

CENTRAL ELEMENTARY



FAMILY HANDBOOK



2020 – 2021

Central Elementary School is a unit of Carroll County School District and part of the Central Cluster of schools.

Principal's Welcome

Dear Parents and Students,

Central Elementary School is a great place to be and an excellent place to learn. In our school we place a strong emphasis on student learning and are committed to helping all children succeed at the very highest levels. Our curriculum is based upon the Georgia Standards of Excellence and is deeply enhanced by our teachers' years of experience and expertise.

We believe that learning is important and that a strong partnership between parents and teachers is necessary. Our faculty and staff strive to reach high goals with all our students. We ask you to join us and support your child as we embark on a mission to learn as much as possible during this year. If you don't think your child is making appropriate progress, please get in touch with the teacher as soon as possible.

It is our hope that this booklet provides you with important information about our school, its procedures and rules. The handbook has two sections: Central Elementary School's information and Carroll County's School System Policy Packet. At the end of the booklet is a parent assurance page for you to sign and return to your child's teacher. Welcome to our great school where teaching, learning and caring will be the hallmarks of our service to you and the children.

Sincerely,

Matthew Huckeba

Central Elementary School

Mission of Central Elementary School:

Challenging and **Engaging** and **Inspiring** students in a premier learning environment

Vision Statement:

Through innovation, collaboration, and creativity, CES will inspire future focused, critical thinkers who will become globally competitive leaders one Lion at a time.

Belief Statements:

- A love for learning creates lifelong learners
- Order and discipline are established by building positive self-esteem
- An effective school includes collaboration, cooperation, and commitment
- Monitoring student progress includes continuous, non-competitive assessment
- Every child can learn
- Every child is unique
- We must meet the educational needs of all learners

Commitment Statement:

Committed to Excellence – Focused on Success

Absences

Schools are rated by the state of Georgia annually, and one of the factors in that rating is student attendance. Students who miss six or more days of school have a negative impact on this rating. This is important for a couple of very important reasons. Students who are present at school have the best chances for success in learning. Second, a negative rating has consequences for the quality of our school. Our community is proud of the educational excellence offered to families in this area. We want to uphold the highest reputation for our school.

Attendance at school is vital for students to learn the required material. Most of the skills elementary students are expected to master entail routine practice. Reading and math skills need constant reinforcement, especially in the stage of early development. Regular attendance in school helps ensure the students' best possible chance to excel in the most vital skills. When a student must be absent, a note should be sent to the child's teacher explaining the absence. There are specific guidelines for what absences can and cannot be excused. Please review the attendance policy in the student packet of information to understand the rules for excused absences. When you write a note about your child's absence, please include the homeroom teacher's name and the date(s) of the absence. **We can only take five (5) parent notes for absences.** If the child was under the care of a physician, please include a copy of that note as well.

Breakfast

Breakfast begins when school opens at 7:00 A.M. Prices for breakfast are: \$1.35 for all students or \$0.30 reduced price for eligible students and \$0.50 for extra milk. The cost of an adult breakfast is \$1.75. Students who arrive by vehicle other than a bus after 7:40 A.M. cannot get a breakfast and must report directly to class. Breakfast will be served to students who arrive by school bus after 7:40 A.M.

Cell Phone Policy

Due to having enough technology devices for every student in each classroom and land-line phones in each classroom, students attending Central Elementary School are not permitted to bring their cell phones to school. If a student does bring his, he must leave it in a bookbag powered off. If the phone is heard or seen, it will be taken and only returned to a parent. The implementation of this policy will reduce behavioral problems in our school. Thank you for your support.

Changes in Transportation

Please notify the child's teacher in writing anytime there is a change in transportation. **Due to the nature of school dismissal, we cannot take changes by phone nor can we make changes after 2:00P.M.**

Communication

Central Elementary School believes that frequent communication between school and home is conducive to a student's overall success. We utilize various methods such as classroom and school newsletters, email, flyers, school web-site, and appropriate forms of social media to ensure detailed communication regarding school events. Classroom teachers utilize weekly reports, progress reports, communication folders, scheduled conferences, class dojo, approved social media, and newsletters to communicate curriculum happenings and academic and behavioral celebrations and concerns.

Conferences

Teachers hold conferences for all students at the end of the second nine weeks and at the end of the year. Teachers will schedule individual conferences throughout the school year to monitor progress and to address concerns as needed. Parents may request conferences at any time by contacting their child's teacher.

Discipline

The Central Elementary faculty and staff are committed to providing a premier learning environment for all of our

students. We sincerely want our students to achieve their maximum potential. That is why our key discipline objectives are to ensure a school climate that is safe and enriching, promote learning and responsibility, and to create a common language and expectation of excellence within our building. The key to providing a safe and orderly environment is consistency, especially in regards to high expectations within each classroom and the school. Our system has elected to use a Positive Behavior Incentives and Supports (PBIS) to address schoolwide discipline. Our school has appointed a PBIS team. This team has led a positive initiative to create a framework of consistent language and expectations entitled *Watch Us R.O.A.R.* Discipline means to both teach and learn. At Central, we believe that discipline should be viewed as a positive tool for teaching responsibility. This is why our plan is based on the values of citizenship, respect for others, respect for one's self, and a raised responsibility system. One of our primary goals is to teach students how to choose behaviors that are in the best interest of themselves and others. We also feel that the plan will help make students aware of pro-social skills and positive work habits.

CES has identified four components on which to focus. *Watch Us R.O.A.R.* refers to these four areas. The first R stands for *Respectful*; teachers and students are expected to show respect for adults, students, and others within the school. The O represents *Own It*; teachers and students take ownership of their own behavior. . The A denotes *Appropriate*; teachers and students know what is appropriate and what is not. The last R stands for *Responsible*; teachers and students take responsibility for their actions. You will see *Watch Us R.O.A.R.* posters around our school. Each classroom teacher has been provided the same poster to complement their own classroom management plans. Each of the posters will serve as a visual reminder of behaviors that exemplify that level. Faculty and staff will present the *Watch Us R.O.A.R.* components in conjunction with their classroom procedures during the first few weeks of school. We are extremely excited about the positive impact PBIS has on our overall instructional program.

While it is an expectation that all students will behave at all times, the faculty and administration understand that students will occasionally make poor choices. When such occasions arise, we will deal with them in a supportive and progressive manner. The teaching staff at Central does an effective job of handling most behavior incidents in the classroom. Most teachers use a behavior system within their own classroom. This may include where a student moves a pin, flips a card, or moves their clip with increasing consequences for each infraction. Classroom consequences include, but are not limited to: loss of recess, alternate seating, temporary placement in another teacher's class, loss of snack, etc. Please check your child's communication folder for regular communication with regards to daily/weekly behavior.

If a student continues to make poor choices or if the initial incident is serious enough, such as fighting, a referral to the office may be appropriate. The ultimate goal of the administration is to have that students behave in class, so he/she can be successful with school work. Discipline at the administrative level will be handled in a progressive manner. The first time a student is referred to the office, he/she is usually given a warning of potential consequences. After that, or if the first offense is severe enough, the student may be assigned in-school suspension. Out of school suspension is another consequence that may be used for very serious incidents.

The teachers and administration at Central Elementary are committed to working with parents to ensure all children behave in a respectful and appropriate manner. We are committed to working with you to discover creative solutions for any behavior problem. As your child's parent, you know your child best and we welcome your input into successful discipline strategies for your child. We appreciate your support by reinforcing good behavior at home and school.

Dress Code

Please help your child learn that good grooming habits have a positive effect on success. Please remember when selecting clothes that we have outside recess time everyday when weather permits and dressing appropriately is very important. Be sure that your child has tennis shoes for the days they participate in P.E. One thing that will help your child is to label clothing like jackets and sweaters. Labeling lunch boxes and book bags helps, too. Each year we have many jackets and sweaters we are unable to return to the owners.

Early Check Out

The school day begins at 7:40 A.M. and ends at 2:20 P.M. Students should attend school the entire day, every day. There are times when it is necessary for students to leave early, and excused check outs follow the same guidelines as excused absences. Due to traffic concerns, it is very important for students to be checked out of school prior to 2:00 when they have to leave early. Checking out after 2:00 will not be allowed. You will be asked to go through the parent pick-up line.

Early Intervention Program

Central Elementary serves students who are at risk for academic difficulties in reading and/or math through the Early Intervention Program (EIP). Student eligibility is determined through test scores or through meeting state determined criteria on a checklist. Students who are served in EIP also receive reading and math from the regular classroom teacher. EIP teachers work closely with homeroom teachers to ensure academic success.

Extra-curricular Activities

Our school is able to offer some activities that extend beyond our regular academic program. To participate in these, students must be in good standing academically, maintain good attendance, and have a good behavior record.

- **4-H** - (School coordinator)

This club meets monthly during the school day and is open to 4th and 5th grade students. It is sponsored by the University of Georgia Agricultural Extension Service. For more information at 4-H programs go to www.georgia4h.org.

- **Academic Team** - Marie Anderson and Andrea Brown (Sponsors)

Academic Team is an opportunity available to 4th and 5th grade students. Interested students are invited to take an academic exam. Top scoring candidates from this exam are selected to try out for the competition team. Eight to ten teammates are selected as members of the academic team.

- **Chorus** - Ms. Laura English (Sponsor)

CES school chorus is open to students from 4th and 5th grades. They meet weekly for after-school rehearsals. Our school chorus presents a Christmas program at our December PTO meeting. In addition to this annual event, the chorus participants are eligible for GMEA District Honor Chorus by audition, and the Carroll County Honor Chorus.

- **Drama Club** - Katy McKenzie, Katie Madden, Dana Pearce (Sponsors)

Interested 4th and 5th graders can fill out an application and audition for the spring performance. Students will learn acting/drama techniques and perform plays on stage and in small groups.

- **Girls Who Code** - Courtney Chastain (Sponsor)

Open to 4th and 5th grade girls. This club offers girls the opportunity to explore computer language. They create algorithms.

- **History Club** - Diane Costley and Kaitlin Costley (Sponsors)

This club is made up of 10-15 fifth graders who made it through an application process. The History Club will explore various historic topics that expand beyond the 4th and 5th grade curriculums. Such topics will be addressed through STEAM-based activities, guests, and field trips.

- **Junior Beta Club** - Stefani McCluskey and Crystal Collins (Sponsors)

Junior Beta Club is an academic honor society and service organization that recognizes students for their outstanding achievement and grades. Criteria for selection is included in materials received by all 5th grade students.

- **K-Kids** - Anita Deese, Nicole Robinson, Sheena Mahomes, and Noreen Abnernathy (Sponsors)

This service club is open to students in 4th and 5th grades and is an extension of Kiwanis International. Our club is sponsored by the Carrollton Golden K. They meet monthly after school.

- **Lions Learning to Lead (L3)** - Stefani McCluskey (Sponsor)

A team of sixteen 5th graders who made the Beta competition team and/or were appointed by administration. The mission of Lions Learning to Lead is to encourage and develop lifelong leadership skills within the students. We plan to accomplish our mission by meeting with students on a regular basis to foster self-reflective, goal-driven, and creative yet practical leaders within our school.

- **Pride Ambassadors** - Rosemary Thigpen (Sponsor)

Fifth grade students who have demonstrated outstanding citizenship are teacher selected to serve as morning walkers for Pre- K students and students requiring assistance, flag crew members, and greeters for special school events.

- **Reading Bowl Team** - Rosemary Thigpen and Alexis Smith (Sponsors)

These 8-10 fifth graders will read the required texts in order to compete at the county reading bowl competition in January.

[Helen Ruffin Reading Bowl Website](#)

[Required Reading Bowl Text 2018-2019](#) (OLD list)

- **Robotics** - Nicole Robinson (Sponsor)

This club engages 4th and 5th grade students in the design and programming of Lego NXT robots. They meet after-school on a monthly basis. Enrollment is by application. Application materials are distributed to students who express an interest and are available by the end of August. The club begins meetings in September.

- **Science Olympiad** - Ashli Cook - Amy Baxter (Sponsor)

This club engages 3rd through 5th grade students in STEM opportunities. They meet after-school on a monthly basis. Enrollment is by application. Application materials are distributed to students who express an interest and are available by the end of August. The club begins meetings in September.

- **Student Council** - Rachel Veal and Katy McKenzie (Sponsors)

Third through fifth grade students are elected to represent their homerooms. The students meet monthly and carry out projects that benefit the well-being of the school. The purpose of Student Council is to give students the opportunity to provide ideas and feedback regarding events, programs, and activities in the school. The students are to be “the voice” of their homeroom class and represent the student body as a whole.

- **Tennis Club** - Dalenie Jones (Sponsor)

Students in second through fifth grade are invited to join the Tennis Club. Students will learn basic skills for tennis. There is an application and registration fee.

- **Wednesday Workouts** - Rita Smith, Noreen Abernathy, and Coach Harvey (Sponsors)

This after-school club is open to students expressing an interest in exercise and healthy living. They meet weekly on Wednesdays after school. Students will work on the Fitnessgram--Pacer. There is an application and registration fee.

Field Trips

Parents are required to sign a permission form before a student is allowed to participate in a field trip. Parents and/or siblings are not allowed to ride the bus. Students must ride the bus to the trip destination but can be checked out at the conclusion of the field trip. Students will not be penalized if they cannot participate in the field trip. The contributions parents make for field trips are used to pay for the buses, admissions, and other field trip expenses.

Homework

High student achievement is valued by our school community. To further this goal, our students are expected to complete homework assignments on a routine basis. From kindergarten through fifth grade, teachers give assignments to be completed at home which support the classroom goals. Reading for twenty minutes a day is expected of all students.

Each grade level will communicate their homework expectations with the parents.

From time to time teachers will assign projects to be completed at home. The projects are intended to strengthen understanding of important concepts in the classroom. They also take more time. It is very important to help your child learn to plan how to complete a project when one is assigned. Teachers will provide students with detailed information regarding projects to help them understand what is expected. Rubrics are often given so students will know how projects will be graded. In most cases, students are expected to submit their own work. It is alright to support children when they work on the project; however, it is not okay to do the work for them.

Infinite Campus Portal for Parents

Parents can obtain information to monitor students' grades in the third, fourth, and fifth grades. Attendance information is available for all students. To obtain the necessary details, see Nancy Power in the main office to obtain log-in information required to access the Infinite Campus Parent Portal.

Learning Lion Award

Each nine weeks every teacher at CES identifies one child in their class who exemplifies excellence in academic effort or progress and meets the attendance requirements. We call this recognition our "Learning Lion Award."

Students who receive this award will be recognized in several ways. The Learning Lions will be presented during our morning announcements, and their certificate and picture will be displayed in the classroom. Additionally, the Learning Lions will receive various other prizes as well along with recognition at PTO meetings. As there will be only four students to receive this award per class, this award is seen as a very great honor.

Lost and Found

Lost and found is located on the 300 hallway. In the event that misplaced items such as bookbags, jackets, or lunch boxes are not clearly labeled and easy to return to the rightful owner, they will be placed in lost and found. If you would like to check the lost and found for lost items, please check in through the front office and obtain a visitor badge. All items will be donated on the last day of each month.

Math Instruction

During this school year, we will maintain an emphasis on mathematics instruction in all classes. Children learn math skills in a variety of ways and one fifty minute period a day is not enough time for students to master these important concepts. Everyday children will have at least 90 minutes of math instruction. Time will be devoted to learning important skills – adding, subtracting, multiplying and dividing. In addition to these basics, students will have time to work with geometry, measurement, statistics, and problem solving. These activities will vary depending upon the grade level of the child and will provide them with a deeper understanding of the necessary skills.

Morning Announcements and Moment of Silence

Each day begins with the Pledge of Allegiance, motivational words, and a moment of silent reflection. Everyone in the building is asked to stop their task in order to join the pledge and moment of silence. The daily announcements are given immediately following the moment of silence. This routine is carried out daily as soon as the 7:40 A.M. bell rings.

Parent Involvement and Parent Resource Center

Parent involvement is a key factor in the success of our students. There are many ways to play an active role in your child's education at Central Elementary School. Whether you are volunteering or utilizing the resources available in our parent center, Central Elementary invites you to partner with us to provide your child an optimal learning experience.

The Parent Resource Center is conveniently located off the main lobby and serves several purposes for the families of CES:

- It houses resources to provide support for parents and families in raising their children. Academic games and instructional materials are available for checkout . There are a significant number of educational pamphlets covering a range of topics from homework help to supporting a child with special needs available at no cost to our parents.
- Instructions for checking out items from the Parent Resource Center

All items available for checkout have a card attached to the back of the item.

Pull the card and write your child's name and due date on the card. All items checked out should be returned in 14 days. A calendar is located on the check out table as a convenient reference.

Place the card inside the check out box on the desk.

When you return the item or items, please place in the basket marked **Returns** located beside the check out table.

- It offers a convenient stop for checking dates of upcoming school events and workshops. Central Elementary is always open for suggestions on topics of interest for our family members. We are here to serve you.

We welcome you to Central Elementary through our volunteer program and parent meetings. If you have one day a week or month you could be available, we would gladly provide training to use the equipment to prepare teaching materials for our students.

Reading Instruction

Learning to read is the basis for everything your child will accomplish in life. At Central Elementary we strive to meet every child's reading needs. In kindergarten children learn the basic concepts about tracking of print left to right and up and down, distinguishing the difference between letters, words and sentences, one to one match of words in text to spoken words, and using the pictures to help carry the meaning of the story. Beginning kindergarten books use a repetitive pattern with strong picture support. Beginning in kindergarten, Saxon phonics is utilized as a component of the overall balanced literacy program. This program is implemented with fidelity through second.

In first and second grades children are *learning to read*. The books at these levels carry a story with multiple characters and events to help children develop phonological awareness, increased vocabulary, reading comprehension and reading fluency.

In third through fifth grades children are *reading to learn* with an emphasis on reading comprehension. Parents can help children as they progress in reading development by being a model of reading for pleasure and information. Children's reading will improve with practice, so it is important that all children read at least 20-30 minutes every night.

Snack and Lunch Money

Prices for breakfast and lunch will be as follows:

Breakfast \$1.35

Lunch \$2.25

Extra milk \$0.50

Adult lunch \$3.50.

There is a \$0.40 reduced price for eligible students. The procedures involved in receiving free and reduced lunch prices are listed in the student communication folder. If your child will be eating school lunch, send lunch money to your child's teacher. If paying by check, please make it out to Central Elementary School. Also, the money, whether check or cash, should be in an envelope with the child's name and lunch number on it along with his/her homeroom teacher's name.

If you plan on your child eating in the lunchroom, please be diligent in paying for lunches. The lunchroom will only be lenient to an extent with students who owe lunch money. Notices will be sent home regularly indicating money is owed for lunch. Students may accrue only two meals in charges before lunches will be suspended.

Forms will be given out at the beginning of the year and will be available at school to apply for free and reduced lunch. You will only need to complete and turn in one form per family.

Prices for snacks (ice cream or fruit juice slushies) are \$1.00 and procedures for paying should be passed out by your child's homeroom teacher. Please do not combine payments for snacks and lunches. They do not go in the same account, and there is no way a teacher can divide the money. Snack time is a privilege, and teachers may withhold serving snacks to students in some circumstances.

Student Drop Off

The school building opens at 7:00 A.M. At this time staff members will be present and will begin receiving students who are delivered to school. Students may not be dropped off earlier than 7:00 A.M.

All students are dropped off by using the Stripling Chapel entrance of the school. Please keep your children in the car until one of the staff members indicates it is safe for them to get out. The children should follow the directions of the staff members and move to the sidewalk to enter the 5th grade wing. When you are delivering your children please help maintain safety for everyone by watching carefully for the direction of the staff, not using cell phones, keeping your window cracked to hear instructions, and having the children ready to leave the vehicle when signaled.

Please help us control traffic by arriving before 7:25 A.M. or by sending your child on the school bus.

Occasionally students may have projects or other materials that require a parent's assistance to bring into the building. When this occurs, please make sure that you park in the front parking lot and walk your child into the building. Handicapped parking spots are reserved for only our guests who have a need for that accommodation. To ensure the safety of all of our students, it is not permissible to drop off students in the front parking lot and allow them to enter the building unattended. Students must be accompanied by an adult to enter from the parking lot. Please wait for the drop-off traffic before crossing in order to keep that line moving.

Student Pick Up

Parent pick-up will begin at about 2:30 P.M. Students will be picked up in the same area as the morning drop-off. All parents choosing to pick up their children are required to use a parent pick up card. These cards are available in the office, and you are welcome to use multiple cards as needed. These cards help us coordinate students with correct car. By displaying the card you are giving permission for your child to be delivered to the vehicle in which the card is displayed. You may share the card with whomever you wish to pick your child up from school. If you do not have a card you will have to report to the office with a picture ID to receive a new parent pick up card. After 3:00, students that have not been picked up are taken to the After-school program where daily fees will be applied.

Student Support Team

The Student Support Team (SST) at Central Elementary consists of two or more professionals assigned to identify, plan, and recommend alternative instructional strategies for a student. SST meets throughout the year to review and monitor all information about individual students having academic or behavioral challenges in school. Parents should make every effort to attend SST meetings. All student SST files are maintained by the SST Coordinator.

Pre K - 2 Coordinator - Michael Ann Wigley

3-5 Coordinator - Venus Swatek

Super Lion Award

Central Elementary faculty initiated this program as recognition and appreciation for students who consistently exhibit exemplary behavior. A Super Lion is a student selected by a homeroom teacher who is well behaved, shows respect and concern for themselves and others, and maintains a pattern of excellent attendance.

Super Lions are announced each month during morning announcements. They receive a special certificate and various other prizes. A copy of the certificate is placed outside the student's classroom. Super Lions will also be recognized at PTO meetings, so please plan to attend. The dates for PTO meetings will be published in the announcement section of the biweekly newsletter.

Tardy to School

The instructional school day begins promptly at 7:40. Students should arrive at school in time to be seated in their classrooms by 7:40. Please help us control traffic by arriving before 7:25 A.M. or by sending your child on the school bus. When students are late, parents must register their student in the office. Students must not be let out to come in on their own once school has begun. Excused tardies are based on the same rules as excused absences. The office staff will issue an admission slip for the student to go to class. Excessive tardies (10 or more) will be referred to the attendance committee.

Technology

Carroll County Schools is utilizing Google Classroom in each class. Here is a quick [Google Classroom Guide for Parents](#) so that parents understand how Google Classroom operates.

Title One Program

Central Elementary School is a Title One school because fifty percent or more of our students qualify for free or reduced lunch. Title One schools receive federal funding which is used in our instructional program. Parents are involved in the development of the School Improvement Plan and also participate in the School Leadership Team.

Volunteering at Central Elementary School

The faculty and staff welcome the help of community volunteers. We believe we are partnered with you, whether you are a parent/guardian, grandparent, or other important person in your child's life. Your help at home and at school can have a definite and positive impact on your child and other children's education.

We want to have as much of an open door policy regarding volunteers as we can, but we must always keep in mind student safety and classroom instruction. To that end, there are a few procedures we need to set forth:

1. All visitors, whether you want to help in the classroom, meet with a teacher, or just eat lunch with your child, must sign in at the front office. As soon as you do, you will be given a sticker. Please wear the ID sticker when you are in the building, so the staff will know you are a guest. This helps us be aware of who is in our building and also helps maintain a safe environment for everyone.
2. If you want to volunteer in the classroom, please make arrangements with your child's teacher. This way she can maximize the benefits of your time. If the teacher knows you are coming, she can make plans to best utilize your time. While we welcome volunteers, we must consider uninterrupted instruction as our top priority.
3. Many volunteers feel comfortable helping teachers prepare for lessons by making copies or helping with other time consuming tasks that are usually done outside the classroom. If this is your desire, feel free to contact your child's teacher or the PTO officers or committee members.
4. During state-mandated testing, it is important to have two adults in each room. We do not have adequate staff to accommodate this need; therefore, we rely on volunteers to help out. If you are willing to help during spring testing, please let your child's teacher know at some point during the year.

Our main emphasis at CES is the academic success of each child. If your schedule allows, we would like for you to be a part of that. Your assistance is welcomed and appreciated.

Waivers

Central Elementary is a school of choice for non-residents in this area. The following are Carroll County requirements for acceptance and continued renewal:

1. Consistent and punctual attendance with no excessive unexcused absenteeism, tardiness to school or checkouts during the school day.
2. Satisfactory discipline record.
3. Satisfactory academic performance on standardized assessments, report cards, and/or other academic measurements.
4. Student must remain current with all fees and charges incurred during the school year.
5. Parent/guardian must maintain a cooperative relationship between the home and school.

Failure to maintain the above requirements will result in the waiver being revoked.

Carroll County School System

Please visit the following link to access all parent resources
provided by Carroll County Schools:

<http://www.carrollcountyschools.com/parents/resources>