

**Carver  
Elementary School**



**Carver Warriors will do “Whatever It Takes” to be responsible,  
respectful, and ready.**

**Parent-Student Handbook  
2022 – 2023**

Greetings Parents/Guardians:

On behalf of the Carver Elementary faculty and staff, it is my pleasure to welcome you to another exciting school year. I am excited that you have chosen Carver Elementary for your child, as Carver is a great school with a stellar academic reputation.

We have a staff of highly qualified educators and support personnel committed to providing our students with the best education possible. We invite and encourage you to take part in your child's education by reading to him/her every day and engage your child in his/her knowledge of math skills on a regular basis. I invite you to visit the school and to contact us if you have any concerns. At Carver we put our children first. We want them to become productive citizens by preparing them to be college and career ready. In order to do this, we are committed to providing a rigorous curriculum for all students...a curriculum that will make connections to the real world in a safe, supportive, and nurturing environment.

Please check social media and our web page regularly to access updated information. We are excited about this school year, and, as always, we look forward to your support!

With very kind regards, I am

Melvin Farmer,  
Principal

# Carver Elementary School

## 2022 – 2023

### Principal

Melvin Farmer

### Instructional Coach

Amber Hall

### Counselor

Shanna Williams

### Secretary

Pam Johnson

### Book Keeper P/T

Sherieka Hudson

### Media Specialist

Cynthia Johnson

### Teachers

Phyllis Wilcher

Almeter Dixon

Lauren Dye

Tameka Henley

Precious Landaverde

Heather Lane

Ashley Woods

Cassandra Walker

Margaret Glover

Sharerah Davis

Linda Wallace

Sonya Spikes

Paula Jones

Annie Phillips

Victoria Wheeler

Jocelyn Fann

Melonie Thompson

Emily Chapman

Sharon Sasser

Joanna Underwood

Kimberly Cooper

Marilyn Davis

### Grade

Pre-K

K

K

1

1

2

2

3

3

4

4

5

5

Inclusion

Inclusion

Technology

Dance

Physical Education

Art

Gifted Instruction

Speech Pathologist

Warrior Support

### Paraprofessionals

Brenda Alexander      Media  
Center

Angela Jackson      Special Ed.

Rebecca Abbott-Focht

Kindergarten

Mary Burden

Kindergarten

Sandra Taylor      Pre-K

Kaneisha Mincey      Warrior

Support

Almarene Walker      Title I 1-2

Sherieka Hudson      Title I Pre-

K-K

Aretina Murrav      Warrior

### Lunchroom Workers

Pamela Drayton (manager)

Katie Watson

### Bus drivers

Brenda Alexander

Tanzie McBride

### System 44

Marilyn Davis

### Read 180

Marilyn Davis

## **Carver Elementary School Profile**

All of us at Carver Elementary School are involved in an on-going initiative of school improvement. We have developed a Mission Statement and a set of Beliefs which guide our efforts in school reform.

### ***Mission Statement and Beliefs***

**Vision Statement:** Carver Elementary School and community will do “Whatever It Takes” to ensure that every child will exit Carver Elementary prepared for middle school and beyond.

**Mission Statement:** Carver Elementary School will work with parents and the community in doing “Whatever It Takes” to provide a quality learning environment that promotes the personal, intellectual, and social growth of every child everyday.

Carver Elementary is committed to the following beliefs upon which our philosophy is based:

1. Students learn to set goals and make appropriate decisions given a supportive, safe, physically comfortable, and challenging learning environment.
2. Student learning is the chief priority for the school.
3. Continuous improvement is imperative to enable students to become confident, self-directed, lifelong learners.
4. Curriculum and instructional practices must incorporate a variety of learning activities that are meaningful, inquiry based, data driven, and essential for student achievement.
5. All students can learn when they are actively engaged in the learning process and given appropriate opportunities for success.
6. The staff and stakeholders share the responsibility for advancing students’ learning needs.
7. Positive relationships, challenging expectations, and mutual respect between students and staff increase students’ individual performance and enhance self-esteem.
8. The school and community must provide students with the best public education to enhance their understanding of essential knowledge and promote problem solving skills.

Carver Elementary School’s Motto/Expectations: Carver Elementary School will do **“Whatever It Takes” to be responsible, respectful, and ready.**

The Carver Elementary School colors are blue and gold.

The Carver Elementary School mascot is Warriors.

### **Dress Code**

#### ***Students***

Students dressing in such a way as to be a disturbing influence upon the normal operation of the school, or dressing in a manner that creates a safety or health hazard for themselves, other students or any school employee, will not be admitted to class. The following guidelines are given for the health and well-being of all students.

#### ***Appropriate Dress***

Neat and appropriate dress is expected and required of all students. **All dress code issues/violations are at the discretion of the principal.**

- To be acceptable, skirts and shorts must come to the knee, or be worn with opaque leggings.
- **If Leggings are worn, the shirt must come to the thigh.**
- Clothing that displays or implies profane, vulgar or obscene language/gestures or illegal activities will not be permitted.
- Shirts with spaghetti straps are not to be worn on campus as the only outer garment.
- Blouses, shirts, and slacks must not expose the midriff, cleavage, back, or undergarments
- Torn or ripped pants/jeans above the knee must be worn with leggings.

- Boys' shirts will be tucked in with the exception of jerseys and sweaters (grades 3-5).
- All students are required to wear shoes. No slides, bedroom shoes, or shower shoes. Shoes are expected to be laced up, tied and/or buckled.
- Belts should be worn and fastened in the conventional manner.
- Hats are not to be worn in the building.
- No earbuds/headphones may be worn in school buildings unless directed by a teacher for educational purposes.
- No spandex/bike shorts/exercise pants

Violation of any part of this dress code will result in the principal's discretion of appropriate disciplinary action to correct the infraction.

### **School Hours**

7:15	Students may enter building 7:15 – 7:50 Breakfast served (Adults will not be served breakfast after 7:45 am) <b>7:30 All staff day begins, teachers should be at the classroom door to greet students.</b> Attendance / Daily routine
<b>7:40</b>	<b>Announcements / Silent Reflection</b>
8:00	Classes begin (Students are tardy after 8:00)
10:45	Lunch begins
12:35	Lunch ends
2:50	Car riders and walkers released
2:40	1 <sup>st</sup> Load
2:55	Bus 322 & 2nd load

### **Lunch Schedule**

Pre-Kindergarten	10:50 - 11:20
Kindergarten	11:05 - 11:35
1st Grade	11:20 - 11:50
2nd Grade	11:30 - 12:00
3rd Grade	11:35 - 12:05
4th Grade	12:05 - 12:35
5th Grade	12:05 - 12:35

### **Specials Schedule**

7:30 - 8:10	Hall Duty
8:10 - 8:55	Planning
8:55 - 9:40	Kindergarten
9:45 - 10:20	Warrior Time
10:35 - 11:20	3rd Grade
11:25 - 11:55	Pre K
12:00-12:45	2nd Grade
12:45 - 1:15	Lunch
1:15 - 2:00	1st Grade

It is the policy of the Jefferson County Board of Education not to discriminate on the basis of sex, age, race handicap, religion, or national origin in the educational programs and the activities, or admissions to facilities operated by the Jefferson County School System, or in the employment practices of the Jefferson County Board of Education.

The Jefferson County School System shall comply with all aspects of the Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 (Amended, 1974), and Section 504 of the Rehabilitation Act of 1973.

To ensure compliance with this equal opportunity policy, the Superintendent of Schools shall designate staff members to:

- a. Coordinate efforts of the Department to comply with this policy;
- b. Develop and ensure the maintenance of a filing system to keep records required under this policy;
- c. Investigate any complaints of violations of this policy;
- d. Administer a grievance procedure for employees, students and/or parents of students enrolled in the Jefferson County School System, or community members who reside in Jefferson County.

The Superintendent of Schools has appointed the following staff members to coordinate all aspects of compliance with the indicated acts:

Perkins Act Dr. Donnie Hodges Assistant Superintendent  
 Title VI of the Civil Rights Act of 1964 (Amended 1974) Dr. Samuel Dasher Assistant Superintendent  
 Title IX of the Education Amendments of 1972 Dr. Samuel Dasher Assistant Superintendent  
 30434 Section 504 and ADA Dr. Samuel Dasher Assistant Superintendent  
 Sports Equity Mr. David Land Athletic Director Jefferson County High School

#### **NOTICE OF RIGHTS OF STUDENTS AND PARENTS UNDER SECTION 504**

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator at the following address:

Dr. Samuel Dasher  
 1001 Peachtree St.  
 Louisville, GA 30434  
 Phone: 478-625-7626  
 Email: [dashers@jefferson.k12.ga.us](mailto:dashers@jefferson.k12.ga.us)

#### **Meals**

Breakfast and lunch are served daily. Breakfast is served between 7:15 and 7:50 am. If you bring your child to school and would like for him/her to eat breakfast, please do so before 7:50 a.m. Please provide the school with a doctor's statement of any food allergies that your child may have.

#### **School Visitors**

All visitors must sign-in, in the school office and obtain a pass upon entering the school building.

#### **Absences**

Students are excused for sickness, death in the immediate family or an extreme emergency.

#### **Withdrawal**

The withdrawal of a student from Carver can be completed through the office. Students must return all books and settle any school debts.

#### **Tardiness**

When students are late, this interferes with maximum instruction and good performance. Students are tardy after 8:00 and are to report to the office upon arrival to get a tardy pass before going to class. Parents will be notified when students are tardy on a regular basis.

### **Illness at School**

If a child becomes sick or hurt at school, every effort will be made to contact the parent/guardian. Up-to-date emergency phone numbers should be made available to the school. If a parent/guardian cannot be contacted, the school will take whatever means necessary to preserve the health of the child.

Parents of any child with health problems, which might cause a health emergency, should be certain to notify the school of the problem and procedures that would need to be followed should the child become ill at school.

### **Medication**

If your child required medication during the school day, parents must bring the medication to school and meet with the appropriate personnel. Students are not allowed to transport medication. All medication (over-the counter drugs and prescription drugs) must be in the original container. Containers for prescription drugs must bear the name of the patient, the drug, the prescribing physician, and the name of the pharmacy filling the prescription. The school nurse or office will administer all medication. All medication must be picked up from the office on the last day of school.

### **Communicable Diseases**

Students with communicable diseases such as ringworm, pink eye, and impetigo should not attend school until a statement is obtained from a physician or health department official that the student is under treatment for the condition and may return to school.

### **Hospital/Homebound Program**

Any student who has a medically diagnosed physical condition which restricts the students to his/her home or to a hospital for 10 or more days, is eligible to receive services from the hospital/homebound program. In order for a student to receive these services, a referral must be completed by a physician stating that the student will be absent from school for 10 days or more and will be physically able to benefit from instruction. Once the referral form is completed and returned to the school system, the hospital/homebound teacher will schedule a time to come to the hospital or home to work with the child. Students served in this program are counted as present just as if they were at school. Students are not eligible for hospital/homebound services if the absence is due to expulsion or suspension.

**SCHOOL VISITATION/PARENT PASSES** - All parents/visitors should report to the office for a pass before going to a classroom. A child who is leaving early must sign out in the office. Students that leave early on a regular basis without proper excuses will adhere to the same rules used for excessive tardiness. Our campus is much larger; therefore, we ask that messages be left with the secretaries. Your message is important and will be given to the teacher or student as soon as possible. If you need to talk to your child's teacher, please ask for the teacher's planning period and schedule a meeting during that time. Instructional time should not be interrupted for conferences. Parents/Guests must enter the building through the front lobby doors and not through side doors. Safe doors remain locked at all times.

### **Early Dismissal**

All children should remain in school until regular dismissal time so that maximum instruction can be provided. If early dismissal is necessary on an occasional basis a parent or guardian must report to the school office to sign out the child. Children should not be dismissed prior to 3:00 p.m. on a regular basis.

### **Car Riders**

Children should not arrive at school before 7:15 a.m. The school cannot be responsible for your child's safety before 7:15 a.m.

All car riders should be picked up at 2:50 p.m. Students will be released from the front parking lot. Parents are asked to drive to the front of the school and pick up students.

### **Cellular Phone Usage**

Cellular phones may be in the possession of a student, but may not be use or visible for any reason except for direct instructional purposes under the direction of a teacher, principal or other certified personnel from the opening time until the closing time of each school day. Cell phones are expensive and we highly recommend all students to avoid bringing cellphones to school, where they can get lost, broken, or stolen.

## Bus Riders

Students are expected to show the proper respect and courtesy to both the bus driver, monitor and their peers. The privilege of riding the bus will be taken away from any student who misbehaves and/or refuses to obey the instructions of the bus driver. The bus is considered to be a classroom on wheels with the driver in charge.

In case of inclement weather (snow, sleet, etc.), please listen to WPEH radio (92.1 FM) or WJBF TV, Channel 6 to find out if we are having school. They are notified as soon as a decision is made.

Finally, occasionally a student will get on the wrong bus, especially at the beginning of the school year. This happens, usually, before they learn bus numbers even though our teachers try to keep it from happening. Please be assured that the bus drivers will always bring your child back to the school or deliver him/her home. This year all buses have radios and we can communicate quickly if we suspect a child is on the wrong bus. Again, we will make sure your child gets home safely. You can help in two ways:

1. Bus numbers should be memorized as soon as possible, write them in the child's school agenda.
2. If you wish your child or children to ride a different bus, be sure to send a note with all available information. We will not allow a child to ride another bus without a note from a parent/guardian. No phone bus changes called in to the office after 11:30 please. Make arrangements early.

When students are released from the bus at their designated stop, please make sure there is someone there to receive them. Otherwise, the bus driver cannot leave a small child without knowing if there is someone at home or not. If no one is at home, the driver will then bring the student back to school where parents can pick him/her up.

Children are not to be picked up from the school's bus parking lot. They must be signed-out from the office.

Bus transportation is a privilege and furnished for students living more than 1.5 miles from school. If your child is transported to and/or from school by bus, please make sure the child knows the bus number and adheres to all bus rules and regulations.

Bus drivers are responsible for the safety of all students and will assign seats or set particular rules for their bus. Students not cooperating with bus procedures may be denied bus riding privileges for a period of time to be determined by the principal or director of transportation. In this event, the parent/guardian must provide transportation. Cameras are used to monitor student behavior.

## **SCHOOL RULES AND EXPECTATIONS**

### **SCHOOL-WIDE BEHAVIOR SUPPORT**

Expectations	Cafeteria	Playground/ Recess	Bathroom	Hallway	Bus
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>* Sit at your assigned table</li> <li>* Use indoor voice</li> <li>* Listen to all adults while in the cafeteria</li> <li>* Use please, thank you, excuse me</li> <li>* Music on "QUIET TIME"</li> </ul>	<ul style="list-style-type: none"> <li>* Enter and exit building quietly</li> <li>* Wait your turn to play on equipment</li> <li>* Use appropriate language</li> <li>* Respect the school's property</li> </ul>	<ul style="list-style-type: none"> <li>* Use indoor voice</li> <li>* Respect other's privacy</li> <li>* Flush toilet</li> <li>* Wash and dry hands</li> </ul>	<ul style="list-style-type: none"> <li>* Quiet zone</li> <li>* Walk in a straight line on right side</li> <li>* Keep hands and feet off walls</li> <li>* Keep Hallway clean</li> </ul>	<ul style="list-style-type: none"> <li>* Listen to driver</li> <li>* Keep hand, feet and Personal objects to self.</li> <li>* Use inside voice</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>* Stay in seat until given permission</li> <li>* Clean up after yourself pick up all trash on the floor and table</li> <li>* Throw trash in the garbage</li> <li>* Raise hand</li> </ul>	<ul style="list-style-type: none"> <li>* Share equipment with other students</li> <li>* Report problems to a teacher</li> <li>* Listen for signal ending recess to line up</li> </ul>	<ul style="list-style-type: none"> <li>* Clean up after yourself</li> <li>* Use bathroom near your class</li> <li>* Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>* Keep belongings to yourself (book-bag, lunchbox, books, coats, etc)</li> <li>* Listen to all adults</li> </ul>	<ul style="list-style-type: none"> <li>* Be at bus stop on time</li> <li>* Stand back from road</li> <li>* Keep up with personal things</li> </ul>
<b>Be Ready</b>	<ul style="list-style-type: none"> <li>* Enter quietly</li> <li>* Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>* Stay at assigned station</li> </ul>	<ul style="list-style-type: none"> <li>* Walk</li> <li>* Report all problems to an</li> </ul>	<ul style="list-style-type: none"> <li>* Walk with body forward</li> <li>* SAFE DOOR</li> </ul>	<ul style="list-style-type: none"> <li>* Quiet at Railroad Crossing</li> <li>* Keep food and drinks in book-bag</li> </ul>

* One person at a time in tray return. * Line up in a single file line * Walk at all times	* Use all playground equipment appropriately	adult		* Sit correctly in seat
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CES incorporates PBIS (Positive Behavior Intervention Support) school-wide. Expectations below define what is expected of students in specific school locations and in relation to our three R's.

## SCHOOL-WIDE EXPECTATIONS

### SCHOOL BUS SAFETY TIPS

#### Walking to the Bus Stop

- Always walk on the sidewalk to the bus stop, never run. If there is no sidewalk, walk on the left facing traffic.
- Go to the bus stop about five minutes before the bus is scheduled to arrive. While at the bus stop, wait quietly in a safe place well away from the road. Do not run and play while waiting.

#### Getting On and Off the Bus

- Enter the bus in line with the younger students in front. Hold the handrail while going up and down the stairs.
- When entering the bus, go directly to a seat. Remain seated and face forward during the entire ride.

#### Riding the Bus

- Always speak quietly on the bus so the driver will not be distracted. Always be silent when a bus comes to a railroad crossing so the driver can hear if a train is coming.
- Never throw things on the bus or out of the windows. Keep the aisles clear at all times. Feet should be directly in front of you on the floor and book bags should be kept on your lap. Large instruments or sports equipment should not block the aisle or emergency exits.
- Never play with emergency exits. If there is an emergency, listen to the driver and follow instructions.
- Hands should be kept to yourself at all times while riding on the bus. Fighting and picking on others creates a dangerous bus ride.

#### Exiting the Bus

- If you leave something on the bus, never return to get it. The driver may not see you come back and he/she may begin moving the bus. Make sure that drawstrings and other loose objects are secure before getting off the bus so that they do not get caught on the handrail or door.
- Respect the "Danger Zone" which surrounds all sides of the bus. The "Danger Zone" is ten feet wide on all sides of the bus. Always remain 10 steps away from the bus to be out of the "Danger Zone" and where the driver can see you.
- Always cross the street in front of the bus. Never go behind the bus. If you drop something near the bus, tell the bus driver before you attempt to pick it up, so they will know where you are.
- Never speak to strangers at the bus stop and never get into the car with a stranger.

## TITLE I FUNDING

As a Title I School, CES receives Title I funds. According to the U.S. Department of Education, the purpose of Title I funding is to "ensure that all children have a fair, equal, and significant opportunity to obtain a high quality education and reach, at minimum, proficiency on challenging state academic achievement standards and state assessments. Title I

funds can be used for supplies, technology, books, etc. that assist with the instruction program and support communication with parents. Two computers are available for parents/guardians use. Parents/Guardians are encouraged to complete surveys given on a yearly basis.

## **TITLE I SCHOOL-WIDE PROGRAM/SCHOOL IMPROVEMENT PLAN/SCHOOL PARENT COMPACT**

The CES Title I School-Wide Program/Plan is available for parents/guardians to view. Plans are also located on the school website. The parent involvement policy explains how the school supports the role of parents. The school/parent compact is a written agreement of shared responsibilities. Jointly, parents/guardians, teachers and students define how they will work together to improve student achievement.

## **COUNSELING PROGRAM**

The counseling program at Carver Elementary offers many different types of services to the students of our school. Small group sessions, whole class sessions and individual counseling sessions are done by our school counselor. Any student is eligible for these services and may ask for assistance at any time. Parents may also request the services of the counseling program should they feel their child would benefit. Parent training classes are offered during the school year to assist those parents who wish to improve their parenting skills.

## **CLUBS**

We have the Junior Beta Club to benefit our 4<sup>th</sup> & 5<sup>th</sup> grade students and prepare them for middle and high school. The purpose of The National Junior Beta Club is to promote ideals of character, service and leadership among students, and to reward students for their academic achievement. To be eligible for the club, 5<sup>th</sup> graders must have a 95 average or above in the academic subjects of science, social studies, reading and mathematics. In order to stay in the club, students must maintain a 95 average in their academic subjects.

To remain in good standing in Beta Club students must:

- Maintain a distinguished honor roll average (95 and above)
- Behavior
  - No office referrals
  - Maintain a good relationship with peers and teachers (No more than 2 complaints about student from teachers – attitude, work ethics, etc.)
- Benchmark assessments should remain on grade level or above.

Students that fall below a good standing will remain on probation until the situation is reversed.

The 4-H Club is also available for our 5<sup>th</sup> grade students.

## **GIFTED SERVICES**

The Gifted program is designed for the student who demonstrates the potential for exceptional academic achievement in grades K-8. The overall purpose for gifted education is to provide for the extension of learning opportunities, development of individual potential, enhancement of the student's self-concept and advancement toward becoming an independent learner beyond the experiences of the regular classroom. The school serves the students with the Resource Model, where students are pulled one day a week for class.

A student may be eligible for gifted education services under two rules established by the Georgia Department of Education. To be eligible for services under the multiple criteria rule (160-4-2.38), a student must meet criteria in any three of the following areas: Mental ability, achievement, creativity and motivation.

The Jefferson County Board of Education will provide services, quality texts, ancillary materials and equipment in order to meet the gifted students' needs for a differentiated curriculum.

## **RTI PROGRAM**

The **Response to Intervention** provides specific help to students that have been identified as having problems in school. When students have problems that do not respond to traditional solutions, parents and teachers may work together during the RTI process. Each grade has a multitude of things to try and help the student overcome any problem(s). This process may continue for as little as six weeks or as long as a year or more. If serious problems and no workable solutions are found, referrals will be made for further testing. The RTI team includes the student's teachers, counselors, administrators and parents.

## **HONOR ROLL GUIDELINES**

\*\* Students are rewarded with academic ribbons at the end of each nine week period for their achievements in grades 4<sup>th</sup> & 5<sup>th</sup> only.

\* Distinguished Honor Roll: 90 – 100 average per nine weeks

\* Regular Honor Roll: 85 – 89 average per nine weeks

● Honor's Day----

1. Distinguish Honor Roll---students must make Distinguish Honor Roll for the three Nine Weeks grading period.
2. Regular Honor---students can make a combination of both Distinguish and Regular or just Regular for the three Nine Weeks grading period

## **HOMEWORK EXPECTATIONS**

Students may have homework daily. Reasons for having homework include:

- To provide extra practice on learned skills.
- To provide further learning in areas covered in the classroom.
- To provide an opportunity for students to learn good work habits.
- To provide an opportunity for growth in responsibility.
- To provide parents an opportunity to see what their child is studying and how well he/she is doing.

Learning is important and should continue after school hours. Daily homework is a way to encourage and extend learning.

## **GUIDELINES AND POLICIES FOR HANDICAPPED INDIVIDUALS**

It is the policy of the Board of Education that no otherwise qualified person shall, solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this Board.

As used in this policy and any implementing procedures or guidelines, "handicapped persons" means a person who has, or had or is regarded as having a physical or mental impairment that substantially limits one or more of that person's major life activities.

The educational program of this District shall be accessible to all students at each grade level. Barrier-free access to school facilities shall be provided to the extent that no handicapped person is denied an opportunity to participate in a District program available to non-handicapped persons.

All reasonable efforts shall be made to identify handicapped students of this District eligible for special education under IDEA or services under Section 504 in accordance with Board Policy. A free appropriate public education shall be provided to each child determined to be in need of special education. Any handicapped student not eligible for services under IDEA shall be considered for eligibility under Section 504.

No student will be denied, solely because of his/her handicap, an equal opportunity for participation in non-academic and extracurricular services and activities offered regularly to the students of this District.

Due process shall be followed as appropriate.

### **Report Cards**

Report cards are sent home on a nine weeks basis. They indicate students' progress in both academic and social skills during the grading period. Report cards should be read carefully, signed and returned the next day.

Progress reports will be issued to all students at the midpoint of the nine weeks grading period in grades 1 -5.

### **Grading System**

Grades 3-5

A = 90 - 100	S=Satisfactory
B= 80 - 89	U =Unsatisfactory
C = 75 - 79	Below 70
D = 70 - 74	WP Withdraw Passing
F = Below 70	WF Withdraw Pending

Kindergarten, first, and second grades will have a standards-based report.

**WITHDRAWALS** - Parents should notify the homeroom teacher a day or two in advance of withdrawal, if possible. The student will be given a transfer sheet and his report card. Permanent records will be forwarded to the new school upon receipt of the Request for Records signed by the parent. No permanent records will be given to parents to hand carry to the new school.

### **Honor Roll Grades 4 & 5**

Distinguished Honor Roll - 90 or above average per nine weeks.

Honor Roll - 85 - 89 average per nine weeks. Students' names will be printed in the local newspaper.

### **Honor's Day**

Honor's Day will be for grades PK - 5. Invitations will be given to eligible students. Please see your child's teacher eligibility requirements.

### **Parent Teacher Conferences**

Parents are encouraged to contact the school to arrange a parent-teacher conference any time they would like more information on their child's school performance. Parent-teacher conferences can be a productive way of helping to improve student performance. Parents should let students know of any major changes in the home environment which may affect school performance.

During the school day teachers are busy working with students and are not available for conferences. Parent conferences can be done before or after school or during teachers' planning period. Please contact the school to make an appointment.

### **PARENT PORTAL FOR MONITORING GRADES**

The portal allows CES parents to see the grades and attendance of their students at any time. Visit our school office for more information.

### **STUDENT RECORD INFORMATION**

The Jefferson County School District has designated the following information as directory information:

- (a) Student's name, address and telephone number;
- (b) Student's date and place of birth;
- (c) Student's e-mail address;
- (d) Student's participation in official school clubs and sports;
- (e) Weight and height of student if he/she is a member of an athletic team;
- (f) Dates of attendance at schools within the school district;
- (g) Honors and awards received during the time enrolled in the district schools;
- (h) Photograph; and
- (i) Grade level.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters or institutions of higher learning, upon request, with the name, address, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent. **You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within 10 days after officially enrolling in school or within 30 days of the date of the release of this notice**

### **Promotion/Retention Requirements**

At the time of this publication, the GADOE has not released promotion and retention policies based on the new GA Milestones Assessment. However, those students in 3<sup>rd</sup> Grade are required to pass the English Language Arts and in 5<sup>th</sup> Grade the English Language Arts and Mathematics sections of the GA Milestones.

### **Prohibition against Bullying**

The Jefferson County Board of Education Policy JCDAG states that acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. Upon a finding by a disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative educational program.

