailto:Tracy.Randolph@gcpsk12.org).

**CLASS PARTIES:** The Rock Springs PTA will sponsor two classroom parties, winter and spring. Room parents will coordinate these parties along with PTA and grade level teachers.

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## CLINIC

The school clinic is staffed by a highly qualified clinic worker. The clinic hours are 7:40 AM -2:45 PM. The school clinic worker provides first aid to children who suffer injuries at school or become ill at school. Parents will be called in the event that their child can no longer remain in school. It is the parent's responsibility to notify the front office or clinic if any telephone numbers change during the course of the school year. Should an emergency situation arise where your child needs immediate medical attention and we are unable to contact anyone, the school will call 911 and your child may be transported to the nearest emergency room.

**MEDICATIONS AT SCHOOL:** For the safety of all students at Rock Springs, the following guidelines must be followed for medication to be administered at school:

- Administration of prescription and over-the-counter medicine (even for a short period of time) is discouraged. Parents should check with their physician regarding the need for medications to be administered during school hours. Medications prescribed for three times daily often can be given before school, after school, and at bedtime. If you have any questions about this procedure, please call the school clinic, 770-831-3818
- All medications, both prescription and over-the-counter, must be accompanied by the Administration of Medication Request Form found at the link below and delivered to the school clinic **by an adult**.  
<https://instruction.gwinnett.k12.ga.us/d21/le/content/2541057/viewContent/50663328/View>.
- All medication must be in the original child proof container. Prescription medications must be in the labeled prescription bottle. Medications stored in envelopes, baggies, etc. will not be administered. All medications need to be administered according to the directions on the label. Medications must be picked up at the end of the school year, or the school will dispose of them.
- **Medications cannot be transported by a student. Parents must drop off medication.**
- If your child has any type of allergy or medical condition, a health management plan must be filled out and kept on file in the clinic. This will help us take better care of your child at Rock Springs Elementary.

## **SIGNS OF ILLNESS AND REASONS TO KEEP YOUR CHILD HOME FROM SCHOOL:**

- Children with a fever of 100.4 degrees or higher should stay home until there is no fever for 24 hours without the use of fever reducing medicine. If you treat your child with medicine before school, the fever can return and your child may still be contagious. We recommend calling your doctor if your child has a fever with a rash, pain, weakness, vomiting or diarrhea.
- Nausea, recurring vomiting, diarrhea or severe abdominal pain
- Sore throat with fever, increased redness, streaking, white patches or blistered areas
- Persistent coughing
- Red eyes with cloudy or yellow drainage
- Any open sore oozing fluid or pus
- Any undiagnosed rash
- Untreated head lice, scabies or impetigo (infected sores).
- Painful earaches

**When there is doubt in your mind about sending your child to school, consult your child's doctor.**

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Remember that our clinic worker is not a doctor and cannot diagnose your child.

## CURRICULUM

The Gwinnett County Public Schools' Common Core/Academic Knowledge and Skills (AKS) for each grade level serves as the foundation for Rock Springs Elementary's instructional program. Specific information about the AKS will be shared and distributed during Curriculum Night and can be found at the GCPS website [www.gcpsk12.org](http://www.gcpsk12.org).

**GIFTED EDUCATION PROGRAM:** Gifted Education in the Gwinnett County Public Schools is a part of the system's Center for Educational Programs and is funded by the State of GA. Procedures for identifying gifted students and placing them in the gifted program are governed by rules and regulations approved by the State Department of Education. Referrals to the gifted program may come from teachers, parents, peers, or as the result of system wide testing scores.

A school's gifted eligibility team reviews referrals at the beginning, middle and end of each school year to determine which students will be evaluated. The evaluation includes the student's mental aptitude, achievement, creativity and motivation. Private evaluations and testing may not be substituted for test data generated by the local school.

**GRADING / REPORTING PROGRESS TO PARENTS:** Elementary report cards describing a student's progress are sent to parents and/or guardians at the end of each semester. Students' grades are available for parent view via the GCPS Parent Portal throughout the school year.

Parent/teacher conferences are scheduled school-wide with parents and/or guardians of elementary students twice during the school year (October and March). Students may be included in these conferences. Other conferences may be scheduled throughout the year at the teacher's or parent's discretion. Parents will be notified by the teacher regarding times and dates for conferences

**Every Rock Springs student will bring home a Friday Folder every Friday. \*\*\*The folder may contain work samples, conduct reports, and other communication from the teacher and the school. Parents are asked to review the contents of the folder carefully, sign documents if requested, and return it with the student to school on Monday.**

Progress Reports Use the Following Grading Scales:

KINDERGARTEN & GRADE 1:	GRADES 2-5:	A = 90 & above	Excellent Progress
E = Excellent/ Surpasses Standards		B = 80-89	Above Average Progress
S = Satisfactory		C = 70-79	Average Progress
N = Needs Improvement U = Unsatisfactory		U = Below 70	Unsatisfactory Progress

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## Conduct Grade:

The teacher will provide students with a weekly conduct grade that is reflective of their overall behavior for the week. The teacher will ultimately be the decider of the conduct grade based on the preponderance of evidence and observations.

**E = Excellent/ Surpasses Standards** (Students who go above and beyond to also positively impact others.)

**S = Satisfactory** (Students who follow directions consistently throughout the week.)

**N = Needs Improvement** (Students who inconsistently follow directions throughout the week.)

**U = Unsatisfactory** (Students who require an excessive amount of redirection throughout the week to follow the expectations.)

**MAKE UP WORK:** Your teacher will provide you with his/her make-up work procedure at open house or upon enrollment.

## **DRESS CODE**

The following clothing guidelines have been established. We greatly appreciate your support in this area. Clothing that interferes with the teaching/learning environment is inappropriate and the student may be asked to call home for a change of clothes or be placed in the Opportunity Room if the parent is unable to provide clothing.

Expected attire:

- Long or Short Pants or Skirt (shorts should be at least covering the mid-thigh; suggest to wear shorts under skirt; pants should fit at the waist without belt support)
- Long or Short-Sleeved Shirt (No Tank-Tops or Crop Tops)
- Tennis Shoes or Sandals with Strap (No Flip-Flops)

**When students come to school inappropriately dressed, the parent or guardian will be notified to bring a change of clothes to the school.**

Unless a special day has been planned, hats should not be worn inside the school building.

## **ONLINE REGISTRATION**

### **ENTRANCE REQUIREMENTS:**

- 1) *Birth Certificate:* All students entering school for the first time must upload an official copy of the birth certificate at the time of registration. Children must be 5 years old on or before September 1 to enroll in the Kindergarten program. Students must be 6 years old on or before September 1 to participate in the First Grade program.
- 2) *Immunization* and 3) *Vision, Hearing and Dental Certificates:* All students enrolling in a Georgia school must have on file an official Georgia Department of Human Resources Certificate of Immunization (**Form #3231**), and a Certificate of Vision, Hearing and Dental, and Nutrition Screening (**Form #3300**). These certificates can be secured from the County Health Department or from a private physician and/or dentist.
- 4) *Proof of Residency:* The parent must upload 2 proofs of residency in the district and attendance zone

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at the time a student is initially enrolled in a school. The proof must be a house contract, lease/rental agreement and utility bill that include the parent's or legal guardian's name and address (within the Rock Springs attendance area).

5) *Social Security Card (Student's)*: The state requests that schools ask for a social security number for all students; however, this is voluntary.

**CHANGES IN ADDRESS:** Please notify the office and classroom teacher immediately of a change of address. This will assist us in keeping our records current. This information is vital in the event of unusual situations and emergencies.

**TELEPHONE NUMBER:** Please keep all phone numbers up to date in ParentVUE. It is very important that we always have several contact numbers for each child.

**HOMELESS CHILDREN AND YOUTH:** The Stewart B. McKinney/Vento Education for Homeless Children and Youth Act ensures the educational rights and protections for children and youth experiencing homelessness. It provides legal protections for children and youth in homeless situations to enroll in, attend, and succeed in school and preschool programs. In accordance with this law, Gwinnett County Public Schools affords homeless children and youth equal access to the same free, appropriate public education, including a public preschool education such as Head Start, Even Start, State Pre-K, and Title I Preschool programs as provided to other students. Homeless children and youth will have access to education and other services that he/she needs to have an opportunity to meet the same challenging state student academic achievement standards to which all students are held. Please contact the school for further information.

## SAFETY AND SECURITY

All building doors are locked. All visitors to the school **MUST** check-in at the front office to be admitted through the security system at the main school front door. All visitors will be required to show a picture ID, and then sign-in to secure a visitor's badge. Any visitor who is not wearing a visitor's badge will be escorted to the main office. Thank you for following these procedures so we can ensure the safety of our students and staff. Rock Springs Elementary and Gwinnett County Public Schools assume no responsibility for damages, loss, or theft. If a car accident occurs on campus, it is up to the individuals involved to report the accident to school officials and the police to settle damages.

**EMERGENCIES:** Rock Springs Elementary has a trained crisis management team and a thorough crisis management plan in place.

**EMERGENCY CLOSING OF SCHOOL:** In the event of severe weather or a mechanical breakdown, schools may be closed or hours changed. These decisions are made by the Gwinnett Schools Central Office and not by the local school. Radio Station WSB (AM 750) will announce school closings between 6:00 AM and 6:30 AM. School closing information can also be found on the GCPS cable TV station and on the school system website [www.gpsk12.org](http://www.gpsk12.org). If no report is heard, school will be in session. The same conditions may also necessitate early dismissal.

**FIRE / TORNADO / LOCKDOWN DRILLS:** Fire and tornado drills are held throughout the school year. Instructions are available in each classroom explaining how to exit the building in case of fire or how to be protected in case of a tornado or other severe weather. Students are to walk quickly and silently to designated areas. All staff members are knowledgeable about plans for these situations.

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**\*\*All persons in the building during any of these drills are expected to participate.\*\***

**GWINNETT COUNTY PUBLIC SCHOOLS CONFIDENTIAL TIP LINE: 770-822-6513**

**HELP KEEP YOUR SCHOOL SAFE!** If you think or know that someone is carrying a weapon, drugs or alcohol on school property, please call 770-822-6513. You do not have to give your name.

**INSURANCE:** Parents are responsible for providing insurance coverage or paying medical expenses in the case of an accident or emergency. Information about a student accident insurance policy is available on our school website. [Click here to view the K&K Insurance information.](#)

**LOST AND FOUND:** Items found in hallways, restrooms, playgrounds or the cafeteria will be placed in the Lost and Found Room. Students and parents should check this area for lost items. Unclaimed items will be donated to charity organizations at the end of each semester.

**PICTURES:** Individual student pictures will be taken in the fall. Group and individual pictures will be taken in the spring. These are offered as an option to students.

**TOBACCO:** The use of tobacco products is not permitted anywhere on the Rock Springs school campus.

## SCHOOL COUNCIL

The School Council is an advisory board whose responsibilities are to maintain a school-wide perspective on issues, participate in information and training programs, act as a link with the community, encourage the participation of parents and others within the school community, and work to improve student achievement and performance. Each Georgia Public School has a School Council that operates according to State guidelines. The Council will meet throughout the school year. Meetings are open to all Rock Springs community members. Meeting dates will be published on our school website.

## SUPPORT SERVICES

**ACADEMIC INTERVENTION:** Designated students will receive additional support by a certified teacher.

**COUNSELING:** Services include classroom guidance, small group counseling, and individual conferences. Individual and small group support can be initiated by a student, staff member, or parent.

**ML:** (Multilingual Learners) Designated students for whom English is a second language, and who qualify for services, will receive support in learning the English language.

**SPECIAL EDUCATION:** Services include speech and language therapy; and services for the learning disabled, intellectually disabled, emotionally handicapped, emotional / behavior disorders, and Other Health Impaired. It is the practice of the Gwinnett County Public Schools to provide instructional and related services appropriate to provide a free appropriate public education for individuals with documented disabilities. Individuals may contact their local school for information regarding such services. Rock Springs also serves Preschool students with special needs.

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**STUDENT SUPPORT TEAM (SST):** This team, made up of administrators, teachers, and support personnel helps determine alternative strategies for students having difficulty in the classroom. Parents of the student referred to the Student Support Team will be invited to participate as part of the team.

**SECTION 504 OF THE REHABILITATION ACT OF 1973:** [Click here to see the GCPS Parent and Student Handbook.](#)

## TRANSPORTATION

If your child is not riding a GCPS school bus, parents must complete a Transportation Parent Authorization form for all alternate forms of transportation. These forms will be available for parents at Open House. Any parent **NOT** attending Open House will need to come to the front office to complete these procedures. The safety of your child while walking to, from, and waiting at the bus stop is the parent's responsibility. Students are assigned to the bus stop closest to their home address. All students will be issued a transportation tag and this tag must be on the child's book-bag at all times.

**Transportation changes must be made in person by a legal guardian. A picture ID is required.**

Buses will drop off and pick up students at the sidewalk at the front entrance of the school. Staff members will supervise the arrival and dismissal of students. Riding the school bus is a privilege. Safety on the bus is an important concern. The GCPS School Bus Behavior Management Program will be implemented and enforced.

**CAR RIDERS:** New and returning car rider parents **MUST** register and pick up a new car rider tag with the child's assigned number on it prior to the first time they are to be car riders.

The Morning Car-rider Lane is open 7:40 AM – 8:10 AM. Please arrive prior to 8:10 AM. After 8:10 AM, please park in the side parking lot and walk your child to the inside foyer for check-in.

The Afternoon Car-rider Lane is open 2:40 PM – 3:10 PM. Please arrive for pick-up by 3:10 PM.

**The front lower parking lot is for school bus use only during bus loading/unloading times: 7:15 AM - 8:15 PM and 2:15 PM - 3:15 PM.**

**WALKERS:** Walker Process

### **GCPS Policy:**

Designated Routes: Students should use sidewalks and crosswalks, following the paths designated by the school.

Dismissal Procedures: Parents picking up walkers should go to the school's designated walker pick-up area and present the appropriate identification or walker number as requested by school officials.

### **Rock Springs Policy**

- Parents must pick their child up from the front office door by presenting their walker number as early as 2:40 PM and no later than 2:50 PM.
- Walker students must be walked to school. Parents are not permitted to park and walk their child down. Parents who are transporting their child to school by car need to use the car rider lane.

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Safety First: Encourage children to walk in groups and be aware of their surroundings.

Weather Considerations: Ensure students are dressed appropriately for the weather and have a plan for inclement conditions.

**DAY CARE TRANSPORTATION:** Parents of students being transported to a daycare facility by a GCPS bus or private day care bus must provide the school with a copy of the day care verification letter to include the start date and day care director's signature and an Alternate Transportation Form must be completed. Parents will be contacted to complete this procedure. An official bus pass must be obtained each day the student will not attend day care (listed on the transportation tag) to ride the GCPS bus to home address. Parents must come to the front office in person to make any transportation changes. Photo ID is required. It is the parent's responsibility to call the daycare if your child will not be attending the daycare for some reason.

**PARKING:** Parents are asked to use the side and front parking lots when visiting the school during normal school hours. There are designated parking spaces on the upper level at the front of the school. It is a violation of fire code to park along a yellow painted curb.

For safety reasons, there is **NO LEFT TURN** when exiting the car rider driveway onto Rock Springs Road during **Morning Arrival (7:30 AM - 8:30 AM) and Afternoon Dismissal (2:30 AM - 3:30 PM)**. The Gwinnett County Police support and enforce this expectation.

**The officers, employees and officials identified in this handbook are charged with using their personal judgment and deliberation in executing the functions and tasks set forth herein and nothing in this handbook should be construed or interpreted to create any ministerial duties on behalf of any officer, employee or official.**

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