

Live Oak Elementary School
500 Kirkland Road
Covington, GA 30016
Covington, GA
Phone-678-625-6654
Fax-678-625-6201

**STUDENT HANDBOOK
2009-2010**

THIS PLANNER BELONGS TO:

Name : _____

Grade : _____ Homeroom : _____

Address : _____

Phone : _____

Student # : _____

Live Oak Elementary School (LOES)

Goal Statement:

Live Oak Elementary School will lead Newton County Schools in student achievement.

Newton County School System Mission Statement:

The mission of the Newton County School System is to provide educational excellence for all students.

Newton County School System Motto:

SPIRIT, PRIDE, EXCELLENCE

Visit our Website at

www.newtoncountyschools.com/liveoak

Greetings and Welcome!

Dear Parents,

It is my honor and privilege to open Live Oak Elementary School, Newton County's fourteenth elementary school. Live Oak opens the 2009-2010 school year with a projected 850 students and over 90 faculty and staff members. It is our goal to have a successful first year as well as plan for an outstanding future.

We are very pleased to present this the 2009-2010 edition of the Student Handbook. Please notice that there is a daily section designed to enhance home-school communication. Our teachers generally use this section for organization of homework. We do this in an effort to teach students such skills as organization, time management, and responsibility. Each student in grades 3-5 is expected to write their own homework assignments in the Agenda Homework section and take it home daily for you to review. Notes and/or messages from the teacher will also be included in this section.

The information in the Handbook section is designed to answer any questions you may have about our school and general policies related to the school system. If you have a question about anything in this section please feel free to call the school for clarification.

We extend an invitation to you at this time to come and be involved with our school. We firmly believe in the cooperative effort of teachers, parents, and the community in leading our students. All suggestions and comments are welcome. We at Live Oak are committed to providing an exemplary education for all of our students and in doing so we will **exceed expectations everyday!**

Sincerely,

Ericka Anderson, Principal

DAILY SCHEDULE

- 7:00 AM Earliest allowable arrival time for students who ride the bus. Students who eat breakfast proceed immediately to the breakfast line. All others go directly to their hall and wait outside their classroom door.
- 7:00 – 7:45 AM Breakfast Served in the Cafeteria
- 7:15 AM Earliest allowable arrival time for car riders, Daycare riders etc. Students who eat breakfast proceed immediately to the breakfast line. All others go to their classrooms and wait outside their door.
- 7:20 AM Students are admitted to their classrooms and get started on morning work
- 7:45 AM Tardy Bell Rings—Students need to be in classrooms by 7:45 to not be considered tardy.**
- 7:45 AM Morning Routine – Greetings, Pledge, Moment of Silence, Recitation of School Rules, and Announcements
- 8:00 AM Instructional Day Begins
- 8:00-10:30 AM School-wide Uninterrupted Instructional Block
- 10:30 AM – 1:15 PM Lunch Served Daily
- 2 – 2:10 PM Drop Everything and Read Program
- 2:10 PM Student dismissal begins
- 2:25 PM Buses Leave Live Oak Elementary
- Note: School Office Hours = 7 AM – 4 PM**

Safety

The safety of your child is very important to us. In order to enhance safety, everyone must abide by the following:

1. Only one set of the front doors, and the rear doors will remain unlocked during the school day. All parents must enter via these doors only and report to the desk in the lobby to sign-in and receive a guest badge.
2. Classroom doors will remain locked at all times. In order to gain access to a portable classroom, you must first sign-in and receive a guest badge. If the teacher is expecting you, you may at that point proceed to the portable and knock on the door to gain entrance. If no prior appointment has been made with the teacher, you will need to gain clearance from the school's principal or assistant principal.
3. When students are checked in or out of school, the parent or guardian must sign them in or out. If you are signing the child out, after you have signed him out, the office personnel will call the child to the office via the intercom. **Under no circumstances are you to go directly to a classroom without prior permission from the office.** Checkouts after 2 PM should be for emergencies only.
4. Parents or guardians may not telephone the school to change a child's afternoon method of transportation home. Instead, the school will need a signed and dated note with the parent or guardian's telephone number for verification. A faxed and signed note with a telephone number for verification purposes will also be accepted. The school's fax number is **678-625-6201**.
5. Tornado drills, fire drills, and lock down drills will take place periodically.

Note: For safety reasons our school personnel have been trained to notify school administration when there is someone in the building who is not wearing a visitors badge or official school system ID. So please know that you will be stopped, if you are in the building and have not checked in at the office.

Admission and Registration

Students may be registered to attend Live Oak Elementary School if they live in the Live Oak attendance zone and if they are residing with their natural parents or a guardian (appropriate paperwork showing proof

of guardianship must be presented at time of registration). The following items are needed for enrollment:

1. A state certified birth certificate (with seal)
2. Immunization on Ga. Form 3231
3. The student's Social Security card
4. A Withdrawal form or Report Card from the previous school
5. Proof of Residence – This has to be a utility bill (water, gas, or electric) or a Lease or contract agreement.

Note: A driver's license will not be accepted as proof of residence. Office personnel will be happy to answer any questions you may have with regard to the registration of your child. Please refer to the Newton County Elementary Handbook which is located in this Student Handbook, for additional information on this subject.

Bringing Friends to School

Younger or older siblings may not come to school with a Live Oak Elementary School student. Also, friends or relatives from other school systems may not visit or attend school with Live Oak Elementary School students.

Clinic

Live Oak Elementary School has a full time nurse to assist with the medical needs of students and to dispense medication as prescribed. Parents or guardians will be asked to complete a Clinic Card to be kept on file in the clinic. All medications must be bought to the school by the parent and in the original packaging with pharmaceutical labels attached. Note: See County portion of this handbook for more info.

Communication Folder

All Live Oak students receive a special folder, which is usually sent home each Wednesday. The purpose of the folder is to help students to organize the communication papers that go home from the school regarding school activities, classroom news, and PTO as well as other community related matters. Parents or guardians are asked to check the folder each Wednesday and return it to school by your child on Thursday morning.

Discipline

The students attending Live Oak Elementary School have 5 school rules to follow. They are:

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

Please note that a system-wide Code of Conduct/Discipline section (which is applicable to all Newton County School System students) is in this handbook in the overall county section. Parents and guardians are asked to read this section carefully and discuss it with your child. At times Live Oak Elementary may utilize an In-School- Suspension (ISS) Program that is known as the STOP Room. You will be notified if your child is sent to the STOP Room by either phone call or note home.

Field Trips

Field trips are planned to enhance the instructional program of the school. A permission slip signed by a parent or guardian is required. Parents are invited to attend. To off set the cost of a trip, donations may be requested. In the event that a trip is scheduled during the lunch hour, a sack lunch will be provided by the school's cafeteria staff. Parents going on the trip will need to pay for a lunch as usual. For the safety of all, children must use school transportation to and from a field trip. If check out is necessary, it must be done after the students are back at school using the normal check-out procedures. Siblings (younger or older than the LOES student) may not attend a school field trip.

Lost or Damaged Textbooks

Students are responsible for textbooks issued to them at the beginning of the school year. If a textbook is lost or damaged, the student will be charged for the damage or loss based on the following:

New Book	Full Price
2 nd Year	Deduct 25% from price of new book
3 rd Year	Deduct 50% from price of new book
4 th Year	Deduct 75% from price of new book

Lunch and Breakfast

Daily meal prices are listed in the county's part of this handbook. Breakfast, extra milk, juice, or ice cream may not be charged.

Parties

Live Oak Elementary has limited parties to 2 parties per year. This includes a winter holiday party and a party at the end of the school year. Individual student birthdays may be celebrated during the lunch period with store bought cupcakes brought in by the parent or guardian. Parents or guardians are asked to coordinate this with your child's teacher.

 Birthday parties may not be held at school.

Parent Conferences

To promote positive effective communication between home and school, parent conferences are encouraged. Fall and winter conference days are set each year to accommodate everyone's work schedule. You are welcome to schedule a conference with your child's teacher before, during, or after school. Please communicate directly with the teacher so that he or she can let you know before, during, and after school times that are good for him or her. **Drop in conferences are not permitted.** Conferences held during the school day may be held during the teacher's planning period only (with prior arrangements being made with the teacher).

Pets

Students are not allowed to bring pets to school. Parents may bring pets for special "Show and Tell" events, etc. provided the teacher has gained permission from the school's principal, notified all parents that a pet will be in the room and secured written permission for viewing and or petting from the parent or guardian of each child in the room. Parents may not bring pets in the school to pick up children etc.

Student Activities and Clubs

Several clubs and organizations are available for Live Oak Elementary School students. The Junior Fire Marshall Program is available to all students (grades Pre-K-5). Open to upper elementary students is membership in the Dance Team (grades 3-5), Chorus, Photography Club,

Science Club, and Geography Club. The Safety Patrol Program is open to students in grades 4 – 5. Fifth grade students may participate in the D.A.R.E. and 4-H programs along with the other previously mentioned clubs and activities. These opportunities enhance our general program and allow for personal growth and development of leadership skills. Students may sign up for inclusion in an activity during the month of September.

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 on page 47 of this student handbook 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. The school sponsored clubs (excludes clubs involved in competitive interscholastic activities) at our school are:

Junior Beta Club

The Junior Beta Club is under the direction of the national Beta Club. The students must have had all A's, B's and good behavior to become a member. The purpose is to support programs in the school and community and promote good citizenship.

Some of the past activities include:

- Collected and counted telephone books for recycling
- Assisted with the collection of canned goods at Christmas for needy.
- Acted as Book Buddies for younger students in need of academic support and encouragement.
- Created cards and letters for staff members.
- Participated in service projects with an adult mentor.

Live Oak Chorus

The Live Oak Chorus is an auditioned choir for 3rd – 5th grade students. The chorus rehearses during the before school hours. The purpose of the chorus is to provide a choral experience and to prepare students to continue chorus or band in middle school. The chorus also provides student enrichment in music, motivation and local and state

performances. It also provides an opportunity for collaboration and interaction between students in our school, county, and state.

Some of the planned activities include:

- Perform at PTO programs and special events at Live Oak Elementary
- Selected members attend the Georgia Statewide Honor Chorus
- Selected members attend the Newton County Honor Chorus
- The chorus performs throughout the community including the Covington Square.

Live Oak Student Ambassadors

Ambassadors are comprised of fourth and fifth grade students chosen by their homeroom teachers. The Ambassadors serve as guest hosts for the school when visitors are present. Ambassadors also visit homes in our school district to give information concerning the school and its programs.

Principal/Student Advisory Council

The Principal/Student Advisory Council (PSAC) is comprised of an elected representative from each homeroom in grades three through five. The council members meet with the Principal monthly to discuss school issues and give input for general school improvement.

Student Recognition Program

We at Live Oak Elementary School believe in recognizing students for their various accomplishments. The LOES Student Recognition Program has been developed to do just that. There are three components to our program. They are:

1. **Student of the Month** – The classroom teacher will select “Students of the Month” in each class, each month. Students are chosen for their efforts in the following categories: Citizenship, Effort and achievement, Character, and Noticeable improvement in the academics. Each nine-week period there will be a reception to honor the students of the month. Parents and/or guardians will be sent an invitation. Students will be recognized via the intercom on the morning of the reception and will receive an award during the reception from the school’s administrators.
2. **N. B. A. (Never Been Absent) Program** – Students are encouraged to come to school everyday and to stay in school all day.

Students are in the N. B. A. Club for having no absences and only 1 tardy in each 9 week period. The names of all students who do that will be displayed on a bulletin board located near the school's cafeteria. These students will also receive a N. B. A. Certificate. Once each 9 week period, the students will receive a prize for their good attendance.

- 3. End- of -Year Awards Programs** – Once during the middle of the school year and once at the end of the school year West Newton's students will be recognized for their accomplishments. These may include perfect attendance, A Honor Roll, A/B Honor Roll, high scores on standardized tests, citizenship, principal's award, and most improved.

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.