

**PORTERDALE ELEMENTARY SCHOOL
45 RAM DRIVE
COVINGTON, GA 30014
770-784-2928**

**STUDENT HANDBOOK
2009-2010**

THIS PLANNER BELONGS TO:

Name : _____

Grade : _____ **Homeroom :** _____

Address : _____

Phone : _____

Student # : _____

PORTERDALE ELEMENTARY SCHOOL

"We can't hide that Ram pride!"

45 Ram Drive • Covington, Georgia 30014

Telephone (770) 784-2928 • Fax (770) 784-2993

Dear Porterdale Parents and Students:

We wish to take this opportunity to welcome you to Porterdale Elementary School. As stakeholders and partners working together, we can make a positive difference in our childrens' lives.

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. After reading the handbook, please discuss the rules with your child.

Your cooperation throughout the year will be greatly appreciated. If you have any questions or concerns, please feel free to talk with your child's teacher or to call the school.

Thank you for entrusting your child to us. Again, we appreciate your continued support. Welcome to another exciting school year!

Sincerely,

*Lizzella H. Dodson
Principal*

Porterdale Elementary School's
Mission Statement

The mission of Porterdale Elementary School is to provide a quality education to all students so that all may have the opportunity to develop and succeed.

Porterdale Elementary School's
Vision Statement

The vision of Porterdale Elementary School is that students become productive citizens who continue to learn for life.

Porterdale Elementary School's
Belief Statement

Porterdale Elementary's faculty and staff believe that:

- teachers, parents, students, and the community share the responsibility for the support of the school's mission.
- students accept responsibility for being active learners and good citizens when provided a safe, learning-focused environment.
- students learn best when they are provided an education that is appropriate to their individual learning styles.
- all students are able to reach their intellectual, social, physical, and emotional potential.

PARENTAL INVOLVEMENT

Many times we wonder why some students gain high achievement in school while others fail in their efforts to master learning. The differences do not always seem to be a result of individual intelligence. And while an excellent curriculum coupled with well-trained, caring teachers has always made a tremendous impact, we have found that alone, even those could not guarantee success for students. Nearly all children who succeed in school do so because their parents take the time to stay involved in their youngster's education from the very first day to the final graduation.

The need for parental involvement in schools is not a new phenomenon. In fact, this concept is as old as education itself. What is new is the mistaken belief by some good parents that their presence at school is not really important. Actually, nothing could be further from the truth. In our present day world when many of society's values are unclear or uncertain, children tend to increasingly value those things that they see their parents value. Thus, when children observe the value that their parents place in the school through their involvement, so too, will the young people give greater value to their educational opportunities. Parents must make a commitment to participate. This may not be an easy task for many parents, especially those with high demands upon them at home and/or at work. It may mean that they will be asked to make real sacrifices in order to play a vital role in their youngster's education. But for parents, it may well be one of the most important decisions affecting their children's lives.

WAYS TO HELP YOUR CHILD FIND HAPPINESS IN SCHOOL

- Provide a quiet period at home each day for reading and other constructive activities.
- Read daily to your child - including your pre-school child.
- Listen to your child read.
- Read regularly in the presence of your child.
- Take your child to the library frequently.
- Show interest in school activities.
- Work with the school by visiting, attending conferences, and joining PTO
- Ask your child questions.
- Give praise and encouragement.
- Communicate frequently with your child's teacher to discuss your child's progress.
- Listen to and talk with your child about school and related experiences.
- Get your child to bed at a reasonable time.
- Get your child up each morning with ample time for breakfast and prepare him/her for school by checking to see that teeth are brushed, hair is combed, and face, hands, and clothes are clean.

Send your child to school with the attitude that he/she is there to learn, the teacher is there to help and guide him/her, schoolwork is designed to show what he/she can do, and you are there to support us.

Porterdale Elementary School Guidelines and Procedures

Car Riders/Parent Pick-Up Procedure

Please read the following guidelines - with the cooperation of all of our parents, we will be able to keep our children safe during dismissal.

1. Parents who pick up their children on a regular basis must have a number assigned to their car. This number should be hanging from the rearview mirror or displayed so that our staff can easily read the number.
2. Parents must **REMAIN IN THEIR CARS** and drive through the pick-up lane to pick up their child. Students **WILL NOT** be released to parents who walk up to the building. We do not feel that this practice is safe, and it also causes confusion. We do not want our students walking among cars. Also, please refrain from cutting in front of others in the car-rider line.
3. **The parking lot at the north end of the building closest to Brown Bridge Road is assigned for our teachers only!** Please do not park there to pick up your children. If you need to talk with a teacher or have a conference scheduled, please park in one of the front parking lots. All parents and visitors should **ALWAYS** enter by the double doors at the front office.
4. Students will be released through the doors in the front of the building. **Please DO NOT enter through the side doors to pick up your child.** Our building safety plan prohibits any parent or visitor from using any doorway except the double doors by the office. We feel that we can best monitor who picks up the children when we place them directly in the car that they are assigned.
5. Students not picked up by the time the buses leave (approximately 2:40) will be taken to the office area. Parents will have to come into the office area to pick up and sign-out their child at that time. Students picked up late consistently (more than 5 times) will be referred to social services. **Also, please refrain from parking in the bus-loading zone between 7:00 a.m. and 3:00 p.m.**

Attendance

Under the No Child Left Behind (NCLB), all schools are required to meet their AYP as measured by the state's Criterion Referenced Competency Test (CRCT). We want to continue making our AYP! For AYP purposes, it is imperative that students be at school all day, every day! Student absences do negatively affect our AYP. Parents can help us by doing the following: 1) Make sure that your child is present at school; high absenteeism rates can prevent us from making our AYP; 2) Make sure that your child is at school on time; **remember, five tardies equal one unexcused absence** (please see the Attendance and Tardiness section of this handbook for consequences of excessive absences and tardies); and 3) Do not check your child out of school early except for dire emergencies. **Absolutely no early check-outs will be allowed after 2:00 p.m.!**

Awards Day

During the last week of school, students will be recognized for outstanding achievement in various areas. Parents and guardians are invited to join us on this day. The purpose of this assembly will be to recognize students in areas such as academic achievement and citizenship.

Cell Phones

Cell phone use is not allowed in the office at Porterdale Elementary. We appreciate your help in keeping our office cell phone free!

Changes in Transportation Arrangements

You must send a written note to your child's teacher if you make arrangements for him/her to be dismissed from school in a way other than their normal mode of transportation. **This is extremely important because without a note we will send your child home by his/her regular plan. PHONE CALLS ARE NOT ACCEPTABLE TO CHANGE PLANS! ABSOLUTELY NO EXCEPTIONS WILL BE MADE!** Our school safety plan provides for this practice.

Field Trips

Field Trips are part of the total instructional program and are planned with specific objectives in mind. When a field trip is to be taken, your child will bring home a permission form giving the destination, date, and times. This form **MUST** be returned with parent/guardian signature before your child will be allowed to go on the trip. **Porterdale students are to ride the school bus to and from the destination of all school field trips. Newton County Board Policy does not allow children who are not enrolled in our school to ride the bus.** If a parent has plans to take their child with them in their personal vehicle, the parent must sign their child in/out at the front office, thereby accepting full responsibility for their child.

General School Rules

The following general school rules apply daily. They are not all-inclusive, but cover a majority of the student expectations:

- Listen to and follow directions given by school personnel.
- Be ready and prepared for class.
- Keep hands and feet to self. Respect others and their property. No hitting, fighting, kicking, horse playing, cursing, etc.
- Use appropriate tone of voice.

Honor Roll

An honor roll will be published at the end of each semester. Please see the system portion of the elementary handbook for specifics about earning honor roll.

Late Check-In and Early Check-out

Parents are encouraged to **have students at school all day every day**.

Late check-ins and early check-outs are discouraged and should occur only in cases of illness and family emergency. When a student is late to school (after 8:00 a.m.) a parent **must** accompany him/her into the office to sign the student in as tardy.

In the event of a doctor's appointment, illness, or family emergency, parents may need to check students out early. **A note signed by you with your phone number is required when anyone other than the parent is picking up the student.** If you must check your child out of school early for an appointment, you are urged to do so before 1:45 p.m. **CHECKOUTS AFTER 2:00 P.M. ARE NOT ALLOWED!** (Please see the Attendance and Tardiness system section of this handbook concerning consequences for tardies and early check-outs.)

Lunchroom Guidelines

In order to keep a pleasant and safe place for eating, students are asked to clean up their area of the lunchroom after they eat, carry trays, and place refuse in the containers provided. If you pack your child's lunch, remember not to pack any candy or canned soft drinks. Also, no fast food meals may be brought in for lunch.

Phone Calls

Students are not allowed to receive or place personal phone calls during the school day. If a student is sick, the school nurse or front office will contact you.

Placement

During the school year, school administrators may change the placement of students in programs based on local, state, or federal program requirements.

Requesting Withdrawals, Copies of Paperwork, Attendance Verification, Etc.

If you need to withdraw your child from Porterdale Elementary School, you must come in and sign the Newton County School System official withdrawal form. It will then be 24 hours before we will be able to provide you with the official sealed paperwork and your copy of the withdrawal form - teachers must be allowed that time to complete all of the necessary information needed for the form. We must receive a written and signed note from the legal guardian for any requests of copies of your child's immunization form, birth certificate, or social security card, or if you need verification of your child's enrollment or attendance at Porterdale. You may then pick up this information in 24 hours - please allow the front office that time to gather all of the information needed. We appreciate your help when acquiring this information!

School Sponsored Clubs

Porterdale Elementary has clubs (excluding clubs involved in competitive interscholastic activities) under the direction and control of Porterdale 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 the system portion of this student handbook for your. 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 Porterdale are:

Name of club: BETA Club **Purpose:** National Honor Society that seeks to serve those in need throughout community **Sponsor:** Debora Ondracek

Description of Past/Planned Activities: Raised monies for hurricane victims, visitation with senior citizens, provided after-school snacks for tutoring, and purchased aquarium for media center. We also plan to implement beautification projects for school, hold fundraising events to aid our community, and participate in academic competitions offered by the National BETA Club.

Name of club: Chess Club **Purpose:** To improve math skills while meeting new friends
Sponsor: Debora Ondracek

Description of Past/Planned Activities: This year's plans include continued intramural chess matches as well as intramural tournaments within the local area.

Name of club: Science Club **Purpose:** To offer enhanced opportunities to explore cross-curricular connections **Sponsor:** Debora Ondracek

Description of Past/Planned Activities: This year's plans include maintenance of the nature trail, evening astronomy explorations, and Saturday field trips to significant local sites.

Uninterrupted Instructional Time

During instructional time, students receive their reading, math, writing, and other instructional areas and cannot be interrupted. Please help us to keep our students on task and focused by not visiting your child's classroom or requesting teacher conferences during this time. Teacher conferences may be scheduled for either before school, after school, or during the teacher's planning time. **THIS IS VERY IMPORTANT!** We must be very protective of this critical instructional time. Check with your child's teacher for specific schedule information and to make an appointment for visiting your child's classroom. Providing students with uninterrupted instructional time will help us to raise student achievement.

Visitors

All visitors to our building **MUST** come into the front office, sign-in, and receive a visitor's pass. Teachers are allowed to stop any visitors in the building and ask to see their pass. Thank you for your cooperation in this matter - this practice is for the safety of all of our children!

Daily Schedule

7:00-3:45.....	School Office Hours
7:05.....	Earliest Allowable Arrival Time
7:15-7:50.....	Breakfast Served for K-5 (last breakfast served at 7:45)
8:00.....	Daily Instruction Begins
8:00.....	Tardy Bell Rings
10:45-1:15.....	Lunch Served
2:15.....	Dismissal Begins

Porterdale Elementary School PTO

Porterdale Elementary PTO is extremely active and meets four to six times per year. Dates of meetings and officers for the 2009-2010 school year will be announced at the first PTO meeting of the year. Please plan on becoming involved in the many activities that the PTO has planned for our school!

SCHOOL STANDARD DRESS

In August of 2002 Porterdale Elementary School and the Newton County Board of Education implemented standard dress for students. Please read the following standard dress requirements carefully and make sure that your child wears standard dress daily. **STANDARD DRESS IS NOT AN OPTION - IT IS A MANDATORY REQUIREMENT FOR ALL STUDENTS!**

Boys

Pants: Solid color navy blue, black, or khaki. Pants may not be hung down, must fit waist, no baggy pants, no jeans of any color, logo and label free.

Shorts: Solid color navy blue, black, or khaki - logo and label free.

Shirts: Solid white, red, navy, light yellow, or light blue, polo, crew, turtleneck or collared in long or short sleeve, logo and label free - school emblems and logos are acceptable. Undergarments cannot be worn as shirts.

Shoes: Clean athletic shoes with non-marking sole; other shoes that coordinate with standard dress colors permitted. No combat boots or above the calf boots, no steeled-toe shoes or boots, no slippers, no thongs, flips flops or sandals.

Sweaters: Solid colors navy, red, white, light yellow, light blue, or khaki with no initials, writing, pictures, graphics, or logos other than school emblem or name. Cardigan, pullover v-neck or crew, buttoned or pullover vest. Sweatshirts with or without school logo in standard dress colors are permitted.

Girls

Pants: Solid color navy blue, black, or khaki. Pants may not be hung down, must fit waist, no baggy pants, no jeans of any color, logo and label free.

Shorts or Capri Pants: Solid color navy blue, black, or khaki - logo, design, or label free

Skorts, Skirt, and Jumpers: Navy, black, or khaki, logo and label free

Shirts: Solid white, red, navy, light yellow, or light blue, polo, crew, turtleneck or collared in long or short sleeve, logo and label free - school emblems and logos are acceptable.

Shoes: Clean athletic shoes with non-marking soles; other shoes that coordinate with standard

dress colors permitted. No combat boots, or above the calf boots, no steeled-toed shoes or boots, no slippers, thongs, flip flops, sandals, open heel or open toe.

Sweaters: Solid colors navy, light blue, light yellow, red, white, or khaki with no initials, writing, pictures, graphics, or logos other than school emblems or name. Cardigan, pullover, v-neck or crew, buttoned or pullover vest. Sweatshirt with or without school logo in standard dress colors is permitted.

GENERAL

The foregoing is in addition to the existing dress code policy, which applies to all students. PTO sanctioned apparel items are permitted. **NOTE-Any article of clothing to be worn all day (such as pullover sweatshirts, sweaters, or jackets) must be solid color standard dress.**

Consequences for Standard Dress Violations

1st Offense: The teacher will send a letter home to the parent. The letter must be signed by the parent and returned to school the next day.

2nd Offense: The teacher will send a second letter home to the parent. The letter must be signed by the parent and returned to school the next day. The student will complete a written assignment.

3rd Offense: The parent will be called to bring standard dress clothes to school for the student. The student will remain in a designated area until the standard dress clothes arrive. Consequences for the student may also include, but are not limited to, the following:

- Copying standard dress requirements
- Loss of privileges

4th Offense: Same as third offense. In addition, the parent will receive a letter and/or a phone call from the principal requesting a parent conference.

5th Offense: The student will be assigned In-School Suspension (ISS) and/or timed out in office.

NOTE: Standard dress is **required** for participation in Student of the Month and other school programs and activities unless specified otherwise by school administrators.

Wednesday Folders

In an effort to keep parents aware of student progress, student work will be sent home in folders every Wednesday. Please review the work with your child and return to your child's teacher on the next day.

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.