



**Ficquett
Elementary School
“Empowering All Children to Learn”**

Ficquett Elementary School

**2207 Williams Street, N.E.
Covington, Georgia 30014
Telephone (770) 786-2636
www.newtoncountyschools.org/ficquet**

STUDENT HANDBOOK 2009-2010

This agenda belongs to:

Name _____

Grade: _____ Homeroom: _____

Address: _____

City: _____ State _____ Zip _____

Phone: _____ Student # _____

Ficquett Elementary School

2207 WILLIAMS STREET, N.E.
COVINGTON, GEORGIA 30014

Lynn DiNardo
Assistant Principal

Miriam Wilkins
Principal

Lamoyne Brunson
Assistant Principal

Dear Ficquett Parents, Students and Friends,

Welcome to another great school year! As we embrace this year, I continue to desire the absolute best education possible for your children - our students. Teachers have planned and are refreshed and eager for the challenge of educating children.

My 2009/2010 goals for Ficquett Elementary mirror Newton County's goals, which are; that all students meet or exceed the Georgia Performance Standards (GPS) in reading/language arts and math, that our students are taught by highly qualified teachers, that our students are educated in learning environments that are safe, drug free and conducive to learning and that limited English proficient students will become proficient in English and reach high academic standards, (at a minimum attaining proficiency or better in reading/language arts and mathematic.

In order to bring our goals to fruition, our highly qualified teachers have been trained in Dr. Max Thompson's Learning Focused Schools Strategies that concentrate on using exemplary practices to increase learning and achievement. Our curriculum, (the GPS), textbooks and resources used in the classroom each day are the vehicle by which our teachers implement real world, project based learning.

I ask that you do your part by having your child at school on time each day. I ask that you use the student agenda, phone and email to communicate with your child's teacher. All parents and stakeholders are encouraged to become actively involved in our school. I ask that you plan with teachers in advance so that your time can be effectively utilized when volunteering in the school. Remember to stop by the office, sign in, pick up and wear a visitor badge. Since our main focus is on teaching and learning, we place great value on our students' continuous engagement in meaningful learning experiences.

Again, welcome to the 2009-2010 Ficquett Elementary School year! I know that all of us will have a most productive, successful and enjoyable year as we strive to achieve academic excellence in all that we do. It is my pleasure to serve you as leader of our school.

Sincerely,

Miriam B. Wilkins

OUR MISSION STATEMENT

The mission of Ficquett Elementary is to empower all learners to succeed.

OUR VISION STATEMENT

Ficquett Elementary will create a learning environment which will enable every student to reach their full potential academically, socially, culturally, emotionally, and physically in an ever-changing world.

AGENDAS

Our agendas are designed to teach life-long skills of goal setting, organization, time management, and study skills while enhancing home-school communication.

We are fortunate to have the Ficquett Elementary School AGENDAS again this year. This is a great organizing tool that will greatly increase your awareness of what is happening with your child at school. The AGENDA will also be a communicating device for teachers and parents. It provides a daily calendar for assignments, a space for parent/teacher comments, and a place for new words (spelling) for the week. Please help us by completing the important student information located on the bottom of the first page of the AGENDA.

Your child should record assignments each day. To monitor your child's assignments and progress, we ask that you sign it daily. Comments are welcomed. We want to express how important it is for your child to be responsible and organized. It is your child's responsibility to bring his/her AGENDA back to school EVERYDAY. If your child should lose his/her AGENDA, it must be replaced by the parent at a cost of \$5.00. If you have any questions, please contact us at 770-786-2636. Thanks for all your support.

SCHOOL RULES

- 1. Keep hands, feet and objects to yourself.**
- 2. Use appropriate tone of voice.**
- 3. Respect others and their property.**
- 4. Follow directions given by school personnel.**
- 5. Walk. Save your running for the playground.**

**FICQUETT ELEMENTARY SCHOOL
STUDENT/PARENT/TEACHER
ADMINISTRATIVE COMPACT
2009-2010**

STUDENT AGREEMENT – I believe that I can be successful. I will:

- Attend school regularly and on time
- Show respect for myself, my school and other people
- Believe that I can and will learn
- Obey the school rules
- Always do my best in my work and in my behavior
- Work cooperatively with my classmates, teachers and other school staff

Student Signature _____ Date _____

PARENT/GUARDIAN AGREEMENT – I believe that my child can be successful. I will:

- See that my child is punctual and attends school regularly and on time
- Communicate with my child’s teachers on a daily basis through the agenda
- Support the school in developing positive behaviors
- Provide a home environment that encourages my child to learn
- Stay aware of what my child is learning

Parent/Guardian Signature _____ Date _____

TEACHER AGREEMENT – I believe that each child can be successful. I will:

- Believe that each child can learn
- Show respect for each student and his/her family
- Enforce school and classroom rules fairly
- Demonstrate professional behavior and a positive attitude
- Provide quality learning experiences
- Involve parents in the school program

Teacher Signature _____ Date _____

ADMINISTRATIVE TEAM AGREEMENT: I believe Ficquett Elementary School will continue to be successful. We will:

- Provide an environment that allows for positive communication between the teacher, parent and student
- Support the teachers in providing high quality instruction
- Provide a safe and orderly environment
- Encourage students, families and staff to keep this compact

Principal _____ Asst. Principal _____
Date _____ Date _____

**2009-2010
SCHOOL UNIFORM REQUIREMENTS**

Shirts - Solid white, red or navy blue, polo, crew, turtleneck or collared shirts in long or short sleeves. Only Ficquett Elementary emblems and logos are acceptable. Undergarments including Under Armor are prohibited as outer wear.

Pants, Shorts, Skirts and Jumpers – Navy blue, black or khaki. Pants **must fit waist**, no oversized clothing, blue jeans or jeans style pants. Shorts should be Bermuda style – no short shorts.

Socks/Tights – **Solid** navy blue, black, brown, khaki, red or white.

Shoes – Clean navy, tan, gray, white or black athletic shoes with non-marking sole are preferred. Other shoes that coordinate with uniform colors black, brown, and navy blue are permitted. No combat boots, Ugs, work boots, above the calf boots or boots with greater than two inch heels. No steel-toe shoes or sandals without a heel strap or thong type flip-flops sandals. Heelie and skate shoes are prohibited.

Belts – Black, navy or brown

Sweaters/ Jackets – Cardigan, pullover, v-neck or crew, buttoned or pullover vest in school colors are preferred. Overcoats that are worn outside in any color are permitted. Sweatshirts with or without school logo in uniform colors are permitted. Sweat pants are prohibited.

Headwear – No headwear is allowed in the building i.e. headscarves, hats, bandanas or head wraps. Children not dressed in uniform will be changed into uniform clothes. Students should return clothing and collect personal clothing at the end of the day.

The last Friday of each month will be non-uniform days. However, students should comply with Newton County’s dress code.

PARTNERS IN EDUCATION

BB&T
Bank of North Georgia
Frank’s Restaurant
Newton Federal
United Bank

PTO OFFICERS

President – Vicki Hutchinson
Vice President – Johanna Hortsman

Treasury – Mark McGibony
Craven Frix - Secretary

Katrina Caines – Parent Representative
Mary Miller – Parent Representative
Katie Raines – Monthly Snack Chairperson

Ficquett’s PTO will meet on the second Monday of selected months. Parents will be notified in advance of the meetings. Membership dues are \$5.00 per family. Please come, join us and help support Ficquett’s students and parents.

VOLUNTEER PROGRAMS

Ficquett encourages community involvement through volunteer programs. Our programs utilize responsible, willing and caring adults who give of their time to mentor and nurture students. Our volunteer programs are Happy FACES and *Mothers Who Care*. If you wish to become a

volunteer, we welcome you wholeheartedly. Stop by the office and sign up at any time. Help us help our students.

ACCREDITATION

Ficquett Elementary School is accredited by the Commission of Elementary and Middle Schools, Southern Association of Colleges and Schools.

TELEPHONE RULES

Students are not allowed to use the telephone unless there is an emergency. See County portion of this handbook governing usage of cell phones.

THE SCHOOL DAY

Our building is opened for students at 7:15 a.m. If your child is left at school before this time, he/she is unsupervised. The school will not be responsible for early drop-offs. Students in the car-rider line must use the gym entrance. All other students must use the front doors.

TARDIES/CHECKOUTS

School begins promptly at 8:00 a.m. All students who arrive after 7:55 a.m. should be taken to the front of the school to enter. The car rider line will end at 7:55 a.m. and the doors will be locked at that time. Tardy students may not be dropped off at the trailers. An adult should accompany any student entering the building after 8:00 a.m. The student will receive a TARDY stamp in the agenda. Students are TARDY when they are not in their rooms by 8:00 a.m.

Regular breakfast hours are 7:15-7:50 every morning. If your child arrives after 7:45, he/she will not have time to eat breakfast. Students are expected to be in class by 8:00 a.m.

Dismissal begins at 2:20. **STUDENTS SHOULD NOT BE CHECKED OUT AFTER 2:00 PM.** At no time should a student remain in the building or on the campus after dismissal without permission. Students are expected to be out of the building and off campus after dismissal.

ATTENDANCE

Yearly perfect attendance is based on having no absences or no more than four unexcused tardies and/or unexcused early checkouts per school year. Suspension is not an excused absence.

EATING WITH YOUR CHILD

Parents are invited to have lunch with your child or to bring your child's lunch. A sack lunch from home is acceptable, as is a cafeteria lunch. No carbonated beverages are allowed in the cafeteria. Commercially prepared food items must be placed in a plain bag before being taken to the cafeteria.

CHANGING THE WAY STUDENTS GO HOME

Students feel safe and confident when they go home the same way every day. If it becomes necessary to change the way your child goes home, you must send a note in the agenda or call the school before 2:00 p.m.

CHANGE OF ADDRESS AND PHONE NUMBER

If for any reason your address or phone number changes during the school year, you must notify the office immediately. It is vital that we have your correct address and phone number in the event of an emergency. It is imperative that the school have current information.

FICQUETT'S MEDIA CENTER

The media center is open each day from 7:30 until 3:20. Students are encouraged to visit the Media Center for research and check out books. It is important for students to assume the responsibility of taking care of borrowed items. Most books may be checked out for a two-week period. Reference materials may be checked out overnight. There is a charge for lost or damaged books. Additional books will not be checked out until overdue books are returned.

SCHOOL STORE

Ficquett's school store is open from 7:30 -7:55am three days per week. A variety of supplies including pens, pencils, erasers and markers are on sale. All items are priced less than \$1.00.

MARQUEE

Please observe the marquee at the pick-up line. It displays important messages and dates. Please check it frequently and watch for changes.

SCHOOL SPONSORED CLUBS

All school clubs (excluding clubs involved in competitive interscholastic activities) operate under the direct supervision of school personnel. The clubs are organized and meet based on common goals, objectives, and activities. Each of the clubs' purposes and sponsors is listed below. Parents/guardians may withhold permission for their student to join or participate in any school sponsored club or organization. Please see the SCHOOL SPONSORED CLUB OPT-OUT FORM included in the System portion of this handbook. If, in the future a club is added, you will be notified of the club and will be required to complete a form giving your permission for participation.

Junior Beta Club – Sponsor: Ms. C. Pelton - The purpose of Junior Beta Club is to serve others. Members tutor, recycle, assist teachers, and shelve library books.

Flag Corps –Sponsor: Fourth Grade Teachers- The purpose of Flag Corps is to display the United States and Georgia flag by using appropriate flag etiquette.

Running Club –Sponsors: Mrs. D. Harris and Ms. C. Clark- The purpose of the Running Club is to provide physical activity for students needing an opportunity to exert energy before school begins.

Fifth Grade Chorus – Sponsor: Mr. Schmidt/Music Teacher – The purpose of Fifth Grade Chorus is to provide opportunities for students to participate in a choral setting, learn to read music, and perform in various settings.

Art Club – Sponsor: Ms. A. Weaver – This club is open to fifth grade students. The purpose of the Art Club is to provide a deeper exploration of Art and to create a more artistic environment at Ficquett.

Computer Club – Sponsor: Ms. K. Emerson – This club is open to fourth and fifth grade students who have an interest in learning how to organize an e-portfolio using Microsoft Word and Microsoft PowerPoint, make summary movies using Windows Movie Maker, and many more technology driven projects.

Chess Club – Sponsor: Ms. J. Hosch-Martin – This club is open to third through fifth grade students and will focus on the use of analytical skills to make decisions.

Young Ladies of Ficquett – Sponsor: Ms. J. Hosch-Martin – This club is open to third through fifth grade students and will focus on etiquette, self-esteem, community service, social skills and goal setting.

TOYS AT SCHOOL

In order to prevent distractions during the instructional day, students should refrain from bringing toys to school. This includes but is not limited to games, watches that beep, baseball cards, magazines, etc., unless a teacher requests that such items be brought to school. Parents will be notified in writing when these special occasions occur. Electronic hand held games, iPods, and CD players are distractions at school and should be left at home. Teachers will confiscate these devices which will be kept in the vault until parents come to claim them.

SKILLS GROUPING/DIFFERANTION OF INSTRUCTION

Fourth and fifth grade students are grouped for Language Arts and Math. This practice is implemented to address specific strengths and weaknesses of students. These groups are flexible in nature and may change as individual skills are mastered or further practice of skills is required.

HOMEWORK

Because homework is an integral part of learning and achievement for students, assignments will be given to reinforce daily classroom activities. Anticipated completion will vary depending on the student's ability. The chart below is an approximation of time that should be spent for homework at each grade level.

K -15 minutes daily
1 - 15 minutes daily
2 - 30 minutes daily

3 - 35 minutes daily
4 - 45 minutes daily
5 - 60 minutes daily

When a child is absent and needs homework assignments, please contact the school office in the morning. The make-up work will be assigned and ready for pick up at the end of that school day.

CHARACTER EDUCATION PARTNERSHIP

The Character Education Partnership is a plan of action for students of Ficquett Elementary School. The Character Education Words are listed in the System portion of the agenda.

HELPFUL HINTS FOR PARENTS IN DEVELOPING THE CHARACTER EDUCATION PROGRAM (CEP)

- *Place the character education words on the family refrigerator. Share examples of ways you have seen others display this trait of good character.
- *Look for examples of good character in television and movies with our children.
- *Model the character trait with your own children and the children of others.
- *Create a code of behavior for your home.
- *Visit and contribute to your child's classroom.
- *Give your child opportunities to do service in the community.
- *Lead by example.
- *Discuss issues of character on a regular basis.
- *Admit mistakes and seek to correct them. Expect and encourage your child to do the same.
- *Reinforce empathy. Ask questions like "How would you feel if ...?"
- *Teach courtesy. Teach children to listen to others and avoid interrupting.
- *Work together and play together.
- *Help your child start a scrapbook, with photos, news and marks of accomplishment.
- *Develop with your child a family dress code.
- *Encourage your friends, churches, businesses and other organizations to participate in the CEP.

SAFETY

Every attempt is made at Ficquett to provide a safe and clean environment for children. Please help us by making an appointment with the teacher before visiting the classroom.

1. Stopping by the office when you enter the building to receive a visitor's pass.
2. Enter only through the front doors.
3. Clearly label with permanent marker all of your child's belongings.
4. Notify the office immediately of any custodial changes in your family.
5. Notify the school nurse and your child's teacher should your child be prescribed medication and or experience any unusual health conditions. All medications should be checked in with the school nurse. Refer to Clinic Services and Medications in the System portion section of the agenda.
6. All students who arrive late must check in at the front office. Tardy students may not be dropped off at the trailers.

DISMISSAL/TRAFFIC CONTROL

In an effort to make dismissal a smooth, quick-flowing process, students will be dismissed to specified areas according to the way they go home. Children who ride the bus, attend daycare or go to the YMCA will be dismissed to the front of the building. Students who are picked up by parents or car pools will be dismissed to the gym. Students who walk will be picked up at the east end of the building. For the safety of your children, please follow these policies:

1. Once a student is on the bus he/she will not be removed from the bus in order to go home a different way.
2. Acknowledge and obey the school safety monitors. Walking students have the right of way.
3. No cars will be allowed in the bus zone. This area is reserved for buses while loading and unloading.
4. To keep the car pick-up line flowing, parents must remain in their vehicle and keep their individual places in line.
5. A staff member is assigned to each pick-up point to assist children. Under NO circumstances should parents enter the gym.
6. Students will be assigned numbers or letters. Please make sure your number/letter is displayed in your car at all times. This will make pick-up quick and easy. (Your child will be called by the number/ letter assigned to your car).
7. All check outs and changes in the method that students are dismissed must be done by 2:00 p.m.
8. Walkers are dismissed from the east end of the building where parents should sign them out.
9. Car riders should exit their vehicle only from the passenger side of the vehicle. Please have your child unbuckled and ready to exit your vehicle.

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.

CAR-RIDER DROP-OFF AND PICK-UP

Please carefully study the following page. It gives you a clear picture of our dismissal plan.

