

**W. Fred Scott, Sr. Elementary School**  
**“The School of Champions!”**

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**2014-2015**  
**Student / Parent Handbook and Calendar**

**Brian Beaty – Principal**  
**Ms. Carie Muserallo – Literacy Coach**  
**Elizabeth Copps – Guidance Counselor**

# Scott Elementary School

## “The School of Champions!”

August 4, 2014

Dear Parents,

I am honored to be the new principal of Scott Elementary School. I have been spending time in the school getting to know the staff, students, policies and procedures. This research has led me to see why Scott School is such a great place to work and attend. Dr. Witherspoon has solidified a great program here and I plan to continue on with his success. I am indeed fortunate to follow such a leader.

In my opinion, one of the most important roles of Scott’s principal is building strong relationships with families, teachers and students. It will be very important for me to be in the hallways, classrooms and in the cafeteria getting to know your children. My past experiences have shown that kids appreciate a person who genuinely invests time in them and is fair in decision making.

The administrative staff at Scott Elementary School is required to document that every parent has received and read the Scott Student Handbook. Please read over it carefully. **On the last page, you will find a handout that should be signed and returned to your child’s homeroom teacher.** The form includes the Parent Handbook Acknowledgement, a Passive Permission form, Student and Parent Compact, and a Nondisclosure of Student Information and Survey Participation form. If you have any questions, please call the school office.

Thank you,

Brian Beaty  
Scott Elementary Principal

## **Highly Qualified Teachers**

The faculty and staff at Scott Elementary are committed to continually seeking to improve instruction for our students. We hope that as a parent you will become actively involved in our school improvement initiatives as we continue to monitor student achievement and set high expectations. We encourage you to get to know your child's teachers and the class routines and expectations.

We are proud of the professional credentials of our teaching staff and will furnish you, upon request, the professional qualifications of any of your child's classroom teachers. This includes information concerning the grade levels and subject areas in which the teacher is certified, the major fields and degrees held by the teacher, and the qualifications of any paraprofessional who provides services to your child.

Sincerely,

Scott Elementary Principal

2014-2015  
Scott Elementary Calendar of Events

<b>Event</b>	<b>Day(s) of the Week</b>	<b>Date</b>
<b>July</b>		
Parent Engagement Night for K-2 Summer School	Tuesday	July 15, 2014
Ice Cream Social for New Pre-K and Kindergarten Parents Scholar Scottie Parent Night	Tuesday	July 29, 2014 (5:00)
Pre-Planning	Tuesday, Wednesday, Thursday, Friday	July 29 - August 1, 2014
<b>August</b>		
Scott Open House	Friday	August 1, 2014
First Day of School	Monday	August 4, 2014
Scott PBIS Kick-off Parade of Banners	Friday	August 8, 2014
Scott PTO Meeting / Pre-K Open House	Thursday	August 14, 2014 (6:00)
Scott Candy Sales Kick-Off		TBA
Scott School Council Meeting	Thursday	August 21, 2014 (12:00)
Scott Elementary Parent University	Thursday	August 21, 2014 (6:00)
Fall Picture Day	Wednesday	August 27, 2014
<b>September</b>		
Labor Day Holiday	Monday	September 1, 2014
Scott Pre-K & Kindergarten Grandparents Come to Lunch Day (11:00 - 12:00)	Friday	September 5, 2014

Scott 1st Grade Field Trip to Fire Station (8:30) Back to School BBQ for Teachers		
Begin Fall Fundraiser	Tuesday	September 9, 2014
Scott Elementary Title I Parent Involvement Meeting	Thursday	September 11, 2014 (6:00)
Scott School Council Pancake Breakfast	Saturday	September 13, 2014 (9:00 a.m)
Scott Family Fun Night	Thursday	September 18, 2014 (6:00)
Last Day of Fall Fundraiser	Tuesday	September 23, 2014
Benchmark Testing	Monday-Friday	September 22-26, 2014
<b>October</b>		
Kindergarten Sight Word Celebration	Friday	October 3, 2014
Fall Break	Monday-Friday	October 6-10, 2014
Teacher Workday/Student Holiday	Monday	October 13, 2014
Teacher Collaboration Meetings	Tuesday-Friday	October 14-17, 2014
First Day Second Nine Weeks	Tuesday	October 14, 2014
First Nine Weeks AR Celebration	Friday	October 17, 2014
Awards Assembly	Thursday	October 23, 2014 (8:30 - 11:00)
Red Ribbon Week	Monday-Friday	October 20-24, 2014
Fall Picture Retakes	Tuesday	October 28, 2014
Kindergarten Field Trip to Pumpkin Patch	Wednesday	October 29, 2014

Community Helper Dress Up Day	Friday	October 31, 2014
<b>November</b>		
Scott Fall Festival	Friday	November 7, 2014 (4:00 - 6:00)
RTI Meetings	Monday-Friday	November 3-7, 2014
Scott Family Fun Night	Thursday	November 13, 2014 (6:00)
1st Grade Field Trip to Tallahassee Museum	Friday	November 14, 2014
Scottie Feast for Staff	Friday	November 21, 2014
Thanksgiving Holiday	Monday-Friday	November 24-28, 2014
<b>December</b>		
Scott School Council Meeting	Tuesday	December 2, 2014 (12:00)
Scott PTO Christmas Program	Thursday	December 4, 2014 (6:00)
DIBELS Testing	Thursday	December 4, 2014
After School Dance	Friday	December 5, 2014 (3:45 - 5:00)
Benchmark Assessments / Secret Santa Week	Monday-Friday	December 8-12, 2014
Scott Faculty Christmas Party	Thursday	December 11, 2014
Kindergarten Sight Word Celebration	Wednesday	December 17, 2014
1st Semester PBIS Celebration	Thursday	December 18, 2014 (8:30 - 2:30)
Winter Holiday		December 19, 2014-January 2, 2015
<b>January</b>		
Teacher Work Day	Monday	January 5, 2015

First Day of Third Nine Weeks	Tuesday	January 6, 2015
Scott PBIS Refresher Kick-off	Friday	January 9, 2015 (TBA)
Scott Family Fun Night	Thursday	January 15, 2015 (6:00)
Scott Awards Assembly	Friday	January 16, 2015 (8:30 - 10:40)
Martin Luther King, Jr. Holiday	Monday	January 19, 2015
Teacher Collaboration Meetings	Tuesday-Friday	January 20-23, 2015
Invention Convention / Character Counts Week	Monday-Friday	January 26-30, 2015
<b>February</b>		
PTO Meeting	Thursday	February 5, 2015 (6:00)
Scott Valentine Dance	Friday	February 6, 2015 (7:00 - 9:00)
1st Grade Field Trip to Jack Hadley Black History Museum / Scott Faculty Luncheon "Treats for Our Sweets"	Friday	February 13, 2015
Begin Spring Fundraiser	Tuesday	February 17, 2015
Scott School Council Meeting	Thursday	February 26, 2015 (12:00)
Scott Black History Program	Thursday	February 26, 2014 (7:00)
<b>March</b>		
End of Spring Fundraiser	Tuesday	March 3, 2015
Pre-K Play Date with Dad	Friday	March 6, 2015 (11:00)
Scott Benchmark Assessments	Monday-Friday	March 2-6, 2015
Spring Picture Day	Wednesday	March 11, 2015
Kindergarten Sight Word Celebration	Thursday	March 12, 2015
PTO Meeting	Thursday	March 12, 2015 (6:00)

Student/Teacher Holiday	Friday	March 13, 2015
Teacher Workday / Student Holiday	Monday	March 16, 2015
First Day of Fourth Nine Weeks	Tuesday	March 17, 2015
Teacher Collaboration Meetings	Monday-Friday	March 16-20, 2015
Kindergarten Play Date with Dad	Friday	March 20, 2015 (11:00)
3rd Nine Weeks Awards Assembly	Thursday	March 26, 2015 (8:30 - 10:45)
Scott Family Fun Night	Thursday	March 26, 2015 (6:00)
Scott School Field Day	Friday	March 27, 2015 (8:30 - 2:30)
<b>April</b>		
Spring Break	Monday-Friday	April 6-10, 2015
Kindergarten Easter Egg Hunt	Friday	April 17, 2015
Rose Bud Parade	Thursday	April 23, 2015
Kindergarten Field Trip to Flint River Aquarium	Friday	April 24, 2015 (8:30)
<b>May</b>		
After School Dance	Friday	May 1, 2015 (3:45 - 4:45)
Pre-K Parent Conferences	Tuesday-Friday	May 5-8, 2015
Pre-K & Kindergarten Muffins for Moms (8:30) / 1st Grade Field Trip to Challenger Learning Center (8:30)	Friday	May 8, 2015
Scott Benchmark Testing	Monday-Friday	May 11-15, 2015
Kindergarten Graduation	Tuesday	May 19, 2014 (TBA)
4th Nine Weeks Awards Assembly	Tuesday-Wednesday	May 19-20, 2015 (8:30 - 10:45)



2nd Semester PBIS Celebration (Wet-n-Wild)	Thursday	May 21, 2014 (8:30 - 2: 30)
Last Day for Students	Friday	May 22, 2015
Report Cards Go Home	Friday	May 22, 2015
Post-planning	Tuesday-Thursday	May 26-28, 2015

Updated 05/02/14

**Scott Elementary School**  
2014-2015  
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**Faculty and Staff**  
**Brian Beaty, Principal**

Carie Muserallo, Literacy Coach      Elizabeth Copps, Guidance Counselor

<p><b><u>Administrative Assistants</u></b> Chiquita Duncan, Bookkeeper Lacolla Harper, Secretary</p> <p><b><u>School Nurse</u></b> Robin Cook, R.N.</p> <p><b><u>Support Staff</u></b> Carolyn Alligood, EIP Julie Brewster, Media Specialist Cheryl Gonatos, Parent Involvement Coordinator Dr. Sally Hernandez, Strings Michelle Jones, EIP Kristen Walker, Band Brice Warner, PE Teacher</p> <p><b><u>Paraprofessionals</u></b> La’Rhonda Frazier-Adams Virginia Cone Marcus Conyers Sabrina Hicks Shonda Scott Cleveland Shy Teresa Smith Whitney Stringer Brenda Walden Billye Young</p> <p><b><u>Food Service</u></b> Starr Fallen, Manager Karen Brown Beulah Johnson Latonya Stringer</p>	<p><b><u>Pre-K</u></b> Cathy Carruthers Julie Spence</p> <p><b><u>Kindergarten</u></b> Brook Everett Brittany Heard Brittany McGuire April Palmer</p> <p><b><u>First Grade</u></b> Nicole Brown-Smith Alisha Copeland Samantha Green Lori Walker</p> <p><b><u>Second Grade</u></b> Levada Laing Pam Lewis Priscilla Simon</p> <p><b><u>Third Grade</u></b> Sarah Black Gail French Angela Tillman</p> <p><b><u>Fourth Grade</u></b> Adrienne Angry Sara Martha Davis Pam Gardner</p> <p><b><u>Fifth Grade</u></b> Alyssa Schertle Jennifer Shiver Rebecca Tabb</p> <p><b><u>Special Education</u></b> Krista Dance Desire’ Stokes</p>
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## **Mission Statement and Beliefs**

### **Mission Statement**

Our mission is to provide standards-based instruction to all children in a safe and caring environment that fosters intellectual, social, and moral growth.

### **We believe:**

All students can learn.

Student learning is the priority of Scott Elementary.

Learning should be meaningful.

Students learn in different ways.

Students learn best when actively engaged and provided with successful practice opportunities.

Students learn best in a safe and orderly environment.

Exceptional students require special services and resources.

School staff, administration, and parents share the responsibility of advancing the school's mission.

Community support enhances the school mission.

A commitment to a continuous school improvement process is essential.

### **Scott Elementary School's Theme:**

"The School of Champions!"

**PTO Board of Directors & Committees  
Scott Elementary School  
2014-2015**

<i>Co-Presidents:</i> Kendrick & Chiquita Duncan	<i>Vice President:</i> TBA	<i>Secretary:</i> TBA	<i>Treasurer:</i> TBA
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**School Council Members  
Scott Elementary School  
2014-2015**

Parent Rep.	Teacher Rep.	Business Rep.
Chiquita Duncan <a href="mailto:duncanc@mail.tcitys.org">duncanc@mail.tcitys.org</a>	Pam Lewis <a href="mailto:lewisp@mail.tcitys.org">lewisp@mail.tcitys.org</a>	
TBA	Angela Tillman <a href="mailto:tillmana@mail.tcitys.org">tillmana@mail.tcitys.org</a>	
	Brian Beaty, Principal <a href="mailto:beatyb@tcitys.org">beatyb@tcitys.org</a>	

**Administrative Fund Raisers**

Southern School Specialty Holiday Sales

Papa John's Pizza Night  
SWI Photographers  
School Store

**Community Sponsors**

Applebee's  
Chick-fil-A  
Dairy Queen  
Kiwanis of Thomasville  
Papa Johns  
Red Elephant  
Doug's Roll-A-Rink  
Rotary Club of Thomasville  
Taco Bell  
Wendy's  
YMCA

## **School-Wide Procedures**

### **Morning Procedures**

#### **Students**

1. **K-5** Students who arrive between 7:15 – 8:00 will be dropped off on the side-porch drive (side of cafeteria). Cars must use inside lane, unless it is filled, then they may proceed to the second lane. Students will eat breakfast in cafeteria as soon as they arrive. Students who arrive past 8:00 **MUST** be checked in at the front office on Hansell Street.
2. **Pre-K** students must be dropped off at the Jackson Street parking lot. A staff member will be there to assist your child. Pre-K students will eat breakfast with their class at 8:25.

### **Hallway Procedures**

1. Students will walk quietly keeping their hands behind their backs.
2. Students will walk on the right side of the hall at all times.
3. Students will avoid touching the walls and any wall displays with their hands or their feet.
4. Students will yield to main avenues of traffic.

### **Cafeteria Procedures**

1. Students will enter the “IN” door quietly.
2. Students will stand in the serving line quietly with their hands behind their backs until they reach the milk cooler.
3. Students will remain standing, facing forward until they get their meal.
4. Students will then proceed quietly and carefully to their designated lunch area.
5. Students will remain silent and eat their food for the first 10 minutes of their lunch period. When the signal cup on their table changes from red to green, students may talk softly.
6. Students will raise their hands if assistance is needed.
7. Students will sit with feet on floor, bottom on seat, and facing table.
8. Students will keep all food to self. (No sharing)
9. Students will clean their area before leaving the table.
10. Students will be dismissed by sections and will be instructed to walk down the designated aisle quietly to empty their trays.
11. Students will eat lunch in the ISS center.
12. Students will use the restroom only during scheduled restroom breaks.
13. Students who are absent for any reason will report to the ISS center upon returning to school.

## **Student Drop-Off Procedures**

**Kindergarten through 5th grade** students who arrive between 7:30 – 8:00 must be dropped off on the **Side Porch (Behind the cafeteria)**. A staff member will be there to assist your child. Pre-K students will eat breakfast with their class at 8:25.

**Pre-K students must be dropped off on the back porch between 7:35 and 8:00.**

**All exterior doors, except main entrance, will remain locked during school hours. Doors should not be left propped open.**

## **Student Pick-up / Dismissal Procedures**

**\*Parents are asked to remain in their vehicles and drive around to get their child.**

**Pre-K, Kindergarten, First and Second Grade** students will be dismissed at 3:10 at the **Jackson Street parking lot**. Students in grade **Third, Fourth & Fifth** will be dismissed at 3:10 at the **Side Porch** (behind Cafeteria).

**ONLY DAY CARE RIDERS will be picked up in the FRONT PORCH.**

**If parents are picking up siblings, then the older child/children should go to the location of the youngest child.**

All students riding a daycare van or bus will be picked up at 3:10 from the **Front Porch (MuDear, Mount Zion, Vashti, Reading Rainbow, Douglass Alumni, Smart Start, YMCA, and Resource Center)**. They will sit in their designated area facing the driveway until their transportation arrives.

Walkers who are waiting for siblings from MacIntyre Park or Thomasville High will wait on the Side Porch (on Jefferson St.) in their designated area until their sibling(s) arrive.

ALL students **MUST be picked up by 3:30**. Students who are not picked up by 3:45 are considered to be late pick-ups. After a student has been picked up late three times within a nine weeks' period (grading period), a letter will be mailed to parents. After the **4th late pick up**, a conference will be required with the principal. **After the 5<sup>th</sup> time, an "outside agency" will be notified.**

**\*IF THE MAJORITY OF THE PARENTS ARRIVE BETWEEN 2:50 AND 3:10, THERE WILL BE A MAJOR TRAFFIC JAM! PLEASE CONSIDER ARRIVING BETWEEN 3:05 AND 3:20 FOR THE FIRST TWO WEEKS OF SCHOOL!**

**Students who are picked up after 3:45 must be signed out at the front office. NO EXCEPTIONS!**



### **Assembly Procedures**

1. Students will follow hallway procedures when transitioning to and from the cafeteria or gymnasium.
2. Students will enter the cafeteria or gymnasium quietly and be seated.
3. When in the cafeteria, students will sit at their designated section.
4. Students will be dismissed by sections.

### **Media Center Procedures**

1. Students will enter the Media Center quietly.
2. Students will return books to the depository if needed.
3. Students will follow the Media Specialist's procedures.
4. Students will use low voices at all times.

### **Fire Drill Procedures**

1. Students will line up quietly when instructed to do so.
2. Students will exit the room quickly and calmly.
3. Students will remain in line and walk to the designated exit.
4. The last student in line will be responsible for closing the classroom door.
5. Students will walk to their designated area and remain facing away from the building until they receive permission from their teacher to turn around. The last student will lead the line back into the building when the "all clear" signal is given.

### **In-School Suspension (ISS)**

1. Students will follow the school's core rules.
2. Students will sit in assigned seat and remain there until otherwise directed.
3. Students will complete all assignments given by teachers.
4. Students will not talk or sleep while in ISS.
5. Students will raise their hand for assistance.
6. Students will eat lunch in the ISS center.
7. Students will use the restroom only during scheduled restroom breaks.
8. Students who are absent for any reason will report to the ISS center upon returning to school.

## **Expectations of All Students**

1. Accept responsibility for personal choices.
2. Follow all school rules.
3. Come to school prepared with the appropriate materials such as: homework, notebooks, agenda books, etc.
4. Be respectful and polite to themselves, staff members, and peers. Show appreciation for diversity and differences.
5. Be respectful of school property
6. Use good manners.
7. Walk and talk only with teacher permission (lunchroom, hallway).
8. Keep their hands, feet and objects to themselves.
9. Leave gum, candy, toys and other unacceptable items at home.
10. Attend school regularly and come to school on time.
11. Exhibit school pride.
12. Keep our school safe and clean.
13. Demonstrate efficient work habits and remain on-task.
14. Be active participants in the learning process.
15. Report to school officials any illegal activity involving drugs and/or weapons.
16. Follow district and school board policies pertaining to behavior at school and during school functions.
17. Behave in a manner which is conducive to learning, and do not interfere with the teacher's right to teach or other students' right to learn.
18. Comply immediately with any staff member's request to obey school rules.
19. Strive for excellence. Do your best.
20. Behave and follow guidelines and procedures both before and after school.

## Parent Responsibilities

1. Parents are expected to teach and model respect and responsibility at home.
2. Parents are expected to cooperate fully with teachers, principals, and other school staff members and to encourage their children to do the same. Parents are expected to provide the school with up-to-date phone numbers and addresses in case contacting a parent becomes necessary. They are expected to provide changes of any contact information and to notify the front office of persons authorized to pick up their children.
3. **Parents or anyone picking up students may be asked to show picture ID at the front desk.**
4. Parents are expected to support the school's rules and consequences.
5. Parents are expected to require their children to be punctual and to attend school daily.
6. Parents are encouraged to accept responsibility for providing children with requested supplies and materials.
7. Parents are expected to make sure their children have a time and a place to study.
8. Parents are expected to participate in parent-teacher conferences as requested.
9. Parents are expected to encourage their children to behave responsibly during school, extra-curricular activities, and after-school functions.
10. **Parents should adhere to the school hours, e.g., not dropping children off too early, not picking children up too late, and not removing children from school unless necessary, especially during the last thirty minutes of the school day.**
11. Parents are expected to become meaningfully involved in their children's school experience (monitoring homework, study time, attending school functions, etc.). Parents should make sure that all homework and projects are returned to school.
12. Parents are expected to sign and return all required school correspondence in a timely fashion. Progress reports and report cards should be signed by parents and returned to the homeroom teachers.
13. Parents are expected to sign and return the "Parent-School Handbook Agreement."
14. **Parents are expected to sign and return the "Parent Involvement Policy."**
15. Parents are expected to conference with school officials prior to a student's suspension from school. **Note:** Failure to attend the conference may result in the student not being allowed to return to school until a parent conference is held. In this case, parents are not

complying with the intent of state law and may be subject to legal consequences. Upon returning to school, the student will sign a behavior contract with the principal and teacher before returning to class. A copy of the contract will be sent to the parent.

16. **Parents/guardians assume legal responsibility for the behavior of their children as determined by law and community practice.**
17. Parents are expected to be aware of the contents of their child's book bag at all times.
18. Parents are expected to sign and return the "Transportation Release Agreement" to the teacher. This form permits the child to be transported on field trips.
19. If parents experience a problem with a teacher or staff member, they should avoid criticizing school officials in front of their children. Instead they should make an appointment and speak with the appropriate staff member.
20. Parents are expected to sign-in and receive an appropriate pass before visiting classrooms. (No exceptions). Parents should not interrupt instruction.
21. **Parents are required to schedule a time with the teacher before visiting the classroom. This can be done by calling the secretary. Unexpected visits may disrupt the learning environment.**
22. When visiting the school, parents should avoid public acts of discipline. PRIVATE DISCIPLINE, PUBLIC PRAISE.
23. Parents are expected to dress appropriately when on the school grounds (no night clothes or clothing that is too revealing).
24. Parents are expected to comply with Thomasville City School District guidelines pertaining to immunization records and other required documents. **Students will be withdrawn from school if immunization records are not updated after 30 days of being notified in writing.**
25. Parents are expected to monitor student dress and reinforce the dress code of Scott Elementary.

### **CBRRT – Community Based Risk Reduction Team**

The Thomas County Schools/Thomasville City Schools Attendance Protocol Committee has created a sub-committee called the Community Based Risk Reduction Team (CBRRT) to develop an intervention plan to address those factors which may negatively impact student attendance. Membership includes a representative from each of the following designated agencies: Thomas County Student Services Department, Thomasville City Student Services Department, Thomas County Law Enforcement, Thomasville City Law Enforcement, The Department of Juvenile Justice, Thomas County Department of Family and Children Services, Georgia Pines Community Mental Health/Developmental Disabilities/Alcohol & Drug Service, VASHTI, and The Thomas County Assistant District Attorney.

Each school will provide to the parent, guardian, or other person having control or charge of each child enrolled in public schools a written summary of possible consequences and penalties for failing to comply with compulsory attendance under O.C.G.A. 20-2-690.1. These statements signed by the parent/guardian, indicating receipt of such written statement for consequences and penalties. Children age ten years or older have also received a signed a copy of such written statement regarding possible consequences and penalties. The signed copies are maintained, through the school year, at the school.

Student attendance will be monitored on a daily basis using a student information management system. Each school has established a procedure to identify students who are truant, chronically absent or other factors that may constitute educational deprivation. These procedures include attempting to determine the causes of failure to comply with compulsory attendance mandates and addressing the issue with children and their parents.

It may be determined that a referral to the School Social Worker/Student Services Director is required. The School Social Worker/Student Services Director will conduct a conference with the child and the parent, which may also require a home visit. The School Social Worker/Student Services Director will conference with the parent/child to identify barriers to regular attendance and strategies to remove those barriers. Additionally, the School Social Worker/ Student Services Director may contract with the child/parent regarding improved attendance or initiate a referral to community resources.

When the determination has been made that all school-based interventions have been exhausted, the School Social Worker/Student Services Director will make a referral to the

Community Based Risk Reduction Team (CBRRT) using the CBRRT Referral Form. CBRRT will schedule a conference with the family and attempt to develop an intervention contract. Upon notification of continued noncompliance with the intervention contract, the Assistant District Attorney will proceed with an educational deprivation petition in Thomas County Juvenile Court or criminal prosecution in Thomas County State Court.

*Scott Elementary School strictly enforces the  
Georgia Bullying Law.*



### **The Georgia Bullying Law (O.C.G.A. 20-2-751.4)**

**As used in this Code section, the term "bullying" means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:**

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - (A) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
  - (B) Has the effect of substantially interfering with a student's education;
  - (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - (D) Has the effect of substantially disrupting the orderly operation of the school.

## Dress Code

During the school day, the primary focus of the student should be to learn. Some clothes that are suitable for wear outside of school are not suitable for wear at school. The age and gender of the child and what is considered to be developmentally appropriate will be considered in the enforcement of the dress code. The administration reserves the right to amend or modify the dress code to ensure safety or improve the atmosphere for learning.

1. No bare midriffs, tank tops, halter tops (one shoulder out, tube tops) no low or plunging necklines, spaghetti straps, loose fitting sleeveless tops that do not cover foundation garments.
2. ALL boys whose shirts are longer than 5 inches past the waist should be tucked in and pants should be worn with a belt.
3. No sagging pants or shorts, no low waist pants, low rider pants, **pants/shorts with holes.**
4. No overly short dresses or shorts (must come to the fingertip of the middle finger when the arms are down at the student's side.)
5. Earrings are to be worn only in the ears.
6. Clothing depicting disruptive words, gang related activity, violence, vulgarity, drugs, alcohol, or disrespect for others will not be allowed.
7. Hats, scarves, headbands, doo-rags, bandanas, or other head coverings are not allowed.
8. Students are expected to wear appropriate footwear for all school activities. **Flip Flops are NOT allowed!**
9. Haircuts/designs that symbolize gang related activity or that disrupt the learning environment are not allowed.

## Parent Dress

1. All parents and adults visiting the campus should physically appear in a manner appropriate for our educational learning environment. Adults should follow the same guidelines that are expected of students. Do not wear sleep attire or clothing that exposes undergarments or private body parts. Low-cut tops, and extremely short skirts or shorts are not appropriate for this school environment. Clothing that advertises alcohol or drugs is not allowed on campus. Any parent dressed inappropriately may be asked to leave campus. Help us maintain our respectful student standards by modeling Scott Elementary School's expectations.

2. **All guidelines are subject to the interpretation of the administration.**



## School Day Attendance

**Starting Time:** 8:00

**Dismissal Time:** 3:10

Students are not to be left on the school campus before 7:15 a.m. or after 3:45 p.m. Students must vacate the campus as soon as possible after the 3:10 bell rings, unless they are in an activity supervised by a teacher.

**Tardy to School:** Any student arriving at school following the **8:05 bell** is considered tardy and will need to be signed in by an adult in at the office. Any student who is on school property but not in his or her assigned classroom or other authorized area following the bell will be considered tardy to school.

**Excused Tardy:** A tardy resulting from events beyond a student's control, such as an accident, road closure, area power outage, or other excuses determined by the principal or designee as acceptable is excused. Documentation is required to excuse a tardy.

**Unexcused Tardy:** Incidents including over-sleeping, heavy traffic, errands, delays at a train crossing, or similar excuses determined by the principal or designee as unacceptable are unexcused. Documentation will not obligate the principal or designee to excuse an unexcused tardy.

**Early Checkout:** Early checkout is defined as leaving school prior to the end of instruction time and/or the end of the official school day. If a student is checked-out before 11:30 a.m. he/she will be counted absent.

Excused: Early checkouts that may be excused include emergencies, illness, or other reasons that the Principal deems necessary or reasonable. Documentation is required to excuse early dismissal. Records will be kept at the school to document the number of days a student misses due to early checkouts. **Excessive incidents of unexcused early checkout may result in disciplinary action or referral to Student Services as the principal deems necessary.**

Unexcused Tardies and Early Checkouts:

- **Students accumulating three (3) days of unexcused tardies to school will receive a referral to the principal or principal's designee for disciplinary or other appropriate action.**
- At the school system's discretion, students establishing a pattern of early checkouts may be referred to the principal or principal's designee for disciplinary or other appropriate action.
- Students leaving early or arriving late to class may be counted absent from the class or classes missed if they are absent more than 15 minutes of the instructional period.

## **Consequences and Penalties for Unexcused Tardies/Early Checkouts**

The principal or principal's designee may assign consequences and penalties for unexcused tardies and/or early checkouts that may include, but are not limited to the following:

### **Third Tardy:**

Written notification from teacher to notify parent(s), guardian(s) or other person(s) having control or charge of the student of possible consequences for continued tardies, including after-school detention or meeting with Principal.

### **Fourth to Ninth Tardies:**

Referral(s) to principal or the principal's designee for disciplinary consequences, counselor's referral or other appropriate action.

### **Ten or More Tardies:**

Ten or more tardies may result in immediate referral to support agencies such as the Department of Family and Children Services (DFCS), law enforcement, Juvenile Court, and other external agencies.

## **Excuses for Absences**

Students who have been absent must bring a note from a parent or legal guardian on the day they return to school. Excused absences are those for personal illness, death in the family or recognized religious holidays. If a student has an excused absence, missed assignments must be made up and credit will be given for academic work. If a student is out for more than two days, the parent should contact the school and request that assignments be sent to the office to be picked up at the end of the school day. Students who have excessive absences will be reported to the system attendance officer for appropriate action.

## **Illness**

If a child becomes ill during the day, the nurse or office will contact the parent. The parent, or designated adult, must sign in at the office for the child to leave school. There is a school nurse available at the school.

## **Signing Out**

If a student has to leave school for an appointment, a note should be sent to the teacher and the office. The parent, or designated adult, must sign out at the front office in order for the child to leave school. If the student returns to school, she/he must report to the office for the time to be recorded.

## **Student Admission**

All students must enroll at the school in which they plan to attend. Parents and/or guardians must present a current proof of Thomasville residence (utility bill), adequate certificate of immunization on Georgia Form #3231, a certified copy of their birth certificate, Georgia Form #3300 which shows they have passed a current dental, vision, and hearing screening, a Social Security Card, and documentation of legal guardianship (if applicable).

## **Withdrawing from School**

The established procedures for withdrawing from school are as follows:

1. Notify the school office the day of withdrawal.
2. Return all textbooks and other materials.
3. Return all library books.
4. Clear lunch charges.
5. Parents must sign in the office a “Release of Information” for records to be forwarded.  
Or, parents may sign at the new school upon enrollment.

## **Hospital/Homebound**

If a student is likely to be absent from school for 10 days or more as a result of surgery or a non-communicable disease, she/he may be eligible to participate in the Hospital Homebound Program. The parents/legal guardian should inform the school as soon as possible.

## **School Insurance**

Students will receive information about school insurance the first week of school. The parent communicates directly with the insurance company. Parents must indicate the type of coverage wanted when application and payments are made.

### ***Suspension/Probation***

Students who have been suspended from school will not be allowed during the period of suspension to participate in any extra-curricular activities or to attend any school sponsored events.

The Board of Education may also place on probation a student who is readmitted to school following suspension or expulsion, and the terms of probation will be determined on an individual basis.

### ***Parent Concerns***

The Thomasville Board of Education has a policy for the proper channeling of concerns, questions or problems a student or parents might have involving personnel, instruction, discipline, learning materials or other school matters. Each concern or problem is a personal matter and must be settled on an individual basis. Any concern should come from a parent or guardian about his/her own child.

Step 1. Make an appointment with the teacher. The parent or guardian and usually the student should talk with the teacher. Most questions, concerns or problems can be answered at this level. If a solution is not found, proceed to Step 2.

Step 2. Make an appointment with the principal. The principal will decide whether or not the teacher will attend this meeting. If a solution is not found, proceed with Step 3.

**NEW** – Step 3. Complete a Parent Grievance Form indicating which rule, policy or law you believe has not been applied appropriately by the principal. Submit this form to the Student Services Specialist at the central office. The Student Services Specialist will review your grievance to determine whether it warrants further review by the superintendent. The superintendent will review all relevant documents and/or information to notify the parent whether any actions taken are upheld, modified, or revoked.

Step 4. Contact members of the Board of Education to indicate which rule, policy, or law has not been appropriately reviewed by the superintendent.

### ***Parents' Liability***

Under House Bill 1450, passed by the 1982 Georgia General Assembly, "parents and guardians of minor children will be liable for their willful or malicious damage to school property up to \$5,000 plus court costs."

### ***Bus Policy***

All students riding a public school bus for any reason must comply with the following conduct of students during school hours and at school related functions, in a manner that is appropriate to the age of the student:

(1) Verbal assault of teachers, administrators, and other school personnel;

- (2) Physical assault or battery of teachers, administrators, and other school personnel;
- (3) Disrespectful conduct toward teachers, administrators, and other school personnel;
- (4) Verbal assault or battery of other students;
- (5) Physical assault or battery of other students;
- (6) Disrespectful conduct toward other students; and
- (7) Verbal assault of, physical assault or battery of, and disrespectful conduct toward persons attending school related functions.

The specific provisions shall include but not be limited to:

- (A) Students shall be prohibited from acts of physical violence as defined by Code Section 20-3-751.6, bullying as defined by subsection (a) of Code Section 20-3-751.4, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior;
- (B) Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones; pagers, audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus; and
- (C) Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.
- (D) If a student is found to have engaged in physical acts of violence as defined by Code Section 20-3-751.6, the student shall be subject to the penalties set forth in such Code section. If a student is found to have engaged in bullying as defined by subsection (a) of Code Section 20-3-751.4 or in physical assault or battery of another person on the school bus, the local school board policy shall require a meeting of the parent or guardian of the student and appropriate school district officials to form a school bus behavior contract for the student. Such contract shall provide for progressive age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Contract provision may include but shall not be limited to assigned seating, ongoing parental involvement, and suspension from riding the bus. This subsection is not to be construed to limit the instances when a school code of conduct or local board of education may require use of a student bus behavior contract.

## *Thomasville City Schools Discipline Policy*

Incident Type	Definition
<b>(00) Continuation of Incident</b>	An event with multiple incidents for a single action has occurred.
<b>(01) Alcohol</b>	Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Students under the influence of alcohol may be included if it results in disciplinary action.
<b>(02) Arson</b>	Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary devices. (Note: Possession of fireworks or incendiary devices must be reported as "Possession of unapproved items".).
<b>(03) Battery</b>	Intentional touching or striking of another person to intentionally cause bodily harm. (Note: The key difference between battery and fighting and is that fighting involves mutual participation.).
<b>(04) Breaking &amp; Entering - Burglary</b>	Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft). (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.).
<b>(05) Computer Trespass</b>	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.
<b>(06) Disorderly Conduct</b>	Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others. (Includes disruptive behaviors on school buses).

<b>(07) Drugs, Except Alcohol and Tobacco</b>	Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics; or any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school.
<b>(08) Fighting</b>	Mutual participation in a fight involving physical violence where there is no one main offender and an intent to harm (Note: The key difference between fighting and battery is that fighting involves mutual participation.).
<b>(09) Homicide</b>	Killing of one human being by another.
<b>(10) Kidnapping</b>	The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will.
<b>(11) Larceny / Theft</b>	The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence or bodily harm. (Note: The key difference between larceny/theft and robbery is that the threat of physical harm or actual physical harm is involved in a robbery.).
<b>(12) Motor Vehicle Theft</b>	Theft or attempted theft of any motor vehicle.
<b>(13) Robbery</b>	The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. (Note: The key difference between robbery and larceny/theft is that the threat of physical harm or actual physical harm is involved in a robbery.).
<b>(14) Sexual Battery</b>	Sexual touching of any kind against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent.
<b>(15) Sexual Harassment</b>	Non-physical and unwelcome sexual advances, lewd gestures or verbal conduct or communication of a sexual nature; requests for sexual favors; possession of sexually explicit images; gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment.

<b>(16) Sex Offenses</b>	Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual.
<b>(17) Threat / Intimidation</b>	Any threat through written or verbal language or act which creates a fear of harm and/or conveys a serious expression of intent to harm or violence without displaying a weapon and without subjecting the victim to actual physical attack.
<b>(18) Tobacco</b>	Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school.
<b>(19) Trespassing</b>	Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.).
<b>(20) Vandalism</b>	The willful and/or malicious destruction, damage, or defacement of public or private property without consent.
<b>(22) Weapons – Knife</b>	The possession, use, or intention to use any type of knife.
<b>(23) Weapons – Other</b>	The possession, use, or intention to use any instrument or object that is used or intended to be used in a manner that may inflict bodily harm (does not include knives or firearms).
<b>(24) Other Incident for a State-Reported Discipline Action</b>	Any other discipline incident for which a student is administered corporal punishment, in-school suspension, administrative action, detention, suspended from riding the bus, referred to court or juvenile system authorities, or removed from class at the teacher's request (pursuant to O.C.G.A. 20-2-738).
<b>(25) Weapons – Handgun</b>	Possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. NOTE: This definition does not apply to items such as toy guns, cap guns, bb guns and pellet gun [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141].



<b>(26) Weapons – Rifle/ Shotgun</b>	The term "rifle" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term "shotgun" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger. [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141].
<b>(27) Serious Bodily Injury</b>	The term "serious bodily injury" means bodily injury that involves a substantial risk of death, protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.
<b>(28) Other Firearms</b>	Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921. Includes any weapon (including started gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks). [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141].
<b>(29) Bullying</b>	A pattern of behavior, which may include written, verbal, physical acts, or through a computer, computer system, computer network, or other electronic technology occurring on school property, on school vehicles, at designated school bus stops, or at school related functions that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm or visibly bodily harm.
<b>(30) Other - Attendance Related</b>	Repeated or excessive unexcused absences or tardies; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions.
<b>(31) Other - Dress Code Violation</b>	Violation of school dress code that includes standards for appropriate school attire.
<b>(32) Academic Dishonesty</b>	Receiving or providing unauthorized assistance on classroom projects, assignments or exams.

<b>(33) Other - Student Incivility</b>	Insubordination or disrespect to staff members or other students; includes but is not limited to refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth.
<b>(34) Other - Possession of Unapproved Items</b>	The use or possession of any unauthorized item disruptive to the school environment. (Note: The use of fireworks or incendiary devices must be coded as Arson.).
<b>(35) Gang-Related</b>	Any group of three or more students with a common name or common identifying signs, symbols, tatoos, graffiti, or attire which engage in school disruptive behavior.
<b>(36) Repeated Offenses</b>	Collection of state reportable offenses that occur on multiple school days.
<b>(40) Other Non-Disciplinary Incident</b>	This code is used exclusively for the reporting Physical Restraint. When the INCIDENT TYPE = '40', then the ACTION CODE must = '95' for Physical Restraint. Do not report a Teacher ID when Incident Code is "Other Non-Disciplinary Incident."

**\*For a detailed list of the definition codes and levels, see Appendix A.**

**Scott Elementary C.H.A.M.P Expectation Matrix**  
**Positive Behavior Interventions and Supports**

<b>Expectations</b>	<b>Cafeteria Rules</b>	<b>Hall Rules</b>	<b>Playground Rules</b>	<b>Restroom Rules</b>	<b>Dismissal Rules</b>	<b>Office/Nurse Rules</b>	<b>Assembly Rules</b>
<b>C:</b> Come motivated.	Enter and exit quietly. Enter lunch number.		Enjoy your free time.		Be ready to leave.		Be ready for the program.
<b>H:</b> Have respect for myself and others.	Use table manners.	Have shirt tucked.	Use appropriate language.  Only call others by their names.	Leave all inappropriate objects in the classroom.  Respect the privacy of others.	Follow all staff directions the first time given.	Report to desk and be polite.	Sit quietly.  Follow staff directions the first time given.
<b>A:</b> Always follow directions.	Be quiet when you have red cup.  Talk quietly on green cup.	Remain quiet.  Always have a pass.	Boys play separate from girls.	Get in and out as quickly as possible.  Remain silent.	Remain silent.  Sit in your assigned area.  Listen for your name.	Always have a pass.	Remain silent.  Sit in assigned area.
<b>M:</b> Maintain safety.	Clean up your area.  Remain seated.  Eat your own food.	Always walk.  Hands behind your back.	Keep hands, feet, and objects to yourself.  Report accidents to adults.  Remain on playground at all times.	Keep bathroom clean.  Wash hands with soap.	Go directly home or other.	Wait patiently for your turn.	Enter and exit in a quiet line.
<b>P:</b> Positivity counts.	Raise your hand to get things you need.	Stay on the Scottie Trail.	Use good sportsmanship.	Wait patiently for your turn.	Work towards your AR goal.	Use please, thank you, and excuse me.	Enjoy the program.  Clap/cheer at appropriate times.

## **Student Leadership Team**

Scott Elementary School has established a Student Leadership Team (SLT) which is comprised of 4<sup>th</sup> and 5<sup>th</sup> grade students.

This organization is used to teach leadership skills that are greatly needed in today's world. The SLT promotes service learning and is for students interested in helping out around the school and modeling positive behaviors for younger students. These students must be motivated, show high levels of academic achievement, be of strong moral character and have a willingness to serve. There will be an application process in place for this organization.

Members of the SLT will provide services such as:

- Peer helper
- Peer tutoring
- AR Listener
- AR sign-on helper
- Recess Buddy
- Office Helper

The team will meet regularly, have organized training for leadership skills and take field trips.

SLT Sponsor: Mrs. French

Students can find out more information from his or her homeroom teacher.

## Student Recognition

All teachers will be strongly encouraged to recognize at least one student per month for some achievement.

Scott Elementary School will develop an on-going committee for student recognition. **The following student recognitions will occur at the end of every nine-weeks in the Awards assembly.**

**Honor Roll:** \* All A's  
\* All A's and B's

**Principal's Award Picnic:** Students in grades 3<sup>rd</sup>-5<sup>th</sup> who receive all A's for the nine weeks grading period will be treated with a picnic with the principal.

**Super Scottie:** One student per class weekly with 1 or less infraction gets school-wide recognition.

**Top Scottie**(Recognized Quarterly):

1. Teamwork (Is helpful, cooperative, willing)
2. Behavior
3. \*Academic (highest average)

**Student of the Month:** Each grade level will have a month to choose a student of the month for the entire school.

**Terrific Kid:** Student picked from Super Scottie pool.

**Attendance:** Perfect Attendance (No absences)

**Fun Friday:** Incentive given by the teacher where students participate in fun activities.

**Fourth Friday:** Chosen by teachers for good behavior through the month; students are invited to grade level social event such as movie, dance, snack time, etc.

**An End-of-the-Year Awards Assembly will also include:**

**Yearly Honor Roll:** All A's  
All A's and B's

**Yearly Perfect Attendance**

**Special Areas "Super Scottie"**

\*Conduct Grade is not a factor in Honor Roll and the Academic Top Scottie Award.

## School Pictures

Individual student pictures will be made in the fall and in the spring. Class pictures will also be taken in the spring. The administration will determine the exceptions for picture retakes.

## Report Cards

Mid-nine weeks reports will be sent home each grading period. Report cards are sent home at the end of each nine weeks. Report cards indicate the progress the child has made during the grading period.

The grading system for Scott Elementary School is as follows:

Kindergarten – Checklist of skills

Grades 1-2

S – Satisfactory

N – Needs Improvement

U – Unsatisfactory

Grades 3-5

A = 90-100

B = 80-89

C = 70-79

F = Below 70

Grades of Unsatisfactory (U) or below 70 are considered failing grades.

For the 2014-2015 school year, third grade students who do not pass the reading on the state Criterion Referenced Competency Test, and fifth graders who do not pass the reading and math will be given additional instruction and will take another state assessment test. If that test is not passed, the student will be retained in the third grade or in the fifth. Parents and guardians have the right to make an appeal of this decision.

## Parent/Teacher Conferences

Parents are cordially invited and urged to confer with their child's teachers concerning his/her progress in school. Parents are asked to call the school at least 24 hours in advance to make an appointment to meet with the teachers.

## Visitors

Any visitor to the school or school grounds must report to the office. **All visitors must report to the office before they visit any classroom. Visitors who do not first sign in at the front office are considered trespassing.**

Students are not allowed to have visitors during school hours.

## Student Information Sheet

All students will receive a student information sheet to be completed the first week of school. This must be on file and must include a phone number where the parent or guardian may be reached at all times. Updated contact information is extremely important for emergency purposes. A new Student Information Sheet will be sent home in January 2015 in an effort to update the student database.

## Change of Name & Address

***A change of address, phone number, or name should be reported to the school secretary immediately.*** Important letters are sent from the school on the basis of addresses in

the office. Phone calls are made to parents in the event of any emergency. It is important that information regarding addresses and phone numbers is current and accurate.

### **Supplies**

Students in the Thomasville City Schools do not pay a supply fee, and the amount of supplies furnished to students will be limited. School spirit items are available for sale in the office. These include pencils, notebooks, and erasers.

### **Medication**

Any medication brought to the school by students must be signed into to the school office. The teacher or a school nurse will assist in the student's self-administration of prescribed medication provided the parent completes the appropriate form. Forms may be obtained at the school office or in the nurse's office. ***Students who bring medication to school and do not check it in at the office will be subject to disciplinary action.*** All medications or medical devices must be picked up by parents at the end of the school year. They will not be sent home by the student.

### **Media Center**

The Media Center is open during school days from 8:00 to 3:00. Students may not be allowed to check out a book if a fine is due. Report cards will be held until fines are paid.

### **P.E. Information**

On P.E. days, students are required to wear rubber soles for safety. Cleats, sandals, cowboy boots, etc. will not be allowed. Girls wearing dresses should wear a pair of shorts underneath. A written excuse is needed to excuse your child from participating. Please send a doctor's excuse if time away from P.E. class exceeds 3 days. Parents of students who cannot participate in strenuous activities should schedule a conference with the P.E. teacher. Alternative activities will be provided.

### **Safety**

Parents should not block driveways while waiting to pick up students. Please obey the loading and unloading locations and signs adjacent to the school. Instruct your child where to meet you each day, and if needed, have a special arrangement about rainy days. **DO NOT ASK YOUR CHILD TO RUN ACROSS A DRIVEWAY OR STREET TO MEET YOU. DOING SO WILL PUT YOUR CHILD IN DANGER.** Also, children who walk to school should be encouraged to go straight home in the afternoons. Siblings who are at the middle or high school should be encouraged to meet their sibling at Scott Elementary. Scott Elementary students are not allowed inside the buildings or campuses of other schools without an adult present.

### **Bicycles**

A bicycle rack is provided for the parking of bikes. Students are encouraged to have a bicycle lock for security purposes.

**Homework**

The Thomasville City School System recognizes carefully planned homework can be of considerable educational value. There are four general reasons for the assignment of homework:

1. To make up work because of absence,
2. To meet the need for extra study or drill in an area where a student is having considerable difficulty,
3. To do work that can be done more effectively at home than at school, and / or
4. To assist a student in improving home study techniques and independent work skills.

Students are expected to complete all homework assignments and to turn them in on time. When students are absent, parents may phone the school and request that assignments be sent to the office to be picked up at the end of the school day.

**Study Time**

Encourage good study habits at home by providing a suitable time and place for your child to review the day’s activities or complete home assignments each day. If there is no homework, please encourage a fifteen minute reading period for your child.

**Statewide Testing**

Iowa Test of Basic Skills	September
State Writing Assessment (Grade 5)	March
GA Criterion Referenced Curriculum Test (Grades 3-5)	April

**Library Books**

Textbooks and library books are very expensive. Students are expected to cover and properly care for their textbooks. The student must pay for lost or damaged textbooks or library books. Fines for damaged or lost books are based on the current replacement cost. The average cost of hard cover library books is twelve to fifteen dollars.



## **SERVICES FOR OUR CHILDREN**

### **Parent Volunteers**

Faculty and Staff appreciate the assistance of the parent volunteers who provide support and services to all areas in the school classrooms, media center, and office. Parents and guardians may call the school office to sign up.

Parents are also involved in classrooms as room parents and assistants. If you are interested in serving your child's class in this way, please let the teacher know. Room parents assist with special events, parties, field trips, etc.

PTO plays a very important role at Scott Elementary. Parents are strongly encouraged to become actively involved. There is no cost to join. Please call or email Judy Morgan for more information at 225-2631 or [morganj@mail.tccity.org](mailto:morganj@mail.tccity.org).

### **School Council**

The School Council is representative of our school community and is comprised of the principal, two teachers, two parents, and two business representatives. Its function is to advise the school on issues that are relative to school improvement and success. Meeting dates will be posted in the front office and on school newsletters.

### **Special Events**

Several times during the school year your child will bring home notices of special events such as Open House, Parent Night, Terrific Kids Program, Donuts for Dads, Muffins for Moms, Field Day or other important information. Please read these notices carefully so that you may actively participate in the school's functions. A form will be sent home at the beginning of school for parental signature giving permission for your child to participate in field trips or special programs.

**Information from School Nutrition Program**  
**FREE and REDUCED MEAL PROGRAM**

**MEALS AT SCHOOL**

The Thomasville City Board of Education has taken advantage of a program offered for our students called the **Community Eligibility Provision**. Under this program all students in the Thomasville City Schools, with the exception of Jerger Elementary students, will be provided meals during the school day at no charge. This option covers one breakfast and one lunch each school day. Parents will not need to complete a Family Meal Application for this program

Students will still have an individual cafeteria account and enter their student ID number anytime they eat a school meal. Students may purchase a second meal at the standard price listed below for an adult or a visitor meal or purchase extra items from their cafeteria account balance. Money can be applied to student accounts by sending money with the student or thru the on-line program of **PAYPAMS.com**. Parents/guardians may view their child/children's cafeteria balance once parents/guardians have established a Parent Registration thru **PAYPAMS.com**. If parents need assistance with **PAYPAMS** call Denise Wagner at (229)225-2600 ext. 138.

**Meal Prices for Second Student Meals, Adults and Visitors:**

	<u><b>Breakfast</b></u>	<u><b>Lunch</b></u>
Dine-in	\$1.75	\$3.00
Take-out	\$2.25	\$3.50

**Meal Prices**

- Regular prices:                      Breakfast: No Charge                      Lunch: No Charge
- Reduced prices:                      Breakfast: No Charge                      Lunch: No Charge

**Parents are requested not to deliver fast food lunches.**

**Emergency Drills**

Fire drills and disaster drills are practiced throughout the year. In case of a fire, the signal to evacuate the building is a continuous sounding of the bell. The signal for a tornado warning is short blasts of the bell.

An evacuation plan for each room to follow is posted near the doors. In case of a fire alarm, students leave the building through the exit designated for each room. In case of a tornado warning, students are to walk into the hall, sit against the wall, and cover their heads.

### **Classroom Parties**

Classroom parties at school are limited to **two per year**, one at Christmas and one at Valentine's Day. Because the administrator and teachers are accountable for classroom instructional time, **we will not be hosting birthday parties in the classrooms.** You may send a cookie or cupcake to be eaten at the beginning of recess. Please do not bring any other food items such as drinks, chips, etc. Also, please do not send party invitations to school to be distributed. Thank you for helping us to be consistent with these expectations.

### **Lost and Found**

Any lost article found at school is taken to the lost and found area. Clothing items are often not claimed. **Write your child's name in sweaters, jackets, caps and lunchboxes for identification in case these items become misplaced.** Articles remaining at the end of the school year are donated to a local charity.

### **School-wide Expectations**

Please help your child remember not to bring **nail polish, perfumes, colognes, scented lotions, etc.** to be used at school. These items will be taken up if brought to school. Many children and adults are allergic to these scents.

School-wide procedures are in place. During transitioning times, students will walk to the right of the halls without talking. Through our character education curriculum, students will learn that it is inappropriate to give "put-downs" to classmates, to bully, to use inappropriate language, to hit, or to be disrespectful to peers and adults. The counselor and classroom teacher teach character traits which will be expected for each child to use during the school day.

### **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.

**2014-2015**

**Parent Handbook Acknowledgement**

In order to provide the most effective communication to parents regarding activities and/or resources for your child, various types of information is presented in an annual student handbook. Our desire is to involve parents in the education of their children. We want parents to understand the daily activities of the school and the expected behavior for their children while they are at school, attending a school function or are in route to a school related function.

Your signature below indicates that you have reviewed the student handbook and understand its contents. Please sign the form below and return it to your child's homeroom teacher. If you have any questions, please contact the school for an appointment with the Principal.

Homeroom Teacher: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Passive Permission Form**

Please check the appropriate blank if you **DO NOT** want your child to participate in the following activities:

\_\_\_\_\_ Any school clubs and organizations as outlined in the handbook

\_\_\_\_\_ Any school field trip

\_\_\_\_\_ Any school survey

**NONDISCLOSURE OF STUDENT INFORMATION AND SURVEY PARTICIPATION FORM**

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**If you do NOT want information released, or if you do not want your child to participate in surveys, please complete the above checklist and return to the Principal.**

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**School ► Student ► Parent**  
**W. Fred Scott Sr. Elementary School**  
**2014-2015 COMPACT**

*(Please sign and return this form to your child's teacher.)*

**Dear Parent/Guardian,**

**Scott Elementary School's students participating in the Title I, Part A program, and their families, agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement as well as describes how school and parents will build and develop a partnership that will help children achieve the State's high standards.**

**To understand how working together can benefit your child, it is first important to understand our district's and school's goals for student academic achievement.**

**Thomasville City Schools Goals:**

*Although Thomasville City Schools' accountability equation no longer falls under NCLB, the system's goals for student achievement is still set for all students (100%) to meet the minimum state requirements on the CRCT in Reading/Language Arts and Mathematics. These goals will be revised to align with the ESEA waiver targeted benchmarks in all four academic content areas.*

**GOALS FOR 2014-2015**

As a professional learning community and Data Team, we have identified the following school-wide goals and a plan to achieve them by holding students, parents, teachers, and administrators accountable.

**Goal #1:** 80% of students will meet with 80%-89% or exceed with 90%-100% on any graded work.

**Goal #2:** The mean CRCT score for students in each content area per grade-level will raise 10 points.

***School Responsibilities:***

Scott Elementary School, will:

- 1. Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards by:**

*The Scott Elementary School administration and staff are committed to providing all students with a rigorous and holistic learning experience. To ensure this commitment is carried out with fidelity, Scott Elementary administration and staff will:*

- Ensure all instructional materials and resources are aligned with the Common

Core Georgia Performance Standards.

- Provide ongoing professional development to all staff as it relates to the school improvement plan and student learning goals.
- Ensure that rigorous expectations are maintained for all students regardless of learning abilities.
- Monitor student achievement on an on-going basis throughout the school year to inform parents and stakeholders of academic growth or weaknesses.
- Provide additional supports for students in need of remediation and or enrichment opportunities throughout the school year.
- Make student achievement our number one priority for all students at Scott Elementary as evident of our decisions and actions.

*Scott Elementary School will continue to develop a culture of rigorous instructional strategies and expectations for all classrooms and students.*

*A comprehensive plan for professional development will be developed and implemented to support staff in the development of, assessment of rigorous instructional strategies that prepare all students for to be successful on current standardized assessments and the new PARCC assessments beginning in 2014-2015.*

**2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.**

*Scott Elementary School will target parent conferences as soon as it becomes evident that a student is beginning to struggle academically, is falling behind instructionally, etc.. Teachers will also notify parents and request a parent conference when a student does not return a signed progress report. The School-Parent Compact will serve as a guiding tool to ensure that parent-teacher conferences focus on the academic achievement and growth as outlined in this plan.*

- Family Nights and PTO meetings will be held quarterly to allow parents an opportunity to meet with teachers.
- Parent Workshops will be offered to parents a minimum of three times annually to inform parents of changes trends in education such as Common Cores, PARCC assessments, child development, 21<sup>st</sup> century technology and the proper use of technology.
- Parents are always welcomed to schedule parent-teacher conferences as needed by contacting the school for an appointment. Parents should understand that teachers have regularly scheduled professional learning and other professional obligations during the school day that must be worked around when scheduling appointments during the school day.

**3. Provide parents with frequent reports on their children's progress.**

*Teachers and staff will be accessible to parents through multiple means of communication. The goal of the open and frequent communication is to inform parents of changes in their student's learning that could affect their long-term ability to achieve at grade level and/or to inform parents of positive academic growth of their student.*

*Teachers will continuously provide students with data that illustrates both their current levels of achievement and challenges them to set growth goals in all areas of academics. To accomplish this, Scott Elementary will insure that teachers provide students with benchmark data and other pertinent assessment data to help them establish learning goals.*

*To insure parents are provided with frequent reports on the children's progress, Scott Elementary teachers will provide the following:*

- Teachers will send home weekly progress reports to be signed and returned by the student. Teachers will contact parents if a student fails to return a signed progress report.
- Teachers will provide parents with a monthly calendar outlining assignments for the month. Students and parents will be provided multiple ways to track and monitor assignments: by providing students with a paper copy and by posting the assignments on the teacher's webpage calendar.
- Teachers will update PowerSchool's Parent Portal a minimum of twice a week.

**4. Enhance Scott Elementary School's culture by establishing high expectations for positive relationships between all stakeholders.**

*Scott Elementary School will continue to make relationships a priority for all stakeholders. Scott Elementary recognizes that positive relationships are the cornerstone for student achievement, school and community perceptions and for the development of a quality learning environment. As part of this commitment, Scott Elementary will make it a priority to insure the following:*

- All staff will model respectful professional behavior towards students and parents.
- Scott Elementary will maintain an environment that is conducive to learning and sharing.
- All teachers will develop and maintain a consistent set of classroom expectations that include clear rituals and routines that are taught, practiced, re-taught throughout the school year.

**5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows:**

- Parents are always welcomed to volunteer at Scott Elementary. To volunteer, parents are asked to contact the front office. Volunteer opportunities include but are not limited to serving on school committees such as PTO, School Council, School Leadership Team, Parent Engagement Committee, PBIS activities, and more.
- Parents are welcomed and are encouraged to visit their child's classrooms. To do so, the parent should contact the school at least 24 hours prior to the visit. The purpose of the visits should be for observation purposes only; this is not time to hold a parent conference, etc.



***As a Teacher, I will...***

- Believe that each student can learn;
- show respect for each child and his/her family;
- provide an environment conducive to learning;
- help each child grow to his/her fullest potential;
- provide meaningful and appropriate homework;
- enforce school and classroom rules fairly and consistently;
- maintain open lines of communication with student and his/her parents;
- demonstrate professional behavior and a positive attitude.

***As a Student, I will...***

- Attend school daily and arrive on time;
- read at home and at school every day;
- always put forth my best efforts in class;
- obey the CHAMP rules;
- work cooperatively with my classmates, teachers, and other school staff;
- show respect for myself, my school and other people;
- come to school with my homework and my supplies;
- believe that I can learn and will learn.

***As a Parent/Guardian, I will...***

- Make sure that my child attends school daily and is on time;
- provide a quiet place at home that will enable my child to study;
- work with my child to see that all homework assignments are completed;
- communicate regularly with my child's teacher(s) about his/her progress;
- support the school in developing positive behaviors;
- show respect and support for my child, the teacher, and the school

***As the Principal, I will....***

- Provide a safe and orderly environment that is conducive to learning;
- assist teachers in providing high quality instruction;
- provide an environment that allows for positive communication among teachers, parents, and students;
- maintain an open door policy.

Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Parent: \_\_\_\_\_

Date: \_\_\_\_\_

Principal: \_\_\_\_\_

Date: \_\_\_\_\_

***Title One Policy and Parent COMPACT is available in Spanish upon request***

*Revised 6/06/13*