



ANNETTE WINN ELEMENTARY SCHOOL

2016-2017 STUDENT/PARENT HANDBOOK

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“Building Learning Communities”

Douglas County School System 2016-2017 Official Calendar: Adopted by Board of Education July 20, 2015

Semester 1

July 4	Holiday for All: System Closed
July 18	205, 210, 215 Employees Return
July 28 & 29	New Teacher Orientation
Aug. 1-5	Preplanning
Aug. 2	System Professional Learning (PM only)
Aug. 3	High School Back to School Bash—times vary
Aug. 4	4:30-6 p.m. Elementary School Sneak a Peek
Aug. 4	5:30-7 p.m. Middle School Sneak a Peek
Aug. 8	First Student Day
Sep. 5	Holiday for All: System Closed
Sep. 7	Progress Reports, Elementary and Middle School
Sep. 14	½ Day Early Release All Students; ½ Day Prof. Learning
Oct. 4	FTE Count
Oct. 7	Grading Period Ends, Elementary and Middle School
Oct. 10, 11	Student/Staff Holidays (Except 240 Day Employees)
Oct. 14	Report Cards, Elementary and Middle School
Oct. 14	Progress Reports, High School
Nov. 8	Student Holiday; Teacher Work Day (Election Day)
Nov. 9	Progress Reports, Elementary and Middle School
Nov. 21, 22	Student/Staff Holidays (Except 240 Day Employees)
Nov. 23-25	Holidays for All: System Closed
Dec. 16	Semester Ends; End of Grading Period
Dec. 19, 20	Student/Staff Holidays (Except 240 Day Employees)
Dec. 21-Jan. 2	Holidays for All: System Closed

Semester 2

Jan. 2	Holiday: System Closed
Jan. 3	Teacher Work Day; All Staff Returns
Jan. 4	Students Return; Second Semester Begins
Jan. 6	Report Cards, All Levels
Jan. 16	Holiday for All: System Closed
Feb. 7	Progress Reports, Elementary and Middle School
Feb. 8	½ Day Early Release, All Students; ½ Day Prof. Learning
Feb. 20-22	Student/Staff Holiday (Except 240 Day Employees)
Mar. 2	FTE Count
Mar. 15	Grading Period Ends, Elementary and Middle School
Mar. 15	½ Day Early Release, All Students; ½ Day Prof. Learning
Mar. 17	Report Cards, Elementary and Middle School
Mar. 17	Progress Reports, High School
Apr. 3-7	Holidays for All: System Closed
Apr. 24	Progress Report for Elementary and Middle School
May 23, 24	½ Day High School Early Release
May 25, 26	½ Day Early Release, All Students
May 26	Last Student Day
May 26	Report Cards, Elementary School
May 26	AHS Graduation at Univ. of West GA, 7 PM
May 26	NMHS Graduation at NMHS, 8 PM
May 27	DCHS Graduation at Univ. of West GA, 9 AM
May 27	LSHS Graduation at Univ. of West GA, 1:30 PM
May 27	CHHS Graduation at Univ. of West GA, 6 PM

ANNETTE WINN SCHOOL RULES

- A**-Always do your best
- W**-Win by making good choices
- E**- Exceptional behavior and academic performance
- S**- Successful team player

SCHOOL HOURS: 8:00 AM-2:45 PM

OFFICE HOURS: 7:00 AM-4:00 PM

SCHOOL MASCOT: Wildcats

SCHOOL COLORS: Red, Blue, and White

INTERNET ADDRESS: www.douglas.k12.ga.us

ADMINISTRATIVE STAFF

Principal: Dr. Sherritta Abell

Assistant Principal: Timothy Jenkins, Sr.

SUPPORT STAFF

Counselor: Anna Jones

Media Specialist: Cathy Harrison

Office Manager: Jennifer Houston

Attendance Clerk: Donna Moses

Office Clerk/Clinic: Darla Bragg

Food Service Manager.: Judy Turner

INCLEMENT WEATHER

Radio station WSB (750 AM) and other major Atlanta radio, and television stations will be contacted concerning school closings. Closings will be announced as close to 6 AM as possible. Please listen to these stations for information. Calling the Board of Education will tie up the emergency lines.

PARENT INVOLVEMENT

There are several ways for you to be involved in your child's education. We hope you will take advantage of the many opportunities we offer.

ANNETTE WINN PARENT-TEACHER ORGANIZATION (PTO)

Every parent is a member of the PTO. The PTO plans activities that support both the family and the school. Please make every attempt to get involved by attending PTO events.

PARENT RESOURCE CENTER

Our Parent Resource Center is located in a mobile classroom. In it you will find many books, pamphlets, activities, games, and other resources to help you help your child. Feel free to stop by and browse the resources. They are available for check out. We also offer workshops for parents throughout the year. Parents watch for information on the specific topics, time, date, and place for each workshop.

Other workshops will be planned as the need arises.

ANNETTE WINN PROCEDURES

ADMISSION/WITHDRAWAL

All returning students must provide the school a copy of a current utility bill as proof of residence in the Annette Winn Elementary school district before admission.

Students seeking admission to a Douglas County School should have withdrawn from the previous school. Withdrawal papers should be presented at the time admission is requested. The following items are required for enrollment and should be on file in the school office:

1. A certificate of Live Birth with a state file number
2. A certificate of Immunization-Form 3032 (Georgia Form)
3. Two Proof of Residence Documents (Lease agreement or Property Deed and utility bill)
4. Social Security Number
5. Vision and Hearing screening certificate (screening will be done at school in the fall for 3rd & 5th grade students.)
6. Legal documents (i.e., custody), if appropriate

ARRIVAL TIMES

Students may begin entering the building at 7:15 AM. Students should report directly to the cafeteria for breakfast or the bus room. Breakfast will be served from 7:15 AM – 7:45 AM. Students not in their classrooms by 8:00 AM will be considered tardy.

ATTENDANCE/TARDIES

The Georgia Compulsory Attendance Law holds parents responsible for making sure that their children attend school. According to this attendance law, the only legal excuses for absences are personal illness, illness or death in the immediate family, and/or religious holidays.

Attendance at school is very important. However, students with a contagious illness or fever should be kept at home. A written excuse signed by a parent or guardian should be given to the homeroom teacher after each absence. Failure to provide a written explanation of an absence will result in the absence being marked unexcused.

The homeroom teacher takes attendance each day at 8:00 am. The student must be present one-half day or any portions equaling one-half to be counted present on that day.

Students should be on time every day. Tardy students miss valuable instruction and disrupt the learning for the entire class. Please make every effort to have your child in class by 8:00 am. In the event your child is late, a parent or guardian must accompany the child to the office to sign in. The student will receive a tardy pass and report to class.

BUS ROOM

The school is NOT OPEN FOR STUDENTS UNTIL 7:15 AM. Teachers who supervise the bus room are not on duty until this time. A student is not to be left alone at the front or back entrances. Leaving a child unattended is unsafe and may result in a referral to the school social worker.

Any student eating breakfast should report to the cafeteria before 7:45 AM. After eating, the student should report to the bus room.

CAFETERIA

PAYMENT

To help our lunch program operate efficiently, it is requested that your child's lunches be purchased on a weekly basis. If you elect to purchase by the week, please send your check or money in a sealed envelope on Monday morning to the homeroom teacher. Write the student's name, homeroom teacher's name and the amount enclosed on the outside of the envelope. Credit will be given if a student is absent during the week. Simply take this into account when sending money the following week and make a notation on the envelope. You may also use an online payment system which will allow you to make payments online and will allow you to check to see if your child ate breakfast and/or lunch.

Applications for free or reduced priced meals are available. If you are applying for a free or reduced price meal ticket, please remember that you are responsible for all charges that have accumulated prior to approval.

Children will pay for their meal as they go through the serving line. Tentative school breakfast and lunch prices have been established for the 2016-2017 school year. The cost for student breakfast is \$1.25 and lunch is \$2.10. All lunch money is handled by the cafeteria staff, therefore money for field trips, pictures, etc. should not be included with lunch money.

CHARGES

A policy has been established throughout the school system that restricts the amount of meal charges a student can accumulate. No one will be allowed to accumulate more than \$5.00 in charges. Once that amount has been reached, students who are unable to pay will be offered a sandwich and beverage.

VISITORS

Parents and visitors are welcome to eat lunch at school. It is necessary to notify the cafeteria staff by 9:00 AM, so that they may prepare adequate amounts of food. Program guidelines require that all visitors (including preschoolers) must pay the price of an adult lunch. The tentative price for an adult breakfast is \$1.65 and an adult lunch is \$3.50.

CLINIC AND HEALTH INFORMATION

Annette Winn maintains a clinic for the welfare of our students. The clinic is located on the first grade hall. Minor injuries such as scrapes and cuts are treated and a record made of the injury. If the accident is serious or if further medical attention is needed, parents will be called. IT IS CRITICAL THAT THE INFORMATION ON THE STUDENT'S EMERGENCY CARD BE CORRECT AND UPDATED WHEN APPROPRIATE. Children must be picked up when nauseated or have a fever.

Board policy will not allow us to give prescription medication or over-the-counter medication unless it is in the original bottle. An "Assistance with Medication" form must be filled out for medication to be administered. All medication is kept in the office (provisions made for inhalers). Office staff cannot be responsible for calling the student to the office for medication.

MEDICINE MAY NOT BE TRANSPORTED ON THE SCHOOL BUS. It should be dropped off at the school office by a parent or legal guardian.

Children who have lice or nits will be sent home. Students may return to school when they have been treated and are nit free. An adult must accompany the child back to school and provide proof of treatment. The student will be checked by office staff before returning to class.

CLUBS

Clubs at Annette Winn meet for common goals, objectives, or purposes and are directly under the supervision of the school. The following list contains the clubs currently in operation at Annette Winn:

JR. BETA CLUB - The purpose of the Junior Beta Club shall be to promote the ideals of character, service and leadership among elementary school students, to reward meritorious achievement and to encourage and assist students in continuing their education after high school. Fifth grade teachers sponsor the club. The club members participate in community service.

STUDENT COUNCIL – The purpose of the Student Council is to provide an opportunity for students to become familiar with the democratic process, and to make the school a stronger learning community. A certified teacher will be the sponsor. Student Council representatives will participate in a service learning project, plan a school event, and examine an issue facing the school community.

SAFETY PATROL – The purpose of the Safety Patrol is to promote safety in and around the school campus. Ms. Dziejowski will be the sponsor. Safety Patrol members will raise and lower the flags, monitor hallways and cafeteria, and provide assistance to students as needed.

GIRL SCOUTS – The purpose of Girl Scouts is to inspire girls with the highest ideals of character and conduct, so that they may become capable and inspired citizens.

SCIENCE CLUB – The purpose of the Science Club is to provide students with hands-on science activities which help children think critically and gain confidence in their own ability to solve problems.

STEP TEAM – The purpose of the Step Team is to promote team work and build the confidence of the members.

Drum Brigade-The purpose of the Drum Brigade is to increase musical awareness through rhythmic patterns and synchronous beats.

COUNSELING/GUIDANCE PROGRAM

In Douglas County, the elementary school guidance program is designed to help students by assisting them in making decisions and changing behavior. The purpose of guidance and counseling is to impact specific skills and learning opportunities in a productive and preventive manner which ensures that all students can achieve school success through academic, career, and personal/social development.

Guidance is defined as the help all students receive to assist them in making appropriate educational and career choices. Counseling is defined as the help some students receive from a professionally trained counselor to help them overcome personal and social problems, which may interfere with learning.

The lessons taught in classroom or small group guidance provides a link to define student competencies. These standards are included in the guidance curriculum. Counselors coordinate and implement delivery of guidance lessons in the areas of academic, personal/social and career development. Lessons can incorporate study skills, test taking skills, problem solving, decision-making, self-knowledge, life skills, personal safety, and career planning. All of which will help facilitate your child's academic achievement.

Small group counseling may address specific needs such as understanding-self and interpersonal skills or help students dealing in crisis situations, such as divorce or death in a child's life. Students may participate in these small groups as a result of referrals from parents, teachers or themselves. This counseling relationship with students will be treated as confidential except when a student poses an imminent danger to themselves or others; or when the student reveals matters that by state law must be reported. The Douglas County Board of Education provides all students the opportunity for counseling services.

The elementary school counselor consults and collaborates with parents, guardians, teachers, and significant others such as school psychologist, special education personnel, school social workers, and medical professionals in the community. They are also involved with classroom performance and behavior, childhood growth and development, a positive school climate, identification of exceptional children, interpretations of test results, psychological reports and other relevant data and communication between home and school.

Behavior Management Plan

It is our goal to encourage students to adhere to the Annette Winn Elementary School's Standards of Conduct throughout the school day. In order to monitor and collect data on positive and negative behavior, Annette Winn Elementary School will utilize ClassDoJo. This will take the place of the color system. ClassDojo is a tool that assists teachers by giving students immediate feedback about their behavior. It also captures and generates data on behavior that teachers can share with parents and administrators.

Parents can go to www.classdojo.com anytime to see what kind of day their child is having, in real time. At the beginning of the year, each student will be given a parent and student login. Students can access their account to change and create their avatar. Parents can view the number of Dojo points their child has earned, view points earned over time, and see the percentage of positive vs. needed work behaviors.

Students will be rewarded based on points earned. These rewards vary by grade level.

DISCIPLINE REFERRAL

Students at Annette Winn Elementary School are expected to follow basic rules to promote safety and learning. Specific rules for each school area are posted and will be explained and enforced by administrators and staff. Students who follow these rules will receive praise and recognition from the school staff. Students who choose not to follow the rules will face consequences. Minor problems will be handled within the classroom setting. Major behavior problems will be addressed through a school policy and will involve a Discipline Referral.

When a student has chosen to behave in a manner that is considered a major offense, the teacher will complete the discipline form that describes the student's behavior. The administration will handle all discipline referrals. Students who are sent to the office for serious discipline infractions may be suspended.

BUS REFERRALS

Students at Annette Winn are expected to conduct themselves in an orderly manner and obey all bus safety rules. Violation of bus rules will result in the bus driver writing a bus discipline referral which will be addressed by an administrator. The following guidelines will be followed:

First Referral	Warning
Second Referral	1 day bus suspension
Third Referral	3 days bus suspension
Fourth Referral	5 days bus suspension
Fifth Referral	10 days bus suspension

DISMISSAL

The safety and security of Annette Winn students is our primary goal. We request your compliance and support with the following dismissal procedures. Each child should have a consistent method of transportation home at the end of the school day. The homeroom teacher must be made aware of this to reduce confusion. Students will be issued a dismissal card that indicates their personal transportation method. Students must have this card in order to board a bus, be picked up as a car or van rider, or stay for the After-School Program. All daily transportation changes should be made by 2:00 PM every day. We will not be able to make changes through a phone call. You may Fax any changes to 770-651-3103. Please include a picture ID and signature. Please call to confirm that we have received the FAX. Send a note to your child's teacher if somebody else will be picking up your child. Any new person must be listed on your child's emergency card AND will be asked to show an ID before we will release him/her.

The note should include the student's first and last name, the parents first and last name, a current phone number, the Bus # or name of the alternate transportation, and the homeroom teacher's name.

Car riders will be issued an official Car Rider Card through the office. This card must be used whenever picking up a child in the car rider lane. Each person designated to pick up a student must display the official card. Duplicate cards are available upon request. In the event the original card is not available, drivers must park and enter the building to show identification in order to pick up the student. Car Rider Cards must remain in place and be visible until the child is placed in the car. The use of these cards is a security precaution to protect our students. Dismissal begins at 2:45 PM. Parents should not make a practice of entering the school building to get their children before dismissal or to wait for them in the building during dismissal time. No child will be dismissed from class after 2:15 without prior notification. We need this time for instruction and to reduce the confusion during dismissal. The intercom is used for announcements and cannot be used to call individual students.

DRESS CODE

Annette Winn Elementary follows the Douglas County School System Student Dress Code Policy.

Inappropriate dress must be corrected before a student can attend class. Parents will be notified in the event of a dress code violation. Repeated dress code violations may result in a discipline referral.

EARLY DISMISSAL

A student must be present for at least one half of the school day to be counted present. A student must arrive at school before 11:00 AM and stay for the rest of the day to be counted present. Students who are checked out before 11:00 AM will be counted absent for the day. If a child is to be picked up before dismissal time, he/she must be signed out in the office by the person who is taking the child home. PLEASE DO NOT GO TO THE CLASSROOM OR PLAYGROUND TO GET YOUR CHILD! Please come to the office and we will assist you. No student check outs after 2:15 PM. Remember, when students leave early they are missing instructional time. Early dismissal requests should be limited to doctor's appointments, emergencies, etc. Excuses may be requested. The parent or guardian must notify the school through a note or fax if a student is to be released to someone other than the regular caregiver.

FIELD TRIPS

Once during the year, a student may take an educational field trip. The trip is intended to reinforce curriculum standards. The student will enjoy and learn from the activities. The trip must meet all Douglas County policy and guidelines. Parents will be notified before any field trip so that a permission form will be on file. A student who has demonstrated inappropriate behavior prior to the field trip will not accompany his/her class on the field trip. The classroom teacher and the principal will decide whether a student may attend a field trip. Refunds for field trips will not be issued.

HOMEWORK

Homework is a necessary supplement to the instructional program. If appropriately planned, assigned, and evaluated, it can promote student progress. Contact your child's teacher about specific homework assignments.

ILLNESS/ACCIDENTS

If a student is hurt on the bus or at school, he or she should report the accident immediately to the supervising adult. First aid for minor accidents will be handled at school. Parents or guardians will be contacted in the event of a serious accident.

Students who become ill during the school day should tell their teacher. Such students can only be dismissed from school to go home if the school is able to contact by phone either a parent or guardian who will agree to come and get the student. THE SCHOOL MUST HAVE AN EMERGENCY PHONE NUMBER ON EVERY CHILD.

INTERNET

During the school year, your child may be involved in using the Internet as an educational resource. The Internet offers diverse and unique resources to our students. Our goal in providing Internet service to students is to promote educational excellence using all available technological resources and innovations. Students will have Internet access privileges under the supervision of an adult. An Internet permission form must be on file before the student is permitted to use the Internet.

COMPUTER TRESPASS

Use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s) or data.

Level 2 - Unauthorized use of school computer for anything other than instructional purposes. Includes but not limited to computer misuse, using computer to view inappropriate material, and violation of school computer use policy.

Level 3 - Unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, obtaining confidential information or in any way causing the malfunction of the computer, network, program(s) or data; includes disclosure of a number, code, password, or other means of access to school computers or the school system computer network without proper authorization. Includes but not limited to hacking, using school computer to change or alter school records (grades, attendance, discipline, etc.)

If a student is found guilty of any of the offenses associated with Computer Trespass, he/she could lose computer privileges as determined by a member of the administrative team as well as other consequences as deemed appropriate for the behavior displayed.

ITEMS NOT ALLOWED AT SCHOOL

While at school, students are engaged in meaningful instruction. Disruptions are not conducive to the learning process. To keep the attention of the children on the curriculum, the following items are not permitted at school:

- Any Toys
- Candy or Gum
- Pokeman/Yu-Gi-Oh/Playing Cards
- Rolling Bookbags
- Flip flops/Wheelie Shoes
- Handheld Electronic Devices (iPad, iPod, Tablet, Cell Phone, etc.)
- Sunglasses
- Hats
- Yo-yo's
- Make-up/Jewelry
- Electronic Items

If a student does bring one of these items, an item listed in the Douglas County School System Policies and Procedures manual, or any other item which disrupts the learning environment, it will be collected by a faculty member. The item may be retrieved, in person, by a parent. During the school year provisions may be made by school administration for special occasions such as Hat Day, Flip flop day, Sunglasses Day, etc.

LOST AND FOUND

Most items that are found are turned into the office and/or placed in a designated area. Please label all clothing with your child's name so lost items may be returned. If items are not claimed within a reasonable length of time, they will be donated to a charitable organization.

MAKE-UP WORK

In the event of illness or family emergency, students will be given an opportunity to make up missed work. For short-term absences (5 or fewer days), full credit will be given for work made up and turned in within a number of days equal to those missed. Special arrangements should be made with the classroom teacher when illnesses or family emergencies extend absences beyond five days. The following guidelines govern the availability of makeup work:

1. If a student is absent for one day, makeup work will be given when the student returns to class. Any assignments requested on the day of a student's one-day absence are due on the day the student returns to school.

2. If a student is absent two or more days, parents may request makeup work by calling the school office before 8:30 AM. Work will be ready in the office between 3:00 PM and 4:00 PM. The number of days allowed for makeup work begins on the first day makeup work is requested.

3. In case of long-term illness, parents should communicate with teachers regarding further make-up work. **MEDIA CENTER OPERATIONAL PROCEDURE**
Accessibility to materials - Students may borrow two books at a time. Additional books may be checked out to students for reports. Students may use any AV equipment and software in the media center. They may not check out reference books to take home, due to their expensive nature. Students are not allowed to check out AV equipment or software. Students may check-out periodicals. We also frequently request other books from other libraries to meet student needs.

1. **CHECKING OUT BOOKS** - The media center operates under "flexible scheduling" which ensures that students have accessibility to the media center whenever they need it. The media center and its resources are a vital part of every child's education. We encourage teachers to provide frequent weekly opportunities for students to visit the media center. Students should have at least two opportunities to visit the media center per week.

2. **NOTIFICATION OF OVERDUE BOOKS** - We notify students with an overdue notice once a week. Students who have overdue or lost books may not check out any more books until the books have been returned or paid for. If a book is found before the school year is out, the student will be refunded for the paid lost book. We charge the current price to replace the book.

3. **WITHDRAWALS** - All lost library books must be accounted and paid for in order to clear the school withdrawal form.

4. **INFORMATION ACCESS SKILLS** - The teacher may plan with the media specialist lessons about using and finding information in the media center and from books.

5. **READING PROMOTIONS** - The media center promotes reading through monthly activities, author/illustrators and reading contests. Reading is also promoted through book fairs.

PARENT-SCHOOL COMMUNICATION

Students will be issued a BEE (Bring Everything Everyday) Book (K-2nd) or an agenda (3rd-5th). BEE Books/Agendas will contain student work and information about school events. Students are expected to keep up with their BEE Book/agenda. It will be used as the primary source of communication and must be taken home and brought back to school each day. Students will be expected to pay for lost BEE Books/agendas and a new one will be issued. Monthly newsletters will be sent home to keep parents informed of upcoming events. Notes will also be sent to remind you of school events such as picture day, book fair, etc. Teachers will send home evidence of academic work and behavior reports to keep parents/guardians informed of student progress. In addition, a progress report or report card is sent every 4 1/2 weeks. Please watch for these items. They are intended to inform you of the great things Annette Winn is doing for your child and the community. Your help and support are needed to ensure the success of your child.

PARENT-TEACHER CONFERENCES

Parents are welcome and encouraged to come to school to talk with their child's teacher. Appointments may be scheduled during the teacher's planning period, before school, or after school. Appointments are necessary since teachers cannot have conferences while they are with students. Conference days are also scheduled during the school year. A minimum of two conferences will be scheduled. Please make every effort to attend these conferences.

PARTIES AT SCHOOL

Board policy allows two parties per school year under teacher supervision during school hours. These parties may begin during the last hour of the school day. The dates for the two parties will be determined annually by the administration. Students will not draw names for the purpose of exchanging gifts. It is against Douglas County School Board policy for money to be solicited for parties. All party preparations are done under school/teacher supervision. The teacher actively requests parental help with these activities. According to the DCSS Board Policy, homemade baked goods are not allowed to be served at school due to allergies. Only store bought items may be served.

PHYSICAL EDUCATION/HEALTH

Instruction is provided by the physical education specialist and the classroom teacher. If for any reason your child is unable to participate, please send the physical education teacher a note stating the reason and your request will be honored. If it is necessary for the student to miss physical education classes for more than three consecutive days, a doctor's excuse must be provided. If at any time your child cannot participate in outdoor activities, a note from the parent should be sent to the teacher.

As a safety precaution, all students are requested to wear sneakers or soft-soled shoes for participation during indoor physical education activities. This is a preventive measure to protect students while participating in physical education activities in the gymnasium. Students will not be permitted to wear socks or hard-soled shoes in the gymnasium.

SCHOOL PROPERTY/TEXTBOOK

The building and the equipment it contains are provided at great expense by the people of Douglas County. Students should refrain from defacing school property. A conscious effort should be made to encourage good citizenship and the development of pride in keeping the building clean and the furniture in good repair.

A student will pay for damage to the building and equipment when it is determined that such was caused by carelessness or neglect.

Every student is provided textbooks. The books are issued by the classroom teacher who keeps a record of the condition of each book. Each student is responsible for the care of his/her issued textbooks and must pay for lost or damaged books, textbooks, or library books.

PLAYGROUND GUIDELINES

It is important that all children are safe while on the playground. To facilitate this:

1. Students should use the equipment appropriately.
2. Students should follow the directions of all teachers on the playground.
3. Students should refrain from kicking, throwing, or picking up sticks and/or rocks.
4. Students should refrain from "play fighting" or wrestling. Failure to follow these guidelines will result in a disciplinary action.

STUDENT INSURANCE

The Board of Education does not pay any medical or hospital bill incurred as a result of an accident to the student at school. Parents have the opportunity to purchase school accident insurance for their children. School-time and twenty-four-hour cover- age are available. Information explaining the program will be sent home. Envelopes will be provided so that payments may be sent directly to the insurance company.

STUDENT SUPPORT TEAM

All schools in Georgia use Student Support Teams (SST) to identify and offer alternative strategies for any student having academic or social problems. The team may consist of the teachers who work with the student, along with the parents, principal, assistant principal, counselor, other teachers, and/or special education teachers. Every effort is made to provide for academic and social success in school. The referral for special education is initiated through the Student Support Team process.

Grading Guidelines and Report Cards

Grades

Kindergarten: First, Second, and Third 9 Weeks: Satisfactory, Needs Improvement, Unsatisfactory

Fourth 9 Weeks: Georgia Kindergarten Inventory of Developmental Skills (GKIDS)

First – Fifth Grades:

A = 90 to 100

B = 80 to 89

C = 71 to 79

D = 70

F = Below 70

Art, Music, and Physical Education

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

Conduct

Student conduct shall be evaluated as follows:

S =Satisfactory

N =Needs Improvement

U=Unsatisfactory

VISITORS

For the protection of all students, parents and visitors must sign in at the office and receive a visitor tag before proceeding to meetings, classrooms, lunchroom or any location on school grounds. Persons who have not signed in or are not wearing a visitor's name tag will be asked to go to the office.

A parent may visit in a child's classroom for up to thirty minutes by prior arrangement with the principal. Parents will be given a note to admit them to the classroom. In no case should a parent go to a classroom during school hours without proper authorization. This visit would not be an appropriate time for a parent conference. ***PRESCHOOL CHILDREN SHOULD NOT ACCOMPANY PARENTS DURING CLASS- ROOM VISITATION, OR OTHER SCHOOL DAY EVENTS (FIELD DAY).***

VOLUNTEERS

We welcome volunteers at Annette Winn. Many opportunities for involvement are available in the Media Center, at the School Book Fair, during fundraisers, field days, as tutors, as mentors, and resource speakers. We encourage you to sign up at the Fall Open House, at PTO meetings, or call and leave your name and phone number. We love to have grandparents as well!