

**PALMER STONE ELEMENTARY SCHOOL  
1110 NORTH EMORY STREET  
OXFORD, GA 30054  
770-784-2969**

**STUDENT HANDBOOK  
2009-2010**

**THIS PLANNER BELONGS TO:**

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

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

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

\_\_\_\_\_

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

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

### **Our Mission**

The mission of Palmer-Stone Elementary School is to provide positive and challenging learning experiences for our students to establish a strong foundation for continuous learning.

### **Our Vision**

The faculty and staff of Palmer-Stone Elementary School are committed to preparing students to live successfully in our changing society.

### **Our Core Beliefs**

It is the school's responsibility to challenge students' intellectual capacities, nurture their social awareness and self-esteem, and strengthen their physical development.

It is essential to make instructional modifications in order to meet students' individual needs.

Students' education is enhanced through the implementation and use of technology.

A safe and secure school environment must be provided so that students will be accountable and responsible for their behavior and academics.

Communication between home and school promotes student learning.

Dear Students and Parents:

On behalf of the faculty and staff, welcome to Palmer-Stone Elementary School and the exciting experiences that will make your learning here happy and memorable. We would like to present to you this handbook of information that will provide you with a better understanding of our school and its procedures.

Our goal is excellence – and striving to reach this goal must be a cooperative effort on the part of students, teachers, and parents. Our faculty, highly competent and professional, is looking forward to working with each of you and assisting you in every educational adventure.

Please read over this handbook. If there are questions or concerns, please feel free to call me. Suggestions or recommendations for improving our school will be considered and always appreciated.

Palmer-Stone is an excellent school and will be whatever we make it. Be proud of it and take good care of it. Join me in striving to meet the needs of every child.

Sincerely,

*Dr. Lori F. Thomas*

Dr. Lori F. Thomas  
Principal

## **PARENT VOLUNTEER PROGRAM**

Palmer-Stone Elementary School invites and encourages you to become a parent volunteer. Parents are encouraged to donate any portion of their time to the school by working with the teacher in planning parties, assisting in special projects, or going on field trips. This is an important job and we would like to see you involved.

### **DAILY SCHEDULE**

7:10 A.M.	Earliest arrival time
7:10 A.M.	Breakfast program begins
7:25 A.M.	Homeroom activities begin
7:55 A.M.	Announcements
2:20 P.M.	Dismissal

### **CLASS ASSIGNMENT**

During the school year the administration may change the placement of students to serve them in programs that meet local, state and federal program requirements.

### **MEDIA CENTER**

We think of our media center as the classroom for the entire school and hope that students will see it as an extension of their learning in the classroom. Our collection includes a variety of materials both in support of the curriculum and for pleasure reading. Our students locate and check out materials by computer and are encouraged to use reference materials and select books that they enjoy. Students are responsible for items they check out. There is a charge for lost or damaged books.

The media center sponsors both the Pizza Hut “Book It!” and the Six Flags “Read to Succeed” reading incentive programs. Book Fairs will be held during the weeks of early dismissal. News from the media center will be included in parent newsletters published by the school.

Our media center is open each day from 7:30 a.m. until dismissal. We invite parents to visit us at any time during our regular hours.

### **HOMEWORK**

Homework is designed to be a constructive tool in the teaching-learning process; and, as such, can be an effective aid to student learning. Students will have a degree of homework on a regular basis to help them develop independent study skills, to reinforce learning that has taken place at school, and to bring the home and school closer together. Parents are encouraged to show a positive interest in all school activities, including homework.

### **CLINIC SERVICES AND MEDICATIONS**

Children who become ill at school will be cared for in the designated clinic area. Simple first aid procedures will be administered when warranted. Emergencies will be handled appropriately and parents will be notified. If a child requires the administration of medicine during school hours, a parent/guardian must send the medication, in its original prescription container. A parent/legal guardian must complete an authorization and instruction form titled “Authorization to Give Medication at School.” For prescription medication, which is to be given longer than two weeks, your physician must also sign the form.

The medicine, in the original container (along with authorization form), must be taken to the school office/clinic. The parent/guardian should take the medication to school. Unused medication should be retrieved from the school office/clinic within one week after medication is discontinued; otherwise the school will dispose of the medication.

No over the counter medicines will be provided by the school except in emergency situations as deemed appropriate by the school nurse or principal's designee. Any other over the counter medication must be sent by the parent/guardian, if their child needs it, along with an authorization form completed and signed.

### **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 written note or call the school before 1:30 p.m.**

### **STUDENT CHECKOUT**

**Palmer-Stone puts student safety first. Any person checking out a student must present a photo identification card such as a driver's license and be listed on the student's information card. Remember we only check out students before 2:00pm.**

### **CHANGE OF ADDRESS AND PHONE NUMBER**

If for any reason your address or phone number changes during the school year, you must notify Palmer-Stone immediately. It is important that we have your correct address and phone number in the event of an emergency. If your child becomes sick at school or if we need you for any other reason, we cannot contact you without a correct phone number.

### **EARLY RELEASE OF STUDENTS**

Parents/guardians are not allowed to check out their child from your classroom without a release slip or being called from the office. Parent/guardian will be required to show proper ID to the office staff before a student is released.

## **RELEASE SLIP**

\_\_\_\_\_ has permission to leave school. He/she has been signed out in the office.

\_\_\_\_\_

Date

\_\_\_\_\_

Time

\_\_\_\_\_

Initial

## **STUDENT DROP-OFF/PICK-UP**

Between the hours of 7:10 a.m.-7:55 a.m. and 2:00 p.m.-3:00 p.m., we ask that all parents use the designated student drop-off/pick-up area of the school.

## **PARENT TEACHER ORGANIZATION**

Palmer-Stone has a very active PTO and we encourage membership and participation in our organization. When parents and teachers work together, a positive educational environment will exist.

## **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 on page 47 of the system portion of this student handbook for your completion. 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:

**Name of Club:** Chapter of the National Junior Beta Club

**Mission or Purpose of the Club/Organization:** To recognize fifth grade students who have demonstrated excellence in the areas of academics, commendable character, and leadership. Once inducted into the Club the members' plan and carry out service projects to benefit the school and the community.

**Name of Club/Organization Sponsor/Advisor:** Ms. Terri Higgins

**Description of Past/Planned Activities**

**Past activities:** Helped set up, serve and clean up for annual Retired Teacher's Luncheon at Thanksgiving; served as "Book Buddy" tutors for kindergarten, first and second graders; collected trash around campus; carried out school-wide paper recycling program; cleaned tables at annual chili supper; supervised games at annual chili supper; collected canned foods for annual canned food drive; led school-wide fundraisers for the American Red Cross and the American Leukemia and Lymphoma Society.

**Planned activities:** Lead school-wide collection of personal items for military troops; most likely will continue serving at Retired Teacher's Luncheon; trash pick-up and recycling; will be of some service at the annual Chili Supper. Projects are developed and carried out by each new group of members which are inducted at the beginning of each school year.

**Name of Club:** Chorus

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

Chorus provides students the opportunity to develop their musical abilities, as well as gain confidence through performing.

**Name of Club/Organization Sponsor/Advisor:** Stephanie Cleveland

**Description of Past/Planned Activities**

Chorus begins with auditions in late August or early September. Weekly rehearsals begin as soon as announcements are made regarding membership. The chorus annually performs for the Retired Teacher's Luncheon, the December PTO meeting, Cultural Arts Day, and the Fifth Grade Honors Night. For each of these functions the chorus prepares songs appropriate to the occasion. The county also comes together for Honors Chorus, which is comprised of ten fifth grade chorus members from each elementary school.

Rehearsal for Honor Chorus begins in January and ends with a concert in March.

**Name of Club:** Safety Patrol

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

The program instills a sense of responsibility and leadership in students as they protect classmates going to and from school each day.

**Name of Club/Organization Sponsor/Advisor:** Kim Fulmer

**Description of Past/Planned Activities**

Safety Patrols are strategically placed throughout the school building to help monitor students as they enter the school and go to their homerooms.

**Name of Club:** 5th Grade Art Club

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

To gain a deeper understanding of the visual arts through special community projects, in-school projects, school district projects, exhibits, art contests, and art lessons using materials unavailable to the regular art classroom.

**Name of Club/Organization Sponsor/Advisor:** Melissa Parker

**Description of Past/Planned Activities**

In the past students have participated in activities such as painting designs on school ceiling tiles at Palmer-Stone, painting designs on store front windows for the winter holidays on “the Square,” painting wooden panels for the court house on “the square” during the court house remodeling project, and have competed in a variety of art contests. In the future, the Art Club may participate in many of the same or similar activities.

### **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.



