

**Heard – Mixon Elementary School  
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Covington, GA 30016  
(770) 784-2980  
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**Lee Peck, Principal  
Marquita R. Wilkins, Assistant Principal**

**2009-2010**

***“Where A Dream Becomes Reality”***

**This Planner Belongs to**

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**Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_**

Dear Parents and Students:

We wish to take this opportunity to welcome you to Heard-Mixon Elementary School. As stakeholders and partners, we can make a difference in our children's future.

This student handbook is one means of communicating with you. Our rules, regulations, and expectations are presented here for your information and benefit. We ask that you read this handbook in an effort to become more familiar with our school.

Teachers will utilize the agenda for daily communications, so please check your child's agenda daily. Teachers will also check students' agendas daily, so if you have any questions or concerns, please write them in your child's agenda. You may use the agenda to communicate transportation changes as well.

Your cooperation throughout the year will be greatly appreciated. Again, welcome to an exciting new year!

Yours in education,

Heard-Mixon's Administrators, Faculty, and Staff

## Mission Statement

Heard-Mixon Elementary School's mission is to educate all students to achieve their potential.

## Vision Statement

At Heard-Mixon Elementary School, we envision every child soaring to achieve success in school and beyond.

## Belief Statement

These beliefs guide us in educating our Heard-Mixon SUPERSTARS:

**S**tudents will reach their greatest potential when education is a partnership shared between home, school, and community.

**U**ltimately, education develops the student's physical, social, emotional, and intellectual growth.

**P**arental involvement makes the biggest positive difference in a child's achievement.

**E**very child deserves the opportunity to learn in a safe, nurturing, and structured environment.

**R**espect and appreciation for individual differences must be fostered.

**S**tudents learn best when they are actively engaged in the learning process.

**T**echnology should be an integral part of the learning environment to prepare students for an ever-changing world.

**A**ll students can experience success when a variety of teaching strategies are implemented.

**R**eading, writing, and mathematics are essential to academic excellence.

**S**uperstars are lifelong learners.

## **Standard Dress Information**

### **Policy**

Heard Mixon students are required to wear the school uniform dress daily. Students will have two weeks from the beginning of the school year or entrance date to be in full uniform dress. A letter will be sent home if the child fails to wear the required dress. After three letters, the school office will contact the parent for directions. The parent may request that the child be changed into clothes from the PTO uniform closet or may want to bring a change of clothing to the school. The school will work with the parents to make sure that the child has the clothing needed. Please call the office if help is needed.

### **Exceptions**

1. FREE DRESS DAY WILL BE THE LAST FRIDAY OF EACH MONTH.
2. Other exceptions will be announced on the school's monthly calendar

### **Uniform Clothing Description**

1. Pants, shorts, skorts, skirts, and jumpers – navy blue, khaki tan, or black. The material must be khaki, twill or black or khaki denim. Blue Jeans are allowed as long as they fit appropriately in the waist. SHORTS, SKORTS, SKIRTS AND JUMPERS MUST BE NO MORE THAN 2-3 INCHES ABOVE THE KNEE.
2. Shirts, blouses, sweaters – navy blue, tan, red, white, or black . They must be solid colors or one of the Heard-Mixon shirts. NO EMBLEMS, WORDS OR DESIGNS ARE ALLOWED.
3. Wear clean athletic shoes with socks on P.E. days. (No black soles on any shoes because they mark the floor.) NO FLIP FLOPS AT ANY TIME.

## TEACHER, PARENT AND STUDENT AGREEMENT

### Teacher

- I will communicate clear class rules and procedures.
- I will work with parents on problems with behavior or class work.
- I will teach the objectives required according to Georgia standards.
- I will keep an organized record of student work.
- I will respect the parents.

Teacher Signature \_\_\_\_\_

### Parent

- I will teach my child to respect the school and the teacher.
- I will reinforce the discipline given at school.
- I will come to conferences and PTO meetings.
- I will contact the teacher if I have a concern.
- I will volunteer at school whenever I can.
- I will check and sign my child's folder or assignment book daily.

Parent signature \_\_\_\_\_

### Student

- I will respect my school and my teacher.
- I will obey the school and classroom rules and procedures.
- I will do all of my homework and class work daily.
- I will practice Character Education traits at school and at home.

Student signature \_\_\_\_\_

## **School Rules**

1. Be considerate of others. *We do not allow bad words, pushing, or fighting.*
2. Show respect to all adults. *Children must obey immediately and politely.*
3. Take care of the school and school property. *Do not steal or destroy property.*
4. Use good manners and dress correctly. *Come to school clean and in uniform. Walk quietly in the halls and use good table manners.*
5. Follow outside safety rules. *Stand back from swings. Do not jump from high places. No rough playing.*
6. Keep the school safe. *Do not bring weapons of any kind to school. Do not bully others or use threats of violence.*

## **Consequences**

- Teachers handle minor offenses. This includes gum, candy, toys, cheating, name-calling, minor aggressive behavior, disrupting, disrespect, profanity, destroying property, and stealing. The teacher will use some of the consequences from the following list: warning, time out, lunch detention, seat change, taking away a privilege, phone call to parent, note to parent, parent conference, after school detention, behavior contract.
- The Principal or Assistant Principal handles major offenses that show a repeated pattern. Major offenses include out of control behavior, bullying, threats of violence, possession of weapons or weapon look-alikes, gang related activity, and severe aggressive behaviors. The principal will use some of the consequences from the following list: Phone call to parents, Official Office Warning Note, In-School Suspension (STOP), required parent conference, suspension (1-10 days).

### Daily Schedule

7:10 a.m.	This is the earliest allowable arrival time for students. All students report to the cafeteria when arriving prior to 7:15 a.m. (Students should not be dropped off earlier than 7:10 a.m.)
7:15 a.m. – 7:45 a.m.	Breakfast served in the cafeteria
7:15 a.m.	Students are released to classrooms from cafeteria for morning preparation.
7:45 a.m.	Star Kids Morning Show/Announcements
8:00 a.m.	Instructional day begins ( <b>Students arriving after 7:45 a.m. are tardy</b> and a parent must accompany the child to the main office and sign the child into school. The child will receive a tardy pass to take with him/her to class.)
10:15 a.m. - 1:30 p.m.	Lunch served daily (Please check with your child's homeroom teacher for his/her lunch schedule)
2:15 p.m.	Dismissal begins
7:00 a.m. – 4:00 p.m.	School Office Hours

### Arrival and Dismissal Procedures

Parents should carefully read the following guidelines for dropping off and picking up children. With the cooperation of all of our parents, we will be able to keep our children safe during arrival and dismissal.

1. Students may arrive at school no earlier than 7:10 AM. Students who are not in class by **7:45 AM** are tardy. Parents who bring children to school in the mornings must use the entryway on the side of the building. **PLEASE PULL ALL THE WAY UP TO THE FRONT OF THE CAR LINE TO DROP CHILDREN OFF.** Students should exit the car from the passenger side of the vehicle directly onto the sidewalk. If children arrive after 7:45 AM, parents are expected to come to the office to sign them in.
2. Buses will arrive at school between 7:10 AM and 7:40 AM. Bus drop-off will be at the entryway nearest the office. **PLEASE** do not drop children off at this entrance in the mornings and block the buses.
3. Parents must remain in their cars and drive through the pick-up lane in order to pick up their child in the afternoon. This will allow us to quickly move cars through the pick-up lane. **Students will not be released to parents who walk to the classroom, or buses.**
4. Please write a note in your child's agenda if you want him/her to ride home on the bus with another student or be a car rider with another student. Phone calls will not be accepted. If you have a change in plans about the way your child should go home, you must send a signed fax with instructions to the school at 770 784-2984. We must receive this by 2:00 p.m. This is for your child's safety.
5. In the event of severe weather, we will hold the students in the building until the principal feels that it is safe to release students.
6. Please do not check your child out of school unless absolutely necessary. If a student must leave early, he/she must be checked out at the office by a custodial parent or guardian. To increase instruction time and to minimize traffic and congestion, **students may not be checked out after 2:00 PM.**
7. Classroom routines are disturbed and the learning of your child or others may suffer when students are tardy or leave early.

### Safety

Every attempt is made at Heard-Mixon to provide a safe and clean environment in which your child can learn. Please help us by:

1. Stopping by the office when you first enter Heard-Mixon and get 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 if any custodial issues change in your family's life.
5. Notify the school nurse and your child's teacher should your child experience any unusual health conditions.

### Attendance

It is critical for all students to be present and on time every day of the school year. It will be a focus for Heard-Mixon to make sure that all students attend unless they are sick, have a death in the immediate family, or are attending an event to celebrate a religious holiday. Teachers will notify the office when students are absent for three days. The student's name may be referred to the Newton County School System Social Services Department after the fifth unexcused absence. Our teachers work very hard to make sure that our students receive a quality education, and this can't happen if students are not present.

Perfect yearly attendance recognition is based on having no absences and a combination of not more than four tardies or early checkouts.

### **Lost or Damaged Textbooks and Library Books**

Students are responsible for the care and possession of the textbooks that are issued to them. They are expected to keep the books in good condition. If a textbook or library book is lost or damaged, the student is held responsible and is expected to assume replacement cost.

### **Student Agendas**

Student agendas are an integral part of the process of communication between teachers and parents. Teachers and parents are expected to review the agenda daily. Teachers may make comments daily about a student's performance or behavior in their agenda. Students will copy down the homework assignments. Parents are expected to sign the agenda each day and check their child's homework. Lost agendas cost \$5 to replace.

### **Homework**

Homework is an integral part of learning and academic achievement for the elementary student. Assignments will reinforce daily classroom activities. Anticipated completion time will vary according to the capabilities of each student. The time frame below is an approximation of how much time should be spent for 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 your child is absent and needs homework assignments, please contact the school office in the morning. The make-up work will be assigned and ready to pick up at the end of that school day.

### **Report Cards**

Newton County grading periods are nine week sessions. Please carefully review your child's progress and contact the teacher if you have any questions.

### **Honor Roll**

Students at Heard-Mixon are recognized for "A" Honor Roll and "A/B" Honor Roll in grades 3-5, in accordance with the guidelines found in the Elementary Handbook for Newton County Schools. Honor Roll students are recognized each semester.

### **Clinic/Medicine**

Children who become ill at school will be cared for in the clinic. If necessary, simple first aid procedures will be administered. Please refer to the Elementary Handbook for Newton County Schools found in a later section of this agenda for complete information concerning the administration of both prescription and non-prescription medication

### **Lunch and Breakfast**

Parents are welcome to have lunch with their child. Parents must sign-in and out in the office. Daily meal prices are listed in the county part of this handbook. If you have any questions about your child's meal account, please contact the school cafeteria manager.

### **Student Recognition Program**

The administration of Heard-Mixon Elementary School believes that making students feel good about themselves is key to instilling self motivation. The HMES Student Recognition Program has been developed to accomplish this goal. There are two components to this program listed below.

#### **Student of the Month**

The classroom teacher will select a "Student of the Month" in each class. Students are chosen for their efforts in the following categories: citizenship, effort and achievement in the classroom, character, and/or improvement in academics. Each month there will be a reception to honor these students. Parents will be sent an invitation. Unless changed for a specific reason, the reception will usually be held on the last day of every month.

#### **End of Year Awards Program**

At the end of each semester, students in grades 1-5 will be recognized for accomplishments. These may include perfect attendance, Honor Roll, etc.

### **Parent Volunteers**

Heard-Mixon Elementary values parent volunteers. Parents are encouraged to help in classrooms, assist with special programs, and chaperone field trips. If you are interested in becoming one of our parent volunteers, please contact your child's teacher. All parents/guardians who volunteer are to sign-in through the office and obtain an appropriate badge for the day.

### **School Sponsored 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 agenda for your completion for this purpose. 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.

**Name of Club** HONOR CHORUS

**Mission or Purpose of the Club/Organization**

The purpose of the honor chorus is to offer talented and motivated young musicians the opportunity to share their love of music and self expression with their peers.

**Name of Club/Organization Sponsor/Advisor** : Amy Rains

**Description of Past / Planned Activities :**

Introductory discussions and presentations to expose students to different types of music and instruments. Music presentation on the school morning show, Star Kids TV.

PLANNED : Continue discussions and presentations to expose students to different types of music and instruments. Produce and develop a musical to be presented to the school community.

**Name of Club** DRAMA CLUB

**Mission or Purpose of the Club/Organization**

The Drama club strives to provide students with the opportunity to advance their skills and talents in the field of performing arts. Students have the chance to cooperate with others and learn valuable life resources through the knowledge of staff and peers.

**Name of Club/Organization Sponsor/Advisor** : TBA

**Description of Past / Planned Activities**

**2008-2009:** Participation by audition only. Presentation of curtain openers *The Class Clown* and *Sibling Switch*.

PLANNED : Produce and perform a one-act play, take various trips to local productions. Increase introduction of different types of genres and authors.

**Name of Club** ART CLUB

**Mission or Purpose of the Club/Organization**

Art Club provides interested students with a place to learn more about art through discussions and hands-on activities. It also promotes interaction with peers in a positive and creative way.

**Name of Club/Organization Sponsor/Advisor** : Spencer Pickens

**Description of Past / Planned Activities** : Created several projects.

PLANNED : Take various trips to local exhibits. Explore different art forms. Have an art show.

**Name of Club** JUNIOR BETA

**Mission or Purpose of the Club/Organization**

The purpose of the Junior Beta Club is to encourage effort and reward merit, and to promote those qualities of character that make for good citizenship.

**Name of Club/Organization Sponsor/Advisor** : Mary Horton

**Description of Past / Planned Activities :**

**2007-2008:** Relay for Life Candygrams, sold clovers for Muscular Dystrophy, planned and executed logistics of 2006/2007 Math-A-Thon.

PLANNED : Continued involvement in service oriented activities. Continue to promote strong academic and civil leadership.

**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.