

Clarkesville Elementary School



"A Great Place to Soar"

Student Handbook 2011 - 2012

Dr. Susan Turpin, Principal
Monica Welborn, Assistant Principal

Clarkesville Elementary School
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Habersham County Board of Education
P.O. Box 70
Clarkesville, GA 30523
Robert Costley, Superintendent

Principal's Message

Clarkesville Elementary is an excellent school with outstanding students, parents, and teachers. We have high expectations for all students and for ourselves as the faculty and staff at Clarkesville Elementary School. While we provide a safe and nurturing environment for our students, we maintain a focus on creating challenging, high quality work for our students that will result in all students in being successful. We strongly encourage our parents and community members to be an active part of our educational process as we strive for excellence. I look forward to working with each of you and your children. Please remember that my door is always open.

Dr. Susan Turpin

sturpin@habersham.k12.ga.us

School Staff 2011 - 2012

Principal Dr. Susan Turpin

Assistant Principal Monica Welborn

Counselor Nancy Cathcart

Secretaries Martha Eller & Thelma Shook

Kindergarten

Gwen Fry
Melannie Herrin
Christi Thurmond

First Grade

Melissa Carroll
Paulette Gannon
Chrissy Van Hooser
Lisa Wilson

Second Grade

Britt Cody
Nicole Franklin
April Jones
Lisa Williams

Third Grade

Tambera Eller
Jessica Herrin
Sara Kastner
Wendi Richardson

Fourth Grade

Keri Burpee
Stephanie Gary
Kathy Meredith

Fifth Grade

Melissa Filiatreau
Joy Nichols
Holly Perry

Student Support

Karen Anderson
Debbie Batchelor
Dawn Billingslea
Tara Brookshire
Kelli Carpenter
Shawn Knight
Tammy Mitchell
Aimee Palmer

Specials Teachers

LaDonna Canup – Art
Angela Frady – Music
Aedin Oren - PE

Academic Coach

Angie Rainwater

Media Specialist

Kim Canup

Paraprofessionals

Tracy Caudell

Jan Demore

Dana Emig

Diane Hooper

KK Medlock

Sheila Morrison

Martha Tolbert

Shirley Whitfield

School Nutrition

Anita Ferguson - Manager

Jackie Cane

Pat Cash

Glenda Worley

Teresa Wade

Custodians

Jo Oliver

Beverly Morgan

Ida Davis

**Clarkesville Elementary
Mission**

Clarkesville Elementary School values the worthiness of each child and is committed to the use of effective practices to meet individual needs.

Clarkesville Elementary believes that:

- The purpose and focus of schools is to create practical, meaningful, and challenging work for students that will result in all students being successful and experiencing a sense of satisfaction.
- The ability of students to learn is limitless when given the right environment, teachers with high

expectations, and support of family and community.

- The factors that determine the opportunity to learn include a positive environment where children feel safe and secure, leaders who provide meaningful and relevant work and involvement of the family.
- The role of the family and community in relation to schools is to provide support.
- The kind of society for which children are being prepared is a global information-based society that is rapidly changing and requires creative thinkers and problem solvers.
- The rules, roles, and relationships that should govern behavior within schools, between schools and the district-office, and between schools and the community should be a collaborative effort agreed upon by consensus with the goal of doing what is best for children.
- The obligation of the system to employees and the role of the system in encouraging and supporting improvement is to provide leadership, staff development, support and encouragement, trust, focus on vision, resources, and commitment to change in order to achieve the system's mission.

Clarkesville Elementary will establish and implement a framework for school change that promotes:

- Continuous, individual pupil progress;
- Open communication among all faculty, staff, parents, students and community members;
- Engaging, meaningful, challenging experiences that results in maximum student achievement;
- A variety of techniques which reflect and communicate the progress of individual students;
- A climate of professional learning; and
- Shared decision-making based on the analysis of data and student needs.

School Motto

Knowledge Is Power

The school motto is reflected in the code of conduct and our mascot's name (KIP).

Attendance

Punctual and regular attendance is important and expected.

When a student returns to school after being absence, a written excuse must be provided. An excuse from a doctor is preferred, but parent notes are accepted. **After 7 parent notes have been submitted, a doctor excuse is required.**

Students are counted **tardy** if they are not in the classroom when the 8:00 am. bell rings. When students are picked up early for appointments, an

excuse from the doctor or a copy of the appointment card is required, or the student will be counted **left early unexcused**.

The following procedures will be followed when attendance is a concern:

1. When a student has 5 unexcused absences and is under age 16, the school will send a letter to the parent/guardian.
2. When a student has 7 unexcused absences and is under age 16, the school will have an attendance support meeting with the parent/guardian and the school's social worker to develop a contract for improving attendance. If there are further absences following the attendance contract, a referral will be made to the school social worker who will refer the case to the legal system.
3. When there are 10 unexcused tardies or early dismissals, a referral will be made to the school social worker who will contact the parent/guardian.

Book It! Reading Program

The "Book It!" program, sponsored by Pizza Hut, is a five-month reading incentive program for students in grades one through five. It is designed to motivate children to read. Teachers set monthly reading goals for each student. When the goal has been achieved, the students receive a pizza award certificate that may be redeemed for a personal pan pizza at a participating Pizza Hut. If all of

the students in the class meet the reading goals in any four of the five program months, the entire class will be given a free pizza party.

Box Tops for Education

The school participates in collecting Box Tops from various grocery items. Box Tops are redeemed for cash value, and this money is used to support various programs of the school. A collection box is provided at the school.

Bullying

Clarkesville Elementary's bullying policy aligns with the district policy (JCDA): A student shall not make any willful attempt or threat to inflict injury on another person when accompanied by an apparent ability to do so, or demonstrate any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

Bus Conduct

Bus transportation is provided for your convenience. Rules for riding the school bus have been established at the system level in an effort to provide safe transportation for all riders. **No student will be allowed to go home with another student unless written permission or a phone call from the parent has been received.** Please discuss the importance of obeying these rules with your child. **Fighting will result in 3**

days suspension from the bus.

Bus Conduct Procedures:

First Bus Conduct Report - Written warning sent home to parents

Second Bus Conduct Report - Call parent and student consequence. Written conduct referral will be sent home.

Parent and student will be warned that with the next incident the student will be off the bus for 3 days.

Third Bus Conduct Report -

Student will be off bus for 3 days. Infractions thereafter will be dealt with in a progressive fashion.

Code of Conduct

Students and teachers adhere to a code of conduct, KIP's Code that serves as our school rules. Students who strive to follow KIP's Code are known as KIP's kids. KIP's code is recited daily as part of the morning announcements.

- Respect Others
- Respect Property
- Be Safe
- Be Prepared
- Be Responsible

Students who choose not to follow Kip's Code may lose special opportunities including but not limited to: recess, purchasing snacks, being nominated for Lunch with the Principal, lunch with friends, assemblies, class parties, field day, and/or field trips.

Conferences

Conferences between parents and teachers are encouraged and can be arranged by calling the school office. Each teacher has a planning time each day during which conferences may be held. Parents are encouraged to use this time to schedule a conference.

However, if this time is not suitable, arrangements can be made to meet at another time.

Curriculum

The Georgia Performance Standards (GPS) provide clear expectations for instruction, assessment, and student work. They define the level of work that demonstrates achievement of the standards, enabling a teacher to know “how good is good enough.” The performance standards isolate and identify the skills needed to use the knowledge and skills to problem-solve, reason, communicate, and make connections with other information. They also tell the teacher how to assess the extent to which the student knows the material or can manipulate and apply the information.

The performance standard incorporates the content standard, which simply tells the teacher what a student is expected to know (i.e., what concepts he or she is expected to master). Additionally, it adds to these concepts by providing three additional items: suggested tasks, sample

student work, and teacher commentary on that work.

Daily Schedule

7:05 A.M.	Early Arrivals to gym or lunchroom to eat breakfast
7:45 A.M.	Students report to class
2:50 P.M.	Car Dismissal

Students who are not picked up by 3:30 will be sent to Homework Center, and parents will be charged a daily fee of \$4.

3:10 P.M.	Buses – Gosnell, Martin, Sutton
3:25 P.M.	Buses – Chastian, Crane, Hudson, Tanksley, Clouatre
3:30 P.M.	Teacher Dismissal

The DeBug System

The purpose of the DeBug System is to equip children with a series of steps they can use to solve problems when others are “bugging” them. It helps children to learn to be assertive and encourages self-management. It also helps define the adult’s role as one of assisting children after they have attempted to resolve the difficulty themselves.

The five steps of the DeBug System are simple. The children are taught that if someone is bugging them, they should try the following:

1. **Ignore.** If that doesn’t work
...

2. **Move away.** If that doesn't work ...
3. **Talk friendly.** If that doesn't work ...
4. **Talk Firmly.** If that doesn't work ...
5. **Get adult help.**

The **adult response**, when a child complains about a conflict with another student, is to ask the following:

1. Have you tried the DeBug System?
2. What step are you on? What happened at each step?
3. Come back if you get to step five.

Early Release Procedures:

Students do not need to be picked up during the instructional time between 2:15 and 2:50 p.m. Parents are discouraged from asking for students before the school day ends at 2:50. However, students may go home upon the request of parents at the school office where the student must be signed out. Please do not go to your child's classroom without checking with the office. This is for your child's safety. No child shall be released to an individual other than a parent (or guardian) without specific request from the parent or guardian (Bd. Policy JB). Written information (including names of individuals) prepared and signed by the custodial parent(s)/guardian(s) is required for the release of students to individual other than custodial parent(s)/guardian(s). Please do not be offended if we

ask the person picking up your child to show identification if we do not know them. A note from the parent or guardian granting permission should be presented to the office before 8:00 a.m. to avoid unnecessary delays.

Parents that change a student's mode of transportation should contact the office before noon.

We want to avoid the possibility of mistakes due to students receiving messages at the end of the day.

Electronic Device Policy

Because the use by students of personal electronic communication and entertainment devices interferes with an effective instructional environment, students in Habersham County Schools are prohibited from displaying or using these types of electronic devices anywhere on school campus during school hours. These devices include, but are not limited to, cell phones and other communication devices, personal entertainment audio devices and headphones, and handheld game systems. **The school system assumes no responsibility for loss or damage to such devices.**

To make certain that this policy is enforced at our school, electronic devices should not be seen or heard on campus from 7:00 a.m. to 3:30 p.m. or during extended instructional hours.

Violation of this policy will result in the device being confiscated and picked up by an adult.

Emergency/Safety Plan

Our school has an emergency/safety plan in place that covers various emergencies including bomb threats, chemical accidents/hazardous materials, civil disturbances, earthquakes, explosives, fires, floods, injuries/illnesses, loss of utilities, nuclear attack, severe storms/tornadoes/ hurricanes, terroristic acts, and winter storms. Emergency drills are practiced monthly.

Emergency School Closings

For information concerning school closings due to inclement weather, please listen to radio stations WCON, 99.3 FM, or WCHM, 1490 AM. Also, announcements are made on television on cable channels 2,5, 11, and 32. All announcements will be made by 6:30 A.M concerning school closings. Announcements are also available at www.habershamschools.com.

Field Trips

Field trips are taken at the discretion of the teacher in conjunction with the curriculum and upon approval of the principal. Some trips require bus transportation and some are located within walking distance of the school. PTCO or other contributors sponsor some field trips and others require students provide a minimum fee.

Fine Arts

Students at Clarkesville Elementary participate in Fine Arts education through our art and music programs. Through these programs students have an opportunity to develop their own talents and skills while learning to appreciate and critically think about the artistic and musical contributions of others.

Guidance/Counseling Services

Clarkesville Elementary offers guidance and counseling services through our school counselor. The door is open to all students and parents. The purpose of the guidance program is to be of assistance to students, families, and teachers and to assist in making the educational process as effective as possible.

Guidance/counseling services include classroom guidance, individual/group counseling, parent/teacher consultation, and referrals/coordination with agencies/professionals outside the school setting. If parents have any concern about the counseling program, they need to submit those in writing to the attention of the counselor. Please feel free to contact the guidance counselor at any time.

Hall Procedures

Students should follow the following rules/procedures when in the hallways:

1. Walk in a single file line.
2. A quiet voice should be used when talking is necessary.
3. Keep hands and feet to self.

Homework

Homework is viewed as an extension of schoolwork. It is provided to enhance learning that takes place in the classroom and to provide additional practice. Students are expected to complete homework assignments in a timely manner and return them to their teacher. Homework teaches students responsibility and self-discipline in completing assignments. Assignments will be geared to the individual student's needs. Homework is assigned on a daily basis Monday through Friday. Students absent will be allowed to complete homework and class work assignments upon their return to school. As per policy JBD, students will be granted a minimum of two days to complete assignments for the first day of absence and one additional day for each consecutive day missed. Parents can help with the homework process by:

- Showing interest in assignments.
- Encouraging students to work independently.
- Helping them when it becomes necessary.
- Providing a quiet place and structured time.
- Being aware of the frequency of assignments.
- Encouraging and praising students for working on homework.

Library Media Center

Clarksville Elementary Library Media Center encourages

students to check out books. When students lose or damage a library book, they are responsible for the cost of that book. A notice will be sent home when books are overdue, lost or damaged.

The Library Media Center sponsors three book fairs during the year. These book fairs give teacher and students an opportunity to purchase quality children's literature at affordable prices.

Students who have outstanding lunchroom charges will not be allowed to purchase items from the book fair until their account is clear.

Lost and Found

Many good articles of clothing are lost each year and never claimed. Please help us cut down on the amount of lost articles by clearly labeling your child's outer garments with his or her name. If items are lost, please check the lost and found area near the cafeteria. Articles of clothing not claimed at the end of the year are donated to charity.

Lunch With the Principal

Each week teachers submit names of students who have displayed KIPs Code and/or desired character throughout the week. On Fridays Dr. Turpin and Mrs. Yearwood randomly draw two names from each grade level, and these students are selected to eat lunch with the principal. Students receive a

complimentary meal from a local restaurant and a certificate. A group picture is placed in the local newspaper.

Lunchroom Procedures

The following procedures will be posted in the lunchroom:

- Follow all directions given by the lunchroom monitor.
- When talking, use a quiet voice.
- Keep your food on your tray.
- Do not leave your seat without permission.

Consequence: Students may be moved to another area of the lunchroom and/or monitors will record infractions and teachers will administer consequences.

Medication

All medications other than the exceptions listed in this policy, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth in the Student Services Handbook. All medication must be delivered by a parent, guardian, or other authorized adult to the school office immediately upon arrival at the school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District's drug policy and shall be subject

to the discipline set forth in the student code of conduct and/or the student/parent handbook. A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma and epi-pens for allergic reactions. Glucagon is not self-injection. Parents are encouraged to provide to the schools duplicate medications and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

Morning Procedures

All students who arrive at school before 7:45 a.m. will report to the gym or to the lunchroom if they need to eat breakfast. Procedures during this time include:

- Whisper during morning gym time.
- Stay in the gym unless going to breakfast.
- Students will sit in rows by grade levels to make dismissal safe and efficient
- Keep hands and objects to self.
- Walk quietly down the hall to class.

Consequence: Individual students or grade levels may lose a privilege time or will sit quietly if procedures are not followed.

Parent Communication

The faculty and staff at Clarkesville Elementary believe that communication between the

school and families is important to building community and this communication helps to foster high expectations. We employ the following methods to provide parents with timely information about opportunities at Clarkesville Elementary along with keeping parents updated about the academic and behavioral performances of their children.

- **Clarkesville Elementary Web Page-** (<http://clarkesville.ga.hce.schoolinsites.com>) The web page allows parents to quickly access information about the school and get vital information that is posted. School information is continually updated on the web page.
- **Parent E-mail Updates-** Regular e-mails are sent to parents informing them of school happenings and achievements of the school. Sign up to receive these emails by clicking on the "Notify Me" link on the school's web page.
- **Take-Home Folders –** These folders are sent home weekly to parents. The teachers use these folders to keep parents informed of student academic progress and other pertinent information.
- **Agenda Books –** The students' agenda books are sent home daily. This serves as a communication tool between the parents and teachers. Students also write their homework

assignments in their agenda books.

- **Classroom Newsletters –** The teachers send home a classroom or grade level newsletter weekly. The newsletters provide parents with assignment information and information relative to school wide issues.
- **PowerSchool –** Parents have access via the Internet to information pertaining to their child's grades and attendance. The school will provide information about how to access this tool.

Parent Teacher Community Organization

The Clarkesville Elementary P.T.C.O. is an organization made up of parents, teachers, and community. All parents and teachers are encouraged to join the association and participate in its functions. The goal of the activities planned will help to enrich the education of our students and will also provide parents with a rewarding experience. Research shows that parental involvement increases a child's success in school.

The Clarkesville PTCO is involved in projects that help the school financially when the need arises. PTCO provides teachers with funds to purchase items for their classrooms, leveled reading books to enhance the school's reading program, computers for the school, playground equipment, field trip

assistance, and other items to enhance the education of our students.

Partners in Education

Clarksville Elementary's partners in education are Bethlehem Baptist Church, Georgia Power, and Regions Bank. These businesses join the school in providing our students with unique opportunities in their educational experiences. They participate in many school-wide activities throughout the year, which include reading buddies, field day activities, teacher gifts, student recognition, and much, much more.

Physical Education

Physical education programs are provided to all students as an integral phase of his/her growth and development. All elementary pupils in the State of Georgia are required to complete a minimum of 90 hours of physical education and health per year. A physician's statement is required for a restricted physical education program. If a child cannot participate because of a temporary restricted program, a note will excuse him/her that day. A note (excuse) for physical education will also apply to recess activities for the date(s) specified. Comfortable clothing and well fitting sneakers are a must for a child to participate in any physical education activity. In the gymnasium it is sometimes found that some footwear can

pose a problem. These include:

- Slip-on sneakers with no backs (They do not always stay on when participating in running, jumping, landing, tumbling and kicking activities).
- The zip up sneaker or those with no laces to tighten. (These also can slip off when participating in physical activity).
- Crocs (Although they are comfortable, they do not offer support for activities where agility is required).

Playground Procedures

The rules and procedures for a given playground will be made by the grade levels using it. Certain behaviors (such as jumping out of swings or climbing up the slide backwards) with specific consequences will be consistent for all playgrounds.

Recess

Students in all grade levels are provided a break time that is considered recess. In the event of inclement weather, recess will take place in the classroom. Recess is a privilege and can be lost warranted by student conduct.

Reporting Student Progress

Clarksville Elementary strives to keep parents informed of student progress as often as possible. We send home mid-term progress reports for students in grade 3-5. Parents are notified weekly of their child's progress in grades K-2. Parents of students in grades 3-

5 may also access their child's progress and attendance on-line through PowerSchool, a web-based student information system.

Report cards will be sent home at the end of each nine weeks grading period with the students. They will be sent home to each student on the same day throughout the county.

Grading is based on Habersham County Board of Education Policy IHA. The information below reflects Policy IHA.

Grades K-2

S - Satisfactory

N - Needs Improvement

U - Unsatisfactory

Grades 3-5

A: 90—100

B: 80—89

C: 75—79

D: 70-74

F=below 70

Restroom Procedures

Regular restroom breaks will be provided. Students should learn and follow these general rules/procedures:

1. Use quiet voices.
2. Go in and out quickly- No playing.
3. Respect property.

Snacks

Students are allowed to purchase bottled water or snacks from the vending machine after their lunch period.

Purchasing snacks are a privilege and up to the teachers' discretion. Nutritious snacks

may be sent from home.

Teachers will let students know when it is appropriate to eat their snacks.

School Clubs/Organizations

4H – 4H meetings are held once each month, and are led by the County Extension Agent. All Habersham County 5th graders are members. Officers are elected from each homeroom to help conduct the meetings, which develop skills in public speaking and communication, reasoning and decision-making, and leadership. Students have opportunities to participate in extra-curricular activities such as archery, horse club, and livestock showing team. They are also encouraged to participate in community service competitions such as canned food drives and collecting pop-tops. Club members also have the opportunity to attend summer 4H camp.

CHAMPS – (Choosing Healthy Attitudes and Methods Promoting Safety), is a semester long curriculum for 5th grade students which is led by our county resource officer. Topics for these meetings include alcohol, drug and tobacco awareness, home safety, water safety, choosing healthy foods and exercise, and making good decisions. The program culminates with a graduation ceremony.

Good News Club – After the school day is completed, children gather for a

nondenominational Good News Club. The club meets on Tuesdays from 2:50 to 4:10. Signed parental permission is required, and transportation home needs to be arranged by parents.

Homework Center – CES participates in a countywide community funded project for elementary school students. It provides a professionally supervised setting for help with daily homework assignments. Students that attend receive a snack. HWC operates Monday through Friday until 5:30 p.m. Parents are required to sign a contract. The daily fee is \$4.00, and parents are expected to pre-pay. A registration fee is required.

Junior Achievement – Our Regions Bank Partners in Education conduct the Junior Achievement program with 5th grade students each year. Through this five-week program, students are taught basic concepts of economics as specified in 5th grade Social Studies standards. They are also given the opportunity to work in cooperative groups and create and advertise their own (imaginary) small business.

Kip's Crew Chorus – Clarkesville Elementary's fourth and fifth grade chorus is a non-auditioned choral group open to any fourth or fifth grade student.

Kip's Kids -- Each week a student who represents a good

example of the character education word of the week is chosen from each classroom by his/her teacher. These students receive a Kip's Kid pencil, a Kip's Kid certificate and a picture is taken of the group.

Student Council – Students in 5th grade campaign to be elected as student council officers. All students vote in an election. Classroom representatives are elected in each class in grades 3-5. The Council meets regularly to work on school and community improvement projects and is led by members of the faculty / staff. The students serve as ambassadors for individual grade levels, as well as individual classes. They take part in various activities that support our school and/or community.

School Meal Program

The lunchroom staff strives to prepare delicious and well-balanced meals. The Food Nutrition Director and the Nutrition Manager plan the menus. Breakfast and lunch menus are sent home each month with your child. They are also available on our school website. Students are encouraged to participate in the school meal program. Breakfast is served starting at 7:05 A.M. The school encourages parents to come to the school and eat with their children. If you plan to eat with your child, please try to call the school before 10 A.M. and let the nutrition manager

know you plan to eat at the school.

Meals may be paid for daily, weekly, or monthly. Meals may be purchased with cash or check. Please make checks payable to Clarkesville Elementary School. Parents should send their child's breakfast/lunch money in an envelope with their child's name, student number and teacher's name written on it. Parents may contact the school for information about paying for meals online. When students go through the serving line, they are required to enter their student number in the computer. This enables the lunchroom manager to keep track of the number of meals served. This system also keeps track of the amount of money a student has in his/her account. Only three charges are allowed at any one time. Notices will be sent home with the students having charges on their account.

At the beginning of each school year, students bring home an eligibility form to apply for free or reduced meals. These forms must be completed in full if applying for these services. If you should need one at any time throughout the year, please contact the school office and we'll be glad to send one home for you.

Student Dress Code

In an effort to maintain a proper atmosphere for learning, we ask our students to refrain from

wearing clothing that might be offensive to others. On the days the students have PE, tennis shoes must be worn to enable students to better participate in the activities. Please label all sweaters, coats, and book bags with you child's name.

The following articles of clothing **are not** to be worn at Clarkesville Elementary:

- Clothing that depicts or symbolizes offensive words or designs, violence (blood, death, weapons), sex, hate groups, drugs (including alcohol and tobacco), or gangs (sagging pants, bandannas, chains).
- No halters or tank tops with straps less than 1 1/2 inches will be allowed. All tops worn by boys or girls should be long enough to cover the waist area. NO BARE MIDRIFFS.
- All students must wear shoes or sandals while on the school premises and on buses.
- Any other attention getting apparel that the teacher finds disruptive.
- Hats are to be worn in the building only on designated hat days
- Shorts must be the appropriate length for
- Acceptable school dress.

Consequence: Students will call parents and request that appropriate clothing be brought to school.

Student Drop off and Pick up Procedures

Buses are provided by the Habersham County Board of Education to transport students to and from school. Everyone is encouraged to utilize this service.

If, however, you choose to transport your child to school, you should drop off and pick up your child at the school's main entrance. Sometimes this might require a few extra minutes so parents need to plan accordingly. **To ensure the safety of all children and drivers, please do not pass other cars when students are being dropped off in the morning. Wait your turn in line and exit with the line of traffic.**

Please remember not to park in the pick-up / drop off lanes in the morning or afternoon. This often causes a traffic jam.

Students being picked up in the afternoon will be dismissed to come to the gym at 2:50 P.M. Staff members will be present to assist students into cars.

Please do not come to the office to pickup you child prior to the end of the school day unless it is an emergency or if your child as an appointment. Our teachers utilize the end of the day to review the day's activities and homework assignments.

All buses load and unload at the cafeteria entrance. For

safety reasons, please do not come to this area of the school during the times of bus loading and unloading.

Students going home in a method other than the usual one must bring a note signed by the parent indicating how and with who the child is to get home. This note may be verified by school personnel.

Student Recognition

Clarksville Elementary recognizes students in a variety of ways, culminating in an Honors Day assembly that is held in May.

Perfect attendance is recognized at the end of each nine weeks.

The official honor roll for the elementary level will apply to grades 4 and 5. To qualify for the official honor roll, a student must have a 90 or above grade point average for the nine weeks grading period when all report card subject area grades are averaged. A satisfactory conduct grade is also required. Areas for which number grades are not recorded shall not be included in the honor roll average.

Student Reporting of Acts of Sexual Abuse or Sexual Misconduct

(a) Any student (*or parent or friend of a student*) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school

system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

(b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.*

(c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

Student Search and Seizure

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities that occur outside normal school hours or off the school campus at the discretion of administrators.

Telephone Use

Students are allowed to use the phone with a note from their teacher as long as it does not interfere with instructional time. In cases of sickness/emergency, the nurse or a school secretary will contact a parent. Students will not be called out of class to come to the phone except in extreme emergencies. If parents need to get in touch with their child, a message may be left with the secretary, and we will see that the child receives the message.

Textbooks

Textbooks are free to all school children and are the property of the State of Georgia. The student is responsible for paying for such loss or damage as determined by a schedule supplied by the State Board of Education (Board of Education Policy IFA).

Title I **Parent Involvement Policy** **2011 - 2012** **Revised April 27, 2011**

The involvement of parents is critical to the success of a child's education. At Clarkesville Elementary we believe that parents serve an important role in the decision-making process as we plan, implement, and evaluate our programs. The purpose of this policy is to inform and educate parents about the Title 1 program and responsibilities of the school in regards to parent involvement. The Title 1 Parent Involvement

Policy aligns with the system policy and adheres to the guidelines specified in the No Child Left Behind (NCLB) Act of 2001.

Clarkesville Elementary School's Title 1 program will:

1. Involve parents in the development of the Title 1 plan and in the process of school review and improvement through the use of parent surveys, membership on committees and the school council. Parents will receive and sign a copy of the parent/student/teacher/administrator compact.
2. Work with the elementary curriculum director to ensure coordination and support for the Title 1 program and parent involvement programs.
3. Design and provide high quality parent involvement programs to increase parent involvement in their child's education and learning.
4. Coordinate parent involvement programs and activities that will be in conjunction with all programs that contain a parent involvement component. The programs may include but are not limited to

- EIP, ESOL, Reading Recovery, and Migrant.
5. Evaluate the Title 1 program annually to ascertain the effectiveness and appropriateness of the program. This includes the parent involvement component to determine participation levels and identifying barriers to parent participation. The findings of this evaluation will be used to design strategies for school improvement in order to increase student achievement through parental involvement.
 6. Involve parents in a variety of ways in their child's education. This may include, but not be limited to parent workshops, distribution of newsletters, and encouraging parents to serve on PTCO committees and the School Council.
 7. Utilize parent involvement funds in a responsible manner based on the needs identified in parent surveys and through the school improvement plan.
 8. Encourage parent input concerning parenting activities and school improvement.
 9. Review the Title I parent involvement policy based on the changing needs of the students and parents.
 10. Provide timely information about school programs, curriculum, academic assessment, and measures of progress. The school will allow opportunities for parents to meet with school personnel to formulate suggestions and participate in discussions in regards to their child's education.
 11. Provide high quality curriculum and instruction in a supportive and effective environment so that children can meet the state's standards for academic achievement.
 12. Inform parents of school related activities using many forms of communication including sending letters home written in the language used at home. This may include, but not limited to newsletters, letters, email announcements via communication link, agenda books, Friday folders, telephone contacts, marquee, mailings, school website, and conferences. Frequent reports will be made to parents through progress reports, report

cards and computer generated reports to inform parents of student progress.

13. Encourage parents to attend meetings, workshops, and conferences to learn how they can help their children to improve their academic performance. Parents are encouraged to visit the school, volunteer at the school and participate in school activities. Ask for parental input on workshops to be held to meet their needs and ask for feedback after each workshop.
14. Notify parents of the AYP (Annual Yearly Progress) status of the school each year. The school will provide individual student assessment results and interpretation of those results and the proficiency levels the students are expected to meet on the CRCT.

Toys

CLARKESVILLE ELEMENTARY STUDENT/TEACHER PARENT/ADMINISTRATOR COMPACT

(Revised 04/27/11)

Clarkesville Elementary School values the worth of each child and is committed to the use of effective teaching practices to meet their individual needs.

PARENT/GUARDIAN AGREEMENT

We need your help in making sure that **children do not bring any toys (i.e.: games, balls, cards, etc.) to school.** Toys that are taken up at school will be kept until the last day of school, or until a parent/guardian picks them up. These items interfere with instruction and there is not a need for toys at school.

A teacher may allow items to be brought to school for special projects. The teacher will send a letter home notifying you what items are needed or can be brought to school.

Visitors

The faculty and staff of Clarkesville Elementary encourage parents to visit the school. **For your child's safety, upon entering the school, visitors are asked to report to the office and sign-in indicating your reason for the visit and to obtain a visitor's pass.** Upon the conclusion of your visit, please come back by the office to sign-out. These procedures are in place to help ensure the safety of our students.

I believe that my child can be successful so I agree to do the following:

- See that my child is punctual and attends schools regularly
- Support the school in its efforts to maintain discipline
- Establish a time for homework and review it regularly
- Provide a quiet well-lighted place for study
- Encourage my child's efforts and be available for questions
- Stay aware of what my child is learning
- Provide a library card for my child
- Read with my child and let my child see me read
- Participate in parent-teacher conferences
- Communicate with my child's teacher regularly about his/her progress

STUDENT AGREEMENT

I believe that I can be successful so I agree to do the following:

- Attend school regularly
- Come to school each day with pencils, paper and other needed materials
- Complete and return homework assignments
- Observe regular study hours
- Conform to rules of student conduct

TEACHER AGREEMENT

I believe that each child can be successful therefore I will:

- Provide meaningful work and assignments for students
- Provide assistance to parents as needed so they can help their child
- Encourage parents and students by providing frequent student progress information
- Provide opportunities for parent-teacher conference
- Communicate with parents regularly about student progress

PRINCIPAL AGREEMENT

I believe Clarkesville Elementary School will continue to be successful therefore I will:

- Provide an environment that allows for positive communication between the teachers, parents and students
- Support the teachers in providing high quality instruction
- Provide a safe and orderly school learning environment conducive to learning

You will receive another copy of this compact that you will sign and return to the school. This will serve as your copy to keep.

