

**MANSFIELD ELEMENTARY SCHOOL  
45 EAST THIRD AVENUE  
MANSFIELD, GA 30055  
770-784-2948**

<http://www.newtoncountyschools.org/mansfield/>

**STUDENT HANDBOOK  
2009-2010**

**THIS PLANNER BELONGS TO:**

**Name :** \_\_\_\_\_

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

**Address :** \_\_\_\_\_  
\_\_\_\_\_

**Phone :** \_\_\_\_\_

**Student # :** \_\_\_\_\_

## **MISSION STATEMENT**

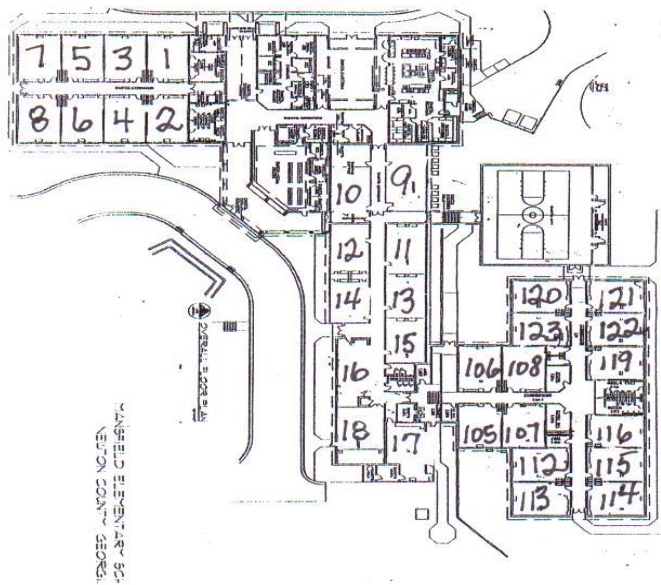
In cooperation with faculty, families, and the community, Mansfield Elementary School provides quality learning experiences to promote a love of learning that empowers children to reach their full potential.

## **BELIEF STATEMENTS**

- Student learning is the chief priority of this school, and each student deserves the opportunity to achieve to his/her potential.
- Students need access to curriculum and instructional practices that accommodate differences in learning styles.
- Student learning is enhanced through the use of a variety of management skills.
- Students must become critical thinkers and problem solvers as a result of their learning.
- Students must take responsibility for personal actions, respect themselves and others, and appreciate the diversity of all people.
- Students' understanding of global and environmental issues enables them to demonstrate responsibility for the environment.
- Students' actions show they are responsible citizens of the community, state, and nation.
- Faculty, staff, parents, and community volunteers must combine their effort and work to contribute to the success of Mansfield Elementary School.
- A cooperative and caring staff fosters a secure and nurturing environment that enriches the total student experience.

Mansfield Elementary School

Building Layout



Please check the Mansfield Elementary School Web site for the most current Faculty and Staff listing.

<http://www.newtoncountyschools.org/mansfield/>

### **PARTNERS and their REPRESENTATIVES**

BEAVER MANUFACTURING COMPANY	MR. & MRS. EDWARD NEEDHAM
BLACKWELL GROCERY	MR. WAYNE BLACKWELL
BURGE PLANTATION	MR. ALEXANDER MOREHOUSE
STATE FARM INSURANCE	BAXTER BOUCHILLON
COVINGTON SERVICE GUILD	MRS. PEGGY HAWLEY
BANK OF NORTH GEORGIA	MS. SHEILAH ALMAND
MANSFIELD BAPTIST CHURCH	DR. JEFF PERKINS
D & J TRENCHING	MR. & MRS. DENNIS HYDE
KIDS "R" GREAT	MRS. DORINA FRAISER

### **P.T.O. OFFICERS**

Please check the school web site for the current slate of PTO officers.

<http://www.newtoncountyschools.org/mansfield/>

### **SCHOOL COUNCIL**

School council meets at 7:00 on designated Thursday mornings throughout the year. Please check the school web site for current school council members.

<http://www.newtoncountyschools.org/mansfield/>

### **SCHOOL STRUCTURE**

Mansfield Elementary School includes Pre-kindergarten through grade five. For the 2008-2009 school year, the projected enrollment is 520. We have 39 teachers, including 26 homeroom teachers, a speech teacher, a media specialist, a counselor, a P.E. teacher, three E.I.P. teachers and two special education teachers. A principal and assistant principal, with the cooperation of a faculty leadership team, administer the school. Mansfield receives the services of a psychologist, speech teacher, gifted teacher, art teacher, and a music teacher on a shared basis with other Newton County Schools. Utilizing a fine student-teacher ratio and well-trained professionals, Mansfield is well equipped to provide a quality education for children with a variety of needs.

### **DAILY BUILDING SCHEDULE**

7:00 A.M.	Earliest allowable arrival time (Report to cafeteria)
7:15-7:50 A.M.	Breakfast served
7:50 A.M.	Homeroom activities and morning announcements
7:55 A.M.	Tardy Bell
10:30 A.M. – 1:00 P.M.	Lunch period; your child eats at _____.
2:30 P.M.	Dismissal
7:00 A.M. – 4:00 P.M.	School office hours (Monday-Friday)

## **PROTECTING INSTRUCTIONAL TIME**

Research indicates that one of the greatest factors affecting student achievement is uninterrupted instructional time. Mansfield Elementary teachers have prepared a full day of instruction for your child. If your child arrives late or leaves early, he/she will miss part of the instructional day. If a parent interrupts a class during the instructional day, the entire class loses instructional time. For this reason, conferences should be scheduled before or after school or during teacher planning times. Also, **all parents must check in at the office before going to a classroom.** The office staff can check to see if it is an appropriate time to interrupt the teacher. If you wish to observe in a classroom, simply call Mr. Davis and he will schedule a time and provide the teacher notice. Please remember that what you may see as a minor interruption taking only seconds, might cause the teacher and students much more in instructional time.

For safety reasons, transportation changes are preferred in writing. **In order to provide for the safety of students and avoid confusion at dismissal, students will not be checked out, nor will changes in transportation be made, after 2:00 P.M.**

If emergencies arise requiring a child to be checked out during the instructional day, the student will be released from school only to a parent or legal guardian or other authorized person. Such persons must be properly identified. The parent or authorized person who will pick up the student must come inside the school, provide a picture ID, and sign the student out.

## **MEDIA CENTER**

Utilization of the school Media Center is very much encouraged. By reading, students improve on a skill needed throughout life and broaden their view of the world. By learning research skills, they prepare themselves for future educational challenges.

Mansfield Elementary Media Center contains in excess of 5000 books. Pupils are responsible for books checked out to them and must return them when due. Failure to follow these rules may result in suspension of library privileges.

## **LOST AND FOUND**

Students often misplace or lose items at school. Please mark articles such as gloves, coats, sweaters and caps with your child's name. If an item is lost, please have your child look through the "lost and found basket" for the item. A note describing the lost item may assist the staff in locating it. Parents are encouraged to look for lost items at school. Periodically found items are displayed in the hallway. Unclaimed items are donated to local charities.

## **COMPLAINTS AND GRIEVANCES**

Newton County Board of Education policy JCE-R deals with student complaints and grievances. You may obtain a copy of this policy by calling the principal (784-2948). Basically, board policy calls for complaints to be resolved in an orderly manner.

## **AFTER SCHOOL DETENTION**

The staff at Mansfield Elementary School work together to provide after school detention for students assigned detention by their teachers. Detention is used as a disciplinary measure and to assist students who may be having difficulty completing their work. Please support this effort by providing transportation for your child. All children assigned detention should be picked up at 3:30 p.m. Parents will be notified at least 24 hours prior to a detention assignment. Failure to stay for assigned after school detention will result in in-school suspension or suspension for a parent conference.

## **ARTICLES PROHIBITED OR DISCOURAGED AT SCHOOL**

Knives, sling shots, bats, hard balls, studded wrist bands, weapons of any type, and other potentially dangerous items are not permitted at school because they are a hazard to the safety of others. These items will be taken up and returned to parents upon request.

Toys, games, dolls, cameras, radios, tape recorders and other electronic or mechanical devices may be brought to school only when the teacher has sent home a note of permission. Without a permission note, these items will be taken up and returned to parents upon request. Expensive watches and jewelry and large sums of money should not be brought to school due to the risk of loss or theft. Illegal substances are prohibited. Students are not allowed to buy, sell or swap items at school.

## **DISCIPLINE FOR ACTIONS OUTSIDE OF SCHOOL HOURS**

A student who has been arrested, charged, or convicted in a court with a felony or an offence which would be considered to be a felony if the student were an adult, or is charged with an assault upon another student, a violation of the drug laws or sexual misconduct of a serious nature and whose presence at school is reasonably certain to endanger other students or staff or cause substantial disruption of the educational climate may be disciplined or excluded from school.

Note: This information is included in this handbook because of the requirement to inform parents of potential consequences. It is not expected that an elementary student would engage in an activity that would lead to the enforcement of this policy.

## **PARTNERS IN EDUCATION**

Beaver Manufacturing Co., Blackwell Grocery, Bank of North Georgia, Covington Service Guild, Burge Plantation, Mansfield Baptist Church, D & J Trenching, Baxter Bouchillon State Farm, and Kids "R Great Day Care have joined Mansfield School as Partners in Education. These organizations and businesses assist our school by providing materials, resources and people to enhance our school programs. Mansfield Elementary School is extremely fortunate to have such a fine group of concerned, supportive partners.

## **ROOM PARENTS**

Parents are encouraged to volunteer to help as room mothers or fathers. A room parent helps organize activities for the teacher. Activities include planning Christmas parties and end-of-year parties, calling other parents for PTO activities, and assisting the teacher with special projects and field trips. Your help will allow the teacher to concentrate more on instructional responsibilities while enriching your child's educational experiences. It is an important job! We need you!

## **PARENT-TEACHER ORGANIZATION**

When parents and teachers meet and work together, a positive educational environment will exist. Mansfield Elementary has had a history of outstanding achievement through PTO for many years. You are urged to become personally involved in this important organization and to support the PTO programs.

## **MANSFIELD'S HOMEWORK STATEMENT**

The faculty at Mansfield School believes a well-balanced education must involve a partnership between home and school. Homework is a very important part of this partnership. Most assigned homework will be used to reinforce skills taught in the classroom. We believe that homework can improve achievement, promote student responsibility and strengthen independent study skills in children. Homework also contributes to students and parents understanding that the school holds high expectations of students.

### **Responsibility of Teacher**

- to teach concept thoroughly in class
- to give concise directions when making assignments
- to give feedback to the students
- daily homework assignments should be of a reasonable amount
- to contact parents early if students develop a pattern of late or incomplete work
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### **Benefits to Teacher**

- enables teacher to monitor progress
- extends the learning process beyond the classroom
- better communication between school and home
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### **Responsibility of Student**

- to record all assignments
- to ask questions to clarify directions
- to set aside a regular time for completing homework
- to return completed assignments on time

### **Benefits to Student**

- to improve work habits
- to provide added practice
- teaches responsibility for life skills needed in the future (organizational skills)
- student feels better about himself when homework is successfully completed

### **Responsibility of Parents**

- to set a regular time and place to do homework (quiet and without interruptions)
- to make sure students have materials they need for doing assignment
- to emphasize the importance of homework and praise the child for work completed
- to encourage the child to do their best work
- to give assistance when needed but refrain from doing the homework for the child
- to contact teacher when problems arise

### **Benefits to Parents**

- parents can monitor their child's progress and understanding
- parents will be aware of what the school is teaching
- parents will have a daily opportunity to have a positive influence on their child's education and future

## **PARENT – SCHOOL COMMUNICATION**

It is essential to your child's safety and well being that the school maintain accurate and up to date information on your child and his/her caregivers. A number of forms completed at the beginning of the school year are used to create an information data bank. These forms include the Student Information form, the Clinic Information form, Emergency Closing form, and the Student Release/Transportation form.

The Student Information form is used to create a computer entry that is used to generate mailings, confirm addresses, draw attendance lines, establish transportation routes and provide the necessary data for state and local documentations.

The Clinic Information form, filed in a binder in the clinic, is used to verify that appropriate permissions have been given for the dispensing of medications, to alert clinic workers to special health concerns, to give special direction to clinic workers, and to provide **emergency numbers to clinic workers so that someone will always be available if your child needs them. During the year, if phone numbers change, please send these changes in to the school.**

The Student Release/Transportation form is used to insure that your child arrives home in the manner you desire. It includes instructions for how your child is to go home and with whom your child may be released. **DUE TO SAFETY CONCERNS, CHANGES IN THE INSTRUCTIONS FOR THIS FORM MUST BE MADE IN SUCH A WAY AS TO DOCUMENT THAT THE CUSTODIAL PARENT HAS MADE THE CHANGES. THEREFORE ALL CHANGES SHOULD BE MADE IN PERSON, FAXED WITH DRIVERS LICENSE, OR WRITTEN WITH NOTARY SEAL AFFIXED.**

Once all the information has been provided to the school, parents are urged to update it as necessary. As emergency numbers, work numbers, cell phone numbers, addresses, places of employment, medical conditions, medications, etc. change, new information should be provided to the school. We want to provide your child the best care possible, and to do so, your cooperation is necessary.

## **SUBSTITUTE TEACHERS**

The substitute teacher is an important person in our school. It is the job of the substitute to carry out the plans and instructions of the classroom teacher. It is the job of the boys and girls in the classroom to approach assignments in the same manner as when the regular teacher is present. Disrespect or misbehavior will not be tolerated when a substitute is present.

## **VOLUNTEERS**

Individual attention can often make a great impact on a young learner. When we are able to provide children with adult volunteers we have witnessed dramatic improvements. We have been fortunate to have parents, grandparents, partners in education, and concerned community volunteers participate in our volunteer efforts. We need more. Won't you consider giving thirty minutes or an hour a week? Perhaps you know someone who might be interested in volunteering. Volunteers most often work one-on-one with a child, reading or listening to the child read. Please contact the school if you are interested.

## **SPECIAL ASSEMBLIES**

Cultural experiences, enrichment programs, and motivational programs can be an important part of a school program. In the past, Mansfield children have enjoyed magic shows, puppeteers, entertainers, lecturers, etc. Often these programs are funded by our PTO and selected in cooperation with the school leadership team.

### **RECYCLE FOR MANSFIELD**

Please save all your newspapers and cardboard. Containers are located at the school for newspapers and cardboard. Our students work diligently each year to insure the success of our recycling program. Each morning they collect from homerooms the newspapers that students have turned in and place them in the recycling container.

### **CAMPBELL'S SOUP LABELS**

Please save "Campbell's Soup" labels and other product labels accepted by the Campbell's program. A large container will be placed in the hallway for students and parents to deposit their labels. These labels may be redeemed for physical education supplies and equipment and other instructional materials. Each year dedicated volunteers collect and tally the required information for these programs. If you would like to help with one of these programs please let us know.

### **INGLES, KROGER, TARGET, ETC.**

Several local businesses support the schools with customer incentive programs. Please check where you shop and if possible support Mansfield Elementary by participating in these programs.

### **SCHOOL PARTIES AND ACTIVITIES**

During the school year, parents often wish to prepare special treats for children and to have special activities for them. Parties, treats and special activities should be planned following these guidelines:

1. Gain approval of the teacher and principal well in advance of the proposed party date.
2. Instruction may be interrupted only after 2:00 p.m. (1:30 p.m. for Christmas and end-of-year parties).
3. Except for pre-kindergarten and kindergarten children, birthdays should not be used as a reason for a class party. This would interrupt instruction excessively. If on your child's birthday you wish to provide a late afternoon snack, please contact the teacher for her approval.
4. "Junk Food" is discouraged. It is definitely not appropriate as the only treat provided to children.

### **FIELD TRIPS**

Field Trips are instructional in nature. Teachers must submit a set of instructional objectives and correlate the activities with the State Quality Core Curriculum and the Georgia Performance Standards. Many parents mistakenly view field trips as "play" time. To make certain that field trips are manageable and instructional all parents are asked to follow some simple rules.

1. Do not attend a field trip as a chaperone unless you can give full attention to the students assigned to you by the teachers.
2. Do not bring other children (younger or older siblings, etc.) on a school field trip.
3. All chaperones are asked to ride the bus.
4. All students are asked to buy a school lunch or have a lunch packed in a plain brown paper bag that can be easily loaded with other lunches. No bottles, cans, lunch containers or other items that can be lost or broken should be taken on a field trip. Chaperones are asked to obey these same rules.
5. **Field Trips are not shopping trips. Parents and students should not purchase items while on a field trip.**
6. Students not attending a field trip will be provided activities to complete while the class is away. Teachers will assign students to other teachers for supervision purposes.
7. **On a field trip the teachers are in charge. Please cooperate fully with them.**



## **CONTESTS, COMPETITIONS AND DRIVES**

Throughout the school year our students are encouraged to participate in extracurricular contests, competitions and drives. These activities are designed to provide enrichment opportunities, service opportunities and learning opportunities for your child.

Contests include opportunities to display art, creative writing, recitation, spelling, science knowledge, geography knowledge and original thinking/problem solving. Often school winners go on to county competition.

Drives include collecting canned food for the needy, preparing "Christmas Boxes" for children, Jump Rope for Heart, Telephone Book Recycling and PTO fund raisers. Often classes are recognized for their teamwork on such drives.

Participation in any and all of these efforts is purely voluntary. It is our hope that our children realize the benefits of being active, productive, involved members of their community.

## **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.



