

**EAST NEWTON ELEMENTARY SCHOOL
2286 DIXIE ROAD
COVINGTON, GA 30014
770-784-2973
770-784-2976 FAX NUMBER**

**STUDENT HANDBOOK
2011-2012**

**PRINCIPAL: DR. KIM COADY
ASSISTANT PRINCIPAL: MS. LEAH GREEN**

THIS PLANNER BELONGS TO:

Name : _____

Grade : _____ **Homeroom :** _____

Address : _____

Phone : _____

Student # : _____

EAST NEWTON ELEMENTARY

MISSION

The mission of East Newton Elementary School is to ensure that all learners have the opportunity to develop their full potential.

CORE BELIEFS

- 1) Children learn best in a safe, secure, and nurturing environment.
- 2) All children possess positive attributes that must be recognized in order to promote their self-worth.
- 3) All children have an innate desire to learn and will learn when given appropriate opportunities.
- 4) Children learn best when the learning is meaningful.
- 5) Children achieve more when expectations are high and attitudes are positive.
- 6) Success is achieved through a collaboration of parents, teachers, students, and community.

VISION

Children's excitement about learning will lead them to achieve increasingly higher levels of performance and personal well-being.

Dear Parents/Guardians and Students,

The faculty and staff of East Newton Elementary School would like to welcome you to the 2011-2012 school year! We are excited about the changes that are taking place at East Newton this year, and we invite you and the community to join with us to continue our long-standing tradition of excellence here at East Newton. Our parental and community support are outstanding, and we trust that this support will continue here at East Newton Elementary School for the 2011-2012 school year.

East Newton Elementary offers learning opportunities in all of the core subjects—reading, math, language arts, science/health, social studies—and several specialty subjects. The specialties include physical education, art, music, computers, classroom guidance, and library. All children in kindergarten through fifth grade receive daily instruction in the core subjects as well as participate in one specialty activity each day. Special needs are met through resource classes, speech, gifted services (Quest), EIP (Early Intervention Program), and ELL services (English Language Learners). In order to best meet the needs of our special education students, we will continue to implement the co-teaching model this year. This means that special education students will be served primarily in the regular classroom with the special education teacher co-teaching with the regular education teacher. We believe this model will help all students develop their full potential.

Please remember that communication with teachers is vital for your child's success. Teachers will utilize the agenda for daily communication, so please check and sign it daily. If you have questions or concerns, or if you need to communicate a transportation change, you may write a note in your child's agenda.

We truly believe that it is only through the efforts of all of us—parents, faculty and staff, students, and community—working together that we can help each child reach his or her full potential. Thank you for helping us to make our mission a reality!

*Sincerely,
Kim Coady, Principal*

DAILY SCHEDULE

Students enter building	7:15 A.M.
Breakfast	7:15 - 7:35 A.M.
Classes begin.....	7:40 A.M.
Lunch Schedule.....	10:30 A.M.-1:00 P.M.
Dismissal.....	2:10 P.M.

***Attendance is taken promptly at 7:40. Students are tardy, including those eating breakfast, if they are not in their homeroom by 7:40.**

SCHOOL ARRIVAL

For the safety and well being of the children, East Newton students are NOT TO ARRIVE and enter the building BEFORE 7:15 A.M. *Please do not drop your children off and leave them waiting outside before 7:15 a.m. or before the adult on duty is present.*

At no time should children be dropped off in the front lower parking lot. Parents who drive their children to school should go through the car-rider lane where there will be a staff member on duty to ensure that students get into the building safely. There will not always be an adult on duty in the front parking lot; therefore, for safety reasons, parents who need to walk their children into the building for some reason are asked to park in a parking spot and walk their children completely into the building.

At the end of the first two weeks of school, after students have had a chance to “settle in,” we ask that parents not walk their children to class except under special circumstances. In the case of special circumstances, parents should sign in at the front office and get a visitor’s badge.

DISMISSAL

***YOU MAY NOT CHECK STUDENTS OUT AFTER 1:45 P.M.**

***PARENT PICK-UP:** Please remain in your car and pull up to the cafeteria door; your child will be sent out to you. For safety purposes, identification passes will be distributed to adults with permission to pick up car riders.

Do not drop off or pick up students in the front lower parking lot. This is a safety hazard. **We ask that you do not drive in or cross the bus lane between the hours of 7:00-8:00 A.M. or 1:00-3:00 P.M.**

PLEASE DO NOT COME INTO THE CAFETERIA TO GET CHILDREN. Children will not be dismissed to a parent from the cafeteria. We must have a secure area for dismissal and enough room for the children. **ALL STUDENTS SHOULD BE PICKED UP NO LATER THAN 2:25 P.M.**

LEAVING SCHOOL

Children are expected to remain at school throughout the school day unless the school office receives a note. Parents arriving to pick up children before dismissal are required to come to the school office, show proper identification, and sign the child out before leaving school

property. We ask that you not check out students during the day unless absolutely necessary. **No children may be picked up after 1:45 P.M. except through the parent pick-up car lane.**

Parents are asked to complete a transportation information form at the beginning of each school year. This information will determine how your child will be sent home each day and who may check your child out of school. Identification may be requested at check out. **If transportation home changes, a note must be sent in the child's agenda to the homeroom teacher. If parents find it necessary to change transportation home during the day, a fax with the parent's picture ID and signature is require before 1:30 p.m.** The school fax number is 770-784-2976.

RIDING A SCHOOL BUS

Riding a school bus is a privilege extended to students that can be taken away at any time for disruptive or unsatisfactory conduct. All children being transported are under the authority of the bus driver and must obey the bus driver at all times. Bus safety rules will be strictly enforced and are explained in the system-wide policy, which is located in the system portion of this handbook. Remember . . . **Any time there is going to be a change in your child's transportation, you must notify the teacher in writing in your child's agenda or fax the request before 1:30 p.m. along with a picture I.D. and a parent's signature. This is for your child's safety.**

TELEPHONE

Students should ask to use the telephone ONLY in case of an emergency. An administrator must grant permission. Students will not be allowed to call home for homework or for lunches unless deemed necessary by an administrator. Arrangements for after school activities should be made before coming to school.

Parents are encouraged to call their child's teacher at a time when classes are not in session or to leave a message for a teacher to return the parent's call. Teachers will not be called to the phone during instructional times.

It is extremely important for us to have a telephone number on the registration cards so that we may reach you in case of emergency. If you do not have a telephone, please use a close friend, relative or neighbor.

CHANGE OF ADDRESS/PHONE

****PLEASE NOTIFY THE TEACHER AND SCHOOL OFFICE IMMEDIATELY OF ANY CHANGE IN YOUR ADDRESS, PHONE NUMBER AND/OR PLACE OF EMPLOYMENT. ****

COMMUNICATIONS

You can expect the following communications to be sent home:

- Daily communications in the agenda
 - Replacement cost for an agenda is \$5.00
- Weekly work and communication in the Wednesday Folder (\$1.00 replacement cost)
- Monthly PTO Newsletter and Activity Calendar via hard copy and/or email
- Parent/student handbook as yearly reference

- Other periodic information during the year
- School Messenger

WEDNESDAY FOLDER

Each Wednesday your child will bring his/her official East Newton folder home with papers for you to see. The PTO will use the Wednesday folder to send notices home, too. Please review the papers and send the folder back to school on Thursday. Every child at East Newton has been issued a folder, thanks to the PTO's financial support of this concept. We will, however, have to charge \$1.00 if a folder is lost and must be replaced.

LOST AND FOUND

Items found at school are brought to the office and then placed in the lost and found box located in Teddy Bear Square. **We encourage you to put your child's name on everything that comes to school (lunch boxes, jackets, hats, notebooks, etc.).** The school will not assume any liability for lost articles. This includes toys, tapes, compact discs, electronic toys and other items, which are prohibited from coming to school. Items not claimed within a reasonable time period will be donated to charity.

PARENT/TEACHER ORGANIZATION (PTO)

East Newton has an active Parent Teacher Organization (PTO) that is involved in many aspects of our school. We operate many programs as a result of their fund-raising activities. We encourage you to become involved in our PTO. We will have parent workshops and other events to encourage home and school working together.

The executive board of the PTO meets once per month to plan the year's activities. The activities include fund-raisers, Fall Festival, parent workshops and meetings. For your convenience, a monthly calendar will be sent home in the PTO newsletter.

VOLUNTEERS

Parents, grandparents, and community members actively volunteer at East Newton. Our volunteer program is called P.R.I.D.E. (People Responding In Daily Education). Various activities that volunteers help with include tutoring reading, reading to classes, computer work, helping in the media center, assisting with field day events and other homeroom volunteer work. Please contact your child's teacher, a PTO executive board member, or the school's office if you want to help.

PARENTAL VISITS/GIFTS

Any disruption to a child's classroom is strictly discouraged. Parents/Guardians are welcome as visitors at East Newton Elementary; however, for safety reasons and to limit unnecessary disruption of instructional time, all visitors must report to the front office immediately upon entering the building to sign in and obtain a visitor's pass. **If a parent/guardian wishes to visit or observe in his/her child's classroom during the instructional day, prior arrangements must be made with an administrator.** Siblings are not allowed in the classroom while the parent observes or volunteers in the classroom. Upon leaving the building, all visitors must report back to the front office and sign out.

Disruptions by the receiving and distributing of items for students in the school and/or on the bus are prohibited. Mail, telephone calls, or gifts (including flowers, balloons, stuffed

animals, etc.) for students will not be accepted at school. If these items are sent to the school, they will be returned to sender at the sender's expense.

STUDENT RECOGNITION PROGRAM

Staff members of East Newton recognize students for many positive behaviors. The PTO, Starrsville Methodist, Kids-R-Great, Kroger, Newton Medical Center, Longhorn Steaks, and United Bank support us in our efforts by providing pencils, certificates and other incentives to recognize children for good achievement and attendance.

Other activities designed to recognize children are the Student of the Month receptions, Accelerated Reader certificates and prizes, birthday surprises, tokens, and notes and phone calls home.

CLASS ASSIGNMENT

In order to meet the needs of all students, the administration may place students into programs that meet local, state or federal program requirements.

MAINTENANCE OF A SMOKE-FREE ENVIRONMENT

East Newton is a smoke free campus. Therefore, no smoking is allowed on our school grounds or while on our school field trips. Please follow this guideline as staff members have been instructed to ask that you discontinue the use of tobacco products while in the company of our children or on school system property. We thank you in advance for your cooperation.

IDEAS FOR HELPING YOUR CHILD

Parents can do their part to improve homework when they

1. provide their children with suitable study conditions (desk or table, lights, books and supplies).
2. reserve a time for homework and **TURN OFF THE TELEVISION.**
3. encourage their children, but avoid undue pressure.
4. show interest in what their children are doing, but do not do the work for them.

Children learn more when homework is assigned regularly for evening practice. Teachers are expected to assign homework and check for its completion upon return the next day. This reinforces the mastery of concepts taught. Amounts of homework and the types of assignments will vary by grade level.

SCHOOL DISCIPLINE

School discipline is simply a matter of courtesy, manners and attitudes on the part of students. All East Newton staff members have equal authority. Students are expected to do what is asked of them while under the jurisdiction of any staff member. Teachers are employed to teach, and students are expected to be in school to learn and conduct themselves accordingly. The East Newton school staff attempts to create an environment where each student can learn and develop his/her individual potential and skills to the highest degree. Certain behaviors are disruptive to this positive learning environment and cannot be tolerated.

East Newton Elementary Responsibilities

1. I will be honest and truthful.
2. I will use appropriate words and actions.
3. I will be kind and respectful to adults and classmates.
4. I will keep my hands and objects to myself at all times.
5. I will only bring appropriate items to school.
6. I will demonstrate appropriate behavior everywhere I go.

No student has the right to interfere with a fellow student's right to learn. Each student is expected to behave so that he will in no way interfere with the educational opportunities of his classmates.

DRESS CODE

We require that students wear athletic style tennis shoes for physical education (no hiking shoes/boots, please). Students are not to wear tennis shoes with wheels (even if the wheels have been removed) or sandals with no back strap, such as flip-flops or clogs, due to safety concerns. For boys, no excessively baggy pants or trousers will be allowed, and pants should be worn at the waistline. Also, no oversized shirts will be allowed. For girls, we require that shorts and skirts are as long as the students' fingertips when holding their hands down by their sides and that their stomachs are not exposed. If leggings are worn, the shirt worn over the leggings should be as long as shorts or shirts described above. Please refer to the system-wide guidelines for further clarification of the dress code.

VANDALISM AND PROPERTY DAMAGE

Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension may be necessary. If a student should happen to damage something by accident, he/she should report it to a teacher or the office immediately.

MEDIA SERVICES

The media center will be opened at 7:15 a.m. and remain open throughout the day. Students are encouraged to use the media center as much as possible. From time to time it may be desirable for a student to visit the media center during class time to do research. East Newton has a media committee that includes teachers, two parents, and a student. Students are encouraged to participate in the school's Accelerated Reader (AR) program. Tests are available on-line, allowing the students to have wider accesses to more AR tests. You may check to see if a book is an AR book by visiting arbook.com.

COMPUTER LAB

With TEAM scheduling, each class in grades K - 5 will rotate to the computer lab. Students will receive instruction in reading, language arts and math according to grade level and individual differences. Each classroom will also be equipped with at least two computers that have accessibility to our network educational software, including Accelerated Reader. Parents must sign the acceptable use contract before students are allowed to work on any computer.

CAFETERIA

The price of cafeteria meals are as follows:

Breakfast: \$1.00 Reduced Price Breakfast (for students who qualify): \$.30
Lunch: \$1.50 Reduced Price Lunch (for students who qualify): \$.40
Milk: \$.50

Children are expected to keep their accounts up-to-date. If your child has reached a negative balance on his/her account, a letter will be sent home. Children may charge up to \$3.00 for full-paying students or \$.90 for reduced paying students. For your convenience, Newton County Nutrition offers Meal Pay Plus, where you can add money to your child's account via the computer. If you would like more information on Meal Pay Plus, or if you have questions concerning your child's account, please contact the cafeteria manager at 678-342-2471.

Students have 25 minutes to eat lunch. If excessive talking and "playing" occurs, students will not have time to eat. Therefore, it is important that appropriate behavior is maintained at all times. We have implemented a cafeteria behavior plan in which music is played for five minutes, during which time students are asked to be silent. However, students may talk quietly when the music is not playing. This allows students ample time to talk, yet ensures that they have enough quiet time to eat their lunch.

Students are not allowed to bring soft drinks to school. Parents are welcome to eat lunch with their children, but we ask that parents do not bring "fast food" into the cafeteria for their children to eat. Please join your child for lunch at the table that has been assigned to your child's class.

CLUBS

Our school has clubs (excluding clubs involved in competitive interscholastic activities) under the direction and control of the school which are organized and meet based on common goals, objectives, and activities. The school sponsored clubs that are or have been in operation at our school are listed below and provide you pertinent club information. State law requires that the parent/guardian has the right to withhold permission for their student to join or participate in any school sponsored club or organization with which they object. For your convenience a form is included in this handbook that you may sign if you do not want your child to participate. If, in the future a club is added, you will be sent information on the club and will be required to complete a form giving your permission for your student's participation in the new club.

The school sponsored clubs (excludes clubs involved in competitive interscholastic activities) at our school are as follows:

Name of Club: Jr. Beta Club

Purpose: Jr. Beta Club is part of the National Beta Club, which is a national honors club that stresses leadership through service. The purpose of the Jr. Beta Club is to promote academic achievement, good character, and service to the school and community.

Sponsors: Karen Dozier, Mary Ivie

Description of Past / Planned Activities: Members participate in various service-oriented activities such as the following:

- organized a fall can-a-thon
- helped with pre-kindergarten field day
- helped with kindergarten round-up
- began a school-wide plastics recycling project
- made Valentines for nursing home residents
- assisted in cleaning up the school campus
- helped with phone book recycling
- served retirees at the annual Valentine's Day dinner

Name of Club: 4th & 5th Grade Chorus

Purpose: The purpose of the 4th & 5th grade chorus is to provide performance opportunities for 4th & 5th grade students.

Sponsor:

Description of Past / Planned Activities: Past and planned activities include the following:

- participate in the Statewide and County Honor Chorus
- perform for PTO meetings and Partners in Education
- perform at the Student of the Month program

FALSIFYING REPORTS

Falsifying reports regarding instances of alleged inappropriate behavior by a teacher or other school personnel is prohibited (08 House Bill 1321). An investigation will be held with the penalty at the discretion of the administrator which may include ISS, suspension or suspension to a formal hearing.