

PORTER ELEMENTARY SCHOOL

2012-2013



“On the Prowl for Student Achievement”

This student planner belongs to:

Name: _____

Teacher: _____

Grade: _____

CONTENTS

WELCOME TO JAMES H. PORTER ELEMENTARY SCHOOL	4
2012—13 School Calendar	4
Mission	5
Vision	5
Core Values	5
Title I Statement	5
PORTER ELEMENTARY POLICIES & PROCEDURES	6
Attendance	6
SCHOOL HOURS	6
ARRIVAL	6
TARDINESS	6
ABSENCES	6
EARLY DISMISSAL	7
REGULAR DISMISSAL	7
TRANSPORTATION CHANGES	7
School Buses	7
CONSEQUENCES FOR VIOLATING BUS RULES AND REGULATIONS	8
USE OF THE OFFICE TELEPHONE	8
SCHOOL NUTRITION PROGRAM	8
BREAKFAST	8
LUNCH	9
NUTRITION CENTER POLICIES	9
SCHOOL VISITATION	10
YOUR CHILD’S HEALTH	10
MEDICATION	10
IMMUNIZATIONS	11
COMMUNICABLE DISEASES PROCEDURE	11
CHICKEN POX.....	11
PINKEYE	11
RINGWORM	11
HEAD LICE.....	11
HOSPITAL/HOMEBOUND	11
CARE OF TEXTBOOKS AND LIBRARY BOOKS	11
HOMEWORK	11
REPORTING STUDENT PROGRESS	12
GRADING GUIDELINES	12
PROMOTION REQUIREMENTS	12
CONFERENCES/COMMUNICATION	13
PHYSICAL EDUCATION PROGRAM	13
MUSIC PROGRAM	13
GIFTED PROGRAM (REACH)	13
P.T.O. (PARENT - TEACHER ORGANIZATION)	14
P.T.O. OFFICERS FOR 2012-2013	14
PARTNERS IN EDUCATION / VOLUNTEERS	14
SCHOOLWIDE DISCIPLINE PLAN	14
SCHOOL RULES	15
STUDENT EXPECTATIONS	15
INSTRUCTIONAL BEHAVIORAL SUPPORTS	15
POSITIVE REINFORCEMENTS	15
BEHAVIORAL CONCERNS / CONSEQUENCES	15
KINDERGARTEN DISCIPLINE PLAN	16

GRADES 1-5 DISCIPLINE PLAN	16
GRADE LEVEL AND POINTS	16
INFRACTIONS	16
ACCUMULATION OF DISCIPLINE POINTS	18
CHRONIC MISBEHAVIOR	18
COUNSELING PROGRAM	18
STANDARDIZED TESTING	19
AWARDS	19
PORTER BOOK CLUB	19
SCHOOL CELEBRATIONS	20
LOST AND FOUND	20
STUDENT JOBS.....	20
FIELD TRIPS.....	20
SOLICITING FUNDS BY STUDENTS (BOE POLICY/JKB)	20
SCHOOL COUNCIL.....	20
Dress Code 2012-2013	21
PANTS AND SLACKS.....	21
SHIRTS AND BLOUSES.....	21
SWEATERS	21
SKIRTS/DRESSES/JUMPERS	21
SHORTS	21
SHOES	21
HAIR	21
NOT PERMITTED ITEMS	22

WELCOME TO JAMES H. PORTER ELEMENTARY SCHOOL

As we embark on the 2012-2013 school year, we are delighted to have you as members of our Porter Elementary School family. We sincerely invite your involvement in making this school year a successful one.

All of the Porter staff is dedicated to providing quality educational experiences for our students in a safe, orderly, and positive environment. We will strive to create a stimulating educational atmosphere in which all children grow academically, socially, emotionally, and physically. We are devoted to providing learning opportunities for all students to prosper with acceptance and encouragement.

The policies and procedures detailed in this handbook have been prepared to assist you in becoming familiar with Porter Elementary. We have tried to anticipate what you will need to know to make this school year successful for your child. Please take the time to read this handbook and refer to it when you have a question concerning the everyday operations and rules of the school.

Because parents have the strongest and most permanent influence on their children's lives, we extend an open invitation to all parents to regularly visit our school to attend activities and programs. We implore you to become active members of the Parent Teacher Organization (PTO) and the Partners in Education Volunteer Program. We look forward to working together as we begin the important and exciting journey through the 2012-2013 school year.

Again, we are very happy to have you and your child/ren with us as PORTER PANTHERS!

The Porter Faculty and Staff

2012—13 SCHOOL CALENDAR

August 13, 2012	First Day of School for Students
September 3, 2012	Labor Day Holiday – System Closed
September 10-14, 2012	Testing Window
October 3, 2012	Testing Window
October 12, 2012	End of First Grading Period
October 15, 2012	No School for Students—System Planning
November 5-9, 2012	Testing Window
November 19-23, 2012	Thanksgiving Holidays
December 20, 2012	End of Second Grading Period
December 21, 2012	System Planning—No Students
December 22—January 4, 2013	Winter Holidays—Christmas Break - System Closed
January 21, 2013	Martin Luther King Jr. Holiday - System Closed
January 23-24, 2013	Testing Window
February 18, 2013	Presidents' Day Holiday – System Closed
February 27—28, 2013	Testing Window
March 12, 2013	End of Third Grading Period
March 15, 2013	System Planning—No Students
March 18-22, 2013	Testing Window
March 25—29, 2013	Spring Break (School Closed)
April 8-26, 2013*	CRCT & CRCT M Testing
May 16, 2013	First and Second Grade Awards Ceremonies
May 17, 2013	Third and Fourth Grade Awards Ceremonies
May 20, 2013	Fifth Grade Luncheon & Classroom End-of-the-Year Celebrations
May 21, 2013	Fifth Grade Promotion Ceremony & Last Day for Students
May 22-28, 2013	System Planning

*CRCT Testing Window—Exact dates will be announced later.

Dates are subject to change, please review the current calendar at www.bibb.k12.ga.us

MISSION

Each student demonstrates strength of character and is college ready.

VISION

Develop a highly trained staff and an engaged community dedicated to educating each student for a 21st century, multiethnic, global economy.

CORE VALUES

- Bibb County develops a learning orientation that mobilizes effective effort to accelerate learning.
- Bibb County is committed to a culture of respect that includes equitable treatment, honesty, openness, and integrity.
- Bibb County uses data and evidence-based decisions to determine the training and support provided to adults so they can be accountable for the success of all students.
- Bibb County strengthens productive partnerships for education.

TITLE I STATEMENT

James H. Porter Elementary is a school-wide Title I school. The Title I Program is the largest federally funded program in education. The purpose of these funds is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education. As a school-wide Title I school, services can be provided to help all students; however, particular focus is on the school's most at-risk students. Title I funds allocated to our school are used to fund additional personnel, professional learning for staff, parental involvement, materials, and resources to enhance instruction in core content areas of reading, math, science, and social studies.

At James H. Porter Elementary, we continuously monitor student achievement and set high expectations for our students. We hope that as a parent, you will become involved in our school improvement initiatives as we develop a partnership to assist all students to achieve. Your involvement in the development and review of our school's Parental Involvement Plan, School-Parent Compact, and School Improvement Plan is important.

As a parent of a child at James H. Porter Elementary, you have the right to ask about the qualifications of your child's teachers or paraprofessionals who provide services to your child. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

- If you have any questions about your child's assignment to a teacher or paraprofessional, please contact Mr. Lanny Davis at James H. Porter Elementary at 478-779-4350 or email me at lldavis.porter@bibb.k12.ga.us.

We encourage you to get to know your child's teachers, class routines, and expectations.

PORTER ELEMENTARY POLICIES & PROCEDURES

ATTENDANCE

SCHOOL HOURS

School for grades PreK-5 begins at 8:45 a.m. and ends at 3:15 p.m.

ARRIVAL

Students are to arrive no earlier than 8:00 a.m. Adult supervision does not begin until 8:00 a.m. Students not eating breakfast should arrive at school after 8:15 a.m. and go to the gym.

Students will be supervised in the lunchroom and the gymnasium in the mornings and will not be admitted to the classroom until 8:30 a.m. **All students are to bring books to read or study during this time.**

In order to develop a child's independence and responsibility, parents are asked not to accompany them to and from the classroom. Staff members will assist students as needed.

TARDINESS

Being punctual is an important skill our children need to learn. A student is tardy when arriving after 8:45 a.m. **Parents are required to sign their child in at the office when they arrive after 8:45 a.m.** After tardy students are signed in, they will receive a tardy slip so that they may be admitted to class. Tardiness is defined as 1) being late for school, 2) absencing oneself from school for any period during the day, 3) leaving school early. Tardiness is either excused or unexcused. A tardy student misses important instruction of the school day. After the third unexcused tardy the principal or designee shall hold a parent conference either in person or by phone. **The fourth unexcused tardy will result in detention.** Further tardiness will result in other consequences determined by the principal or designee. **(Bibb County Code of Conduct)**

ABSENCES

Students in grades 1-5 who exceed ten (10) unexcused absences in a year will not be promoted to the next grade level. (Bibb County Code of Conduct)

The student will be counted absent if he or she leaves school before 11:45 a.m. or arrives after 11:45 a.m. Regular school attendance is essential to academic success. Documented absences will be granted for illness, accidents, a death in the family, recognized religious holidays, court orders or circumstances where parents make prior arrangements with the principal.

A written, signed explanation within three (3) days of the absence from a parent or a doctor is required for documentation. **Failure to present an excuse within three days shall result in an unexcused absence/tardy.**

Parents will be contacted after the 3rd unexcused absence.

Students who demonstrate a pattern of absences and tardies shall be referred to the office of Student Support Services for counseling and appropriate intervention that may include a charge of truancy being filed against the parent and/or student. (Bibb County Code of Conduct)

Please Note the Following Change:

Handwritten excuses from parents will be accepted up to 5 per academic year. After 5 parental handwritten (or typed) notes are approved to excuse an absence, an excuse must be provided from an agency or professional such as a doctor, dentist, court or funeral program to excuse any additional absences. If a student misses more than 3 consecutive days (days in a row), an excuse from an agency or professional will be required to excuse those consecutive days.

Attendance letters will be sent by the School Counselor at 3 unexcused and 5 unexcused. If no improvement is made, a referral will be sent to the School Social Worker. At 10 unexcused absences, a referral to State Court and/or Juvenile Court may be made by the School Social Worker for violation of the Compulsory Attendance Law. If convicted of such violation, parent/guardian may be subject to a fine or imprisonment not to exceed 30 days, or both, at the discretion of the Court.

Students shall be given a reasonable opportunity, not exceeding five (5) days, to make up work or tests which are missed because of an absence from school. Failure to make-up work could possibly result in a grade of zero (0).

EARLY DISMISSAL

Students leaving school before the scheduled dismissal time must bring a note stating the time they must leave and the reason for leaving. The name of the person who will come for them should also be included. **Parents must submit written permission in order for the student to be released to anyone not listed on the child's emergency card.** A parent or designee must sign the student out in the school office. The child will not be dismissed until the parent arrives in the office and the teacher has been notified by the office. **Students can only be dismissed early through the school office. Teachers will not dismiss students without prior notification from the office.**

Due to preparation for dismissal, 2:45 to 3:15 is a hectic time of the day and we ask that students not be signed out after 2:45 PM unless it is an emergency.

REGULAR DISMISSAL

Students will be dismissed each afternoon according to their means of transportation home.

Walkers and bicycle riders must leave promptly after the bell rings. No student will be allowed to remain on the campus to play.

Daycare van riders and bus students will be dismissed from classrooms and proceed to the loading area in the front of the building as their buses or vans arrive.

Car riders will be dismissed to the car loading area. Parking spaces are limited at Porter; therefore, parents must stay in their cars when picking up their children in the front of the building (**Do Not Park in the Bus Loading Area**). Students will be called individually as their ride is recognized by the supervising adults, and they will be escorted to the car. If you must come in at the end of the day to get your child, please park in the rear parking lot and come to the back door and wait until your child is released to you by the supervising adult. It is impossible for us to account for a child when he/she is intercepted before reaching the front or back door. **All students should be picked up promptly. No one is on duty to supervise children after 3:45 p.m.**

TRANSPORTATION CHANGES

Please notify the school in advance if there is to be a change in the transportation of your child. If no notification is received, your child will follow his/her regular method of getting home. A written note to the teacher is required; however, a telephone call is appropriate if the change is an **emergency only**. Last minute changes create a real hardship for the office staff when we are in the middle of dismissing the entire student body. **Please notify the school of changes with a written note to the teacher the morning of the change.** Phone calls will only be accepted in cases of emergency.

SCHOOL BUSES

Transporting students by school bus is a service which the Bibb County School System provides to students who live more than one and one half miles from school. **TRANSPORTATION IS A PRIVILEGE: NOT A RIGHT.** Students are assigned to ride school buses that will pick them up and drop them off in close

proximity to their home. **The Transportation Department (779-2008) is responsible for making bus assignments and changes when necessary.**

Students may ride only the bus to which they are assigned. Students may not ride a different bus in order to go home with a friend. Students who come to school on the bus must return home on the bus unless there is a note or phone call from parents indicating a change in transportation.

Rules and regulations have been established for the maximum safety of the students being transported. The school bus is an extension of the classroom. Students are expected to sit in their assigned seat, exercise self-control, demonstrate respectful and courteous behavior toward bus drivers, and obey the bus driver's instructions.

To maintain a safe environment on each bus, the school supports the driver in maintaining safe bus-riding habits. **Anyone who violates the safety standards may be suspended or removed from the bus.** Discipline action(s) will be recommended and enforced by the school principal or designee. Bus discipline notices are sent to parents to notify them when students violate safety standards and to inform them of the disciplinary action(s) that will result from the violation of safety standards. **(See the Bibb County Code of Conduct for more information.)**

CONSEQUENCES FOR VIOLATING BUS RULES AND REGULATIONS

- 1st Offense: Level I, II, or III offense as deemed appropriate by the principal. **Required parent conference with principal/designee before student can continue to ride the bus.** Required signature of student and parent on behavior contract.
- 2nd Offense: Ten days suspension from the bus. **Required parent conference with principal/designee before student can continue to ride the bus.** Required signature of student and parent on behavior contract.
- 3rd Offense: Suspension from the bus for the remainder of the year.

USE OF THE OFFICE TELEPHONE

The office phone must be used exclusively for school business. Students will not be allowed to use the telephone for personal matters. Students who forget to bring homework, school materials, books, signed papers, projects, field trip permission slips, money, etc. will not be allowed to use the school telephone to ask parents to bring them. Please remind students of their responsibility to have all necessary materials for a successful school day.

Only emergency telephone messages can be relayed to students during the school day. Please make travel arrangements and after school plans with your child in the morning before he/she leaves.

SCHOOL NUTRITION PROGRAM

During the first week of school, all students will bring home an application for free and reduced price meals. **All** students will need to complete and return the forms. The school is required to provide every parent with an opportunity to apply.

BREAKFAST

Breakfast will be served daily from 8:00 a.m. until 8:45 a.m. Car riders must arrive before 8:30 to eat breakfast.

Student Price	\$.45 per day	\$2.25 per week
Reduced Price	\$.20 per day	\$1.00 per week
Adult Price	\$.75 per day	

LUNCH

A school lunch is a financial and nutritional bargain, and every child is encouraged to participate. Students will have thirty (30) minutes daily for lunch.

Student Price \$.90 per day \$4.50 per week

Reduced Price \$.35 per day \$1.75 per week

Extra milk/juice \$.30 per carton

Adult Price \$1.85 per day

Visiting children not enrolled in Bibb County Schools \$1.85

NUTRITION CENTER POLICIES

Teachers do not handle lunch money or problems related to the nutritional program. Problems should be referred to our Nutrition Center manager at 779-4312.

For record keeping purposes, **weekly or monthly payments** sent on Monday of each week are preferred. If payment is made by check, please make the check payable to Porter Lunchroom. List all the children's name whose meals are being paid for with one check. Students will place their breakfast/lunch money in an envelope labeled with their name and student number in the box in the main hallway. Teachers will not collect breakfast/lunch money in the classroom. No change will be given but will be applied to the child's account and used until depleted. In the event that a child is unable to pay for a meal, the student may charge for that day. **No additional charges will be allowed.**

If your child is allergic to certain foods or beverages including milk, please notify the office with a letter from your doctor.

Students may bring meals prepared at home. **Beverages must be in insulated containers.** Students are permitted to buy milk. No fast food meals (i.e. McDonald's, Wendy's, etc.) may be brought into any Bibb County School lunchroom. **(Bibb BOE Policy EE).**

Parents are welcome to occasionally eat lunch or breakfast with their children. Parents and guests must notify the School Nutrition Manager by 9:00 AM of their intention to each lunch. **Please do not eat with your child the first two weeks of school.** We would like for the teachers to eat with the students in order for them to build a relationship with each other and also provide an opportunity for the students to learn the rules and expectations of the lunchroom.

Ice cream will be sold during the lunch period, but not at the expense of the students' nutritional needs. When students have eaten all of the food in two sections of their lunch tray **and** consumed all of their milk, an adult will give them permission to buy ice cream for **\$1.00**, providing they have enough time to finish it before their lunch period is over.

Appropriate cafeteria behaviors demonstrating good table manners and talking quietly are expected. Good manners will be taught and expected. Your reinforcement of these expectations is greatly appreciated.

- Stand in a silent, single file line.
- Talk quietly after the first 15 minutes of eating.
- Be respectful and use good manners when speaking to lunchroom staff.
- Pick up all necessary items in the cafeteria line the first time through.
- Use appropriate manners while eating.
- Clean personal space including the seat and around the seat on the floor.

SCHOOL VISITATION

Parents are encouraged to visit the school to observe their child's class and to talk with teachers and other school staff. In order for the visit to be productive and to be sure that those persons with whom you wish to talk are available, please make an appointment in advance of your visit.

In order to ensure the safety of our children, we must implement some rules concerning visitors in our building:

- **Visitors or volunteers must sign in at the office and wear a visitor or parent badge while in the building.** Remember to sign out when leaving.
- If your child forgets something from home, it should be left at the office for delivery to the classroom.

YOUR CHILD'S HEALTH

If a child is seriously injured or becomes ill at school, we will make the child as comfortable as possible and call the parent immediately. If the parent cannot be reached, we will attempt to contact the emergency number listed on the emergency procedure card. **We must always have an emergency contact number. Please update the emergency card when any changes are needed.** If we cannot reach anyone, and we feel medical treatment is necessary, we will call the appropriate medical personnel or facility for help. Costs for medical treatment are the parent's responsibility.

Every effort will be made to encourage students to remain at school when they complain of minor aches and discomforts. Your child cannot remain at school if he/she has a fever or an upset stomach. Please do not send children to school if they are ill before the school day begins.

MEDICATION

The size of our student body prohibits us from administering non-prescription medicines such as aspirin, Tylenol, and cough syrup. Please administer these medications at home whenever feasible. For example, many non-prescription medicines can be given in the morning before leaving home, after school, and later in the evening. We appreciate your understanding in this regard.

Only prescribed medicines will be administered to the student provided the doctor and the parent have signed a Medical Authorization Form, and we have it on file. The form shall provide clear instructions from the prescribing physician as to the method or manner such medication is to be administered, including the quantity of dosage and frequency, together with any potential reaction or other cautioning instructions in connection with the usage of the drug. The medication will be administered only in accordance with the written instructions from the child's physician. The parents or guardians shall authorize the staff member administering the medication to correspond directly with the child's physician in the event the staff member deems it appropriate or necessary. All medications prescribed by your doctor must be brought to the office in the original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the time for each dose. A record of daily administration is kept in the office. (Bibb BOE Policy JGCD)

Students may not have medicines in their possession at school. All prescription medicines must be in the original container and will be dispensed through the office.

IMMUNIZATIONS

All students must have proper immunization before entering Georgia Public Schools. Georgia Form 3231 must be complete, up to date, and on file in each student's records. Any questions about your child's immunizations can be answered by Bibb County Public Health Department or your child's pediatrician.

COMMUNICABLE DISEASES PROCEDURE

Students having the following conditions will be sent home immediately and not allowed to return to class until the following conditions are met:

CHICKEN POX Students may return when the chicken pox have scabbed over and the child has no fever.

PINKEYE Students must be free of pink eye (conjunctivitis).

RINGWORM A parent must accompany the student to school with evidence that proper treatment has been administered. The ringworm must be kept uncovered.

HEAD LICE A parent must accompany the student to school with evidence that proper treatment has been administered. School personnel will recheck the child's head for **nits (eggs) and/or head lice** (bugs). ***Hair must be nit and lice free*** before the student can return to the classroom.

HOSPITAL/HOMEBOUND

If a student is to be out of school for a long-term illness (10 or more days), please call the office for information concerning services for Hospital/Homebound Services as soon as possible.

CARE OF TEXTBOOKS AND LIBRARY BOOKS

Students are responsible for all textbooks and library books issued to them during the school year. Book covers can be purchased at school. The condition of each textbook is recorded when it is issued, so that damage beyond usual wear may be assessed at the end of the year. All lost or damaged books must be paid for by the student. If a lost book is found, the money paid will be refunded. Report cards, transcripts and progress reports shall not be released until all amounts due for lost or damaged books and equipment have been paid. (Bibb BOE Policy JS)

HOMEWORK

Homework is considered to be a valuable instructional tool. Homework is assigned to students to review class lessons, to practice skills previously taught, to prepare for future lessons, and to work on long-term assignments. Homework may include previewing printed material for the next day's work, reading and reporting on books, doing research, working on class projects, reviewing notes, writing short stories, or completing work assigned in class. Porter students will be assigned homework each school night Monday through Thursday. No homework assignment will be given for the weekend or holidays unless it is the completion of open-ended project work. Help your child develop routines that will be of assistance in successfully completing homework assignments.

- Ask your child daily about homework assignments. All homework will be evaluated daily, and when not turned in on time will result in discipline points.
- Become interested in your child's homework. Ask your child to show the homework to you and to explain what the work completed was about.

- Remember that homework is your child’s work, not yours.
- Help your children set a regular homework time each day and remain with that commitment. Free your child of other responsibilities at that time.
- Provide your child with a quiet place to work or study where he/she is not disturbed by TV, other children, or pets.
- Paying close attention to homework and good study habits will help your child become a successful student.

REPORTING STUDENT PROGRESS

Folders are sent home every Wednesday, containing samples of students’ work, weekly tests, and other school correspondence for that week. Parents should review all enclosures, discuss them with the student, sign and make comments if necessary, and return the folder on Thursday. These papers become part of an ongoing record of academic progress. Students not returning papers by Friday will receive points as part of the School-Wide Discipline Plan. Students not returning papers for two (2) consecutive weeks will not be allowed to bring papers home. Parents must come to school to review the papers.

Notices of mid-term progress go home every four to five weeks and report cards go home every nine weeks. Report cards will contain both academic and conduct grades. Attendance will be reported on the report card. **If you have questions, cares, or concerns about your child’s academic or behavioral progress, contact his/her teacher, so that potential problems can be handled in a timely manner.**

GRADING GUIDELINES

Grading policies for grades 1-5 are as follows:

A (90-100)	Outstanding	S	Satisfactory
B (80 -89)	Good	N	Needs Improvement
C (70 -79)	Satisfactory	U	Unsatisfactory
F (60 and below)	Unsatisfactory		

First and second grades are not graded in Science and Social Studies.

Students in grades 1-5 are graded S, N, and U in Physical Education, Health, and Handwriting.

PROMOTION REQUIREMENTS

Kindergarten	Meets minimum kindergarten requirements
1st, 2nd, 4th Grades	Must pass math
	Must pass reading
	May not fail three or more other subjects (science, social studies, language arts, spelling)
3rd Grade	Must score 800 or higher on the reading portion of the CRCT
	Must pass math
	Must pass reading
	May not fail three or more other subjects (science, social studies, language arts, spelling)
5th Grade	Must score 800 or higher on the reading portion of the CRCT
	Must score 800 or higher on the math portion of the CRCT
	Must pass math
	Must pass reading
	May not fail three or more other subjects (science, social studies, language arts, spelling)

CONFERENCES/COMMUNICATION

We encourage frequent parent/school communication through letters, notes, telephone calls, conferences, and weekly signed papers, discipline plan reports, **student planners**, classroom visits, mid-term reports, report cards, newsletters, The Paw Print and PTO participation.

Communication is an essential part of the educational program. We feel it is very important for parents to keep in touch with their child's teacher. Parents are encouraged to contact teachers for conferences throughout the year. Conferences can be arranged by calling the school office at 779-4350 or sending a note to the child's teacher.

If a parent has a concern that involves a teacher and a child, the first person to see is the teacher. If the parent does not think a concern has been adequately addressed by the teacher, the parent may then seek help from the principal or the assistant principal. Most problems can be satisfactorily resolved by following this procedure.

PHYSICAL EDUCATION PROGRAM

Physical Education is offered for all elementary students in grades K-5. If a student's participation has some temporary limitations, send a written note to the classroom teacher or the PE teacher to excuse the student from physical education activities. Continued limitation will require a medical doctor's written excuse on file. Regular school clothing is appropriate for physical education activities.

MUSIC PROGRAM

Porter students are served by a music teacher. Porter Elementary is fortunate to be one of three Bibb County elementary schools with a full time music teacher on staff. Students in Grades K-5 receive music twice per week. Interested 4th and 5th grade students can audition for the school chorus.

GIFTED PROGRAM (REACH)

Reach for Excellence in Achievement on Creative Horizons

Children who participate in this program attend a class for the gifted one day each week at Porter Elementary. The curriculum for the REACH program is interdisciplinary in nature and fosters the application of skills developed in the regular classroom.

In order to qualify for the gifted education services in the State of Georgia, a student must show exceptional performance in the areas of mental ability, achievement, creativity and motivation. Exceptional performance in these areas must be demonstrated on tests, and/or shown in outstanding products and/or exemplified in academic and artistic performance. Students may be recommended for consideration for the gifted program by teachers, counselors, parents, peers, administrators, self and others.

The Bibb County Board of Education policy GAAA states that there will be no discrimination with regard to race, creed, religion, color, national origin, sex, marital status, handicap or age. This policy will govern selection of students for this program as it does for all others in the system.

Each year, during a specified two week period, teachers shall observe students looking for the Traits, Attitudes and Behaviors (Tab's) of a gifted child. Any child who demonstrates in classroom performance five of the ten identified Tabs shall be considered for referral by the school eligibility team.

School principals, counselors and teachers shall also review the results of norm referenced testing. Any child with a 90th percentile composite score, a 90th percentile total reading, including reading comprehension, or 90th percentile total math shall be considered. This shall constitute an automatic referral procedure.

The school gifted-eligibility team shall review the records of any child under consideration for referral and will decide which students will proceed to further evaluation. A child will be referred for further evaluation if he or she is listed in a minimum of five categories on the Tab's and additionally demonstrates one of the following: documented above grade-level performance, qualifying achievement test scores, documented outstanding products or performances, or a GPA at or above 3.5 on a 4.0 scale.

Parent permission will be obtained before any formal evaluation, and parents will be notified in writing regarding their child's eligibility for the gifted program. Parents may request an appointment to review records relating to their child's eligibility following the completion of the evaluation.

For further information, contact the counselor at your child's school.

P.T.O. (PARENT - TEACHER ORGANIZATION)

Porter Elementary is blessed with an extremely active PTO. Only when the school and parents cooperate and interact can we help our students achieve to their fullest potential. This organization sponsors many educational opportunities for our students, family activities, and gifts to our school.

P.T.O. OFFICERS FOR 2012-2013

Buddy Collins – President

Tina Layton – Vice President

Dana McCord – Secretary

Stacy Berkner - Treasurer

Carolyn Roland – Volunteer Coordinator

PTO meetings are held once a month. We encourage you to join the PTO and support all of its projects and activities throughout the year.

PARTNERS IN EDUCATION / VOLUNTEERS

Porter Elementary School is fortunate to have many parents and grandparents who donate their time to work in the school and at home. Parents and community members are encouraged to serve as volunteers in the school. It allows you to become actively involved in your child's school. Persons interested in donating their time and services should contact the school or the PTO Volunteer Coordinator.

SCHOOLWIDE DISCIPLINE PLAN

The Bibb County Board of Education and the Porter School staff believe that in order to achieve the goal of a quality education for each student; administrators, teachers, parents and students must work together to create an atmosphere which promotes high academic and behavioral expectations, recognizes and encourages appropriate behavior and addresses inappropriate behavior. Research indicates that focusing on appropriate behaviors and accentuating the positive in combination with contingent consequences for inappropriate behavior significantly affects academic performance.

The staff at Porter is dedicated to providing effective instruction, which minimizes disruptions within the learning environment. Our Character Education Program emphasizes the responsibility of students to make good choices and practice self-control while at school and at school-sponsored functions. The teachers begin the first day of school with classroom rules, procedures and routines to establish an atmosphere conducive to learning. Verbal reminders and visual reminders (e.g. rhymes, posters, hand signals, etc.) are incorporated as supportive measures throughout the year. The staff emphasizes a character education word for the week. The counselor visits the classrooms and provides a guidance lesson periodically to reinforce effective learning strategies, and character education.

SCHOOL RULES

The rules are posted throughout the school. Administrators, teachers and staff demonstrate, review and remind students of appropriate behaviors daily. Teachers are visible in the hallways during arrival and dismissal of students to monitor adherence to the rules. Standard procedures and pro-active measures deter inappropriate behavior.

STUDENT EXPECTATIONS

Respect self, others and school property.

Keep hands, feet and objects to yourself.

Listen and follow directions.

Use an inside voice.

Demonstrate safety rules on the school campus.

INSTRUCTIONAL BEHAVIORAL SUPPORTS

The counselor along with the classroom teacher introduces new students to Porter. They receive a beginning of the year folder containing pertinent information about the school, including the student planner. Teachers usually pair a new student with another student to help make the transition easier. Parent-teacher conferences are scheduled to inform parents of expectations, goals and the school-wide discipline plan.

POSITIVE REINFORCEMENTS

The administration and teachers recognize that research shows positive reinforcement improves student behavior and academic performance. Therefore, students can earn rewards daily, weekly, monthly and /or on a nine-week basis. We recognize and reinforce appropriate behavior in a variety of ways such as recognition of positive student behavior and achievements on the morning news and “Student of the Month Lunch at the end of each month.

Individual teachers use stickers, stamps, treats, treasure chest visits, rewards chart, positive notes home and bonus point certificates for positive behavior. Some teachers use the “marbleous” behavior jar, compliment chain, or other incentive to promote good character and positive behavior. Students may earn extra PE time, a movie on Friday, popcorn/ice cream party or some other fun activity.

BEHAVIORAL CONCERNS / CONSEQUENCES

Students in 1st-5th grades who fail to abide by the rules at Porter will be assigned points. (A separate policy has been established for Kindergarten students, which will prepare them for the regular discipline plan.) Accumulated points will result in detention and other consequences. After school detention will be held Tuesday – Thursday for 45 minutes following regular dismissal. Detention will end at 4:15. PareNts are responsible for picking up students when detention ends as well as signing the child out of detention. Parents will receive one day’s notice before their child must stay for detention. **It is the parents’ responsibility to make transportation arrangements for children in detention. If a student fails to stay for detention or misbehaves during detention, another day of detention will be assigned.** If a student fails to serve three detentions, he will receive one day of **In School Suspension (ISS)**.

Students will be given a detention notice the day before they are to report to detention. The notice must be signed and returned to the school the next day and given to the classroom teacher. If the student does not return the signed notice, the student will not be allowed to stay for detention, as there will be no verification that the parent knows of the detention. In this instance, another note will be sent home requiring **TWO** days of detention.

KINDERGARTEN DISCIPLINE PLAN

Kindergarten students are made familiar with classroom rules, expectations, and consequences by their teacher.

Consequences for inappropriate behavior:

1. Given a verbal warning
2. Time Out
3. Lose part of playtime (yellow note is sent home).
4. Lose all of playtime (red note is sent home).

Daily teacher/parent communication is done through the student's planner. Parents are expected to daily read, sign (or initial) their child's planner.

Praise, stamps, stickers, and treats will be used for Positive Reinforcement.

GRADES 1-5 DISCIPLINE PLAN

A point system has been devised to enforce the Discipline Plan. A Discipline Plan Chart with recorded points will be sent home every Wednesday with signed papers. The infractions and points assigned are as follows:

GRADE LEVEL AND POINTS

	<u>INFRACTIONS</u>	Grades 1 and 2	Grades 3 to 5
1.	Failure to turn in completed homework or class assignments on due date. (per assignment)	1 pt.	1 pt.
2.	Lunchroom Behavior: Excessive talking, exchanging food, playing in food, leaving eating area messy, leaving the lunch table without permission or borrowing ice cream money.	1-3 pts.	1-6 pts.
3.	Possession of gum or candy without teacher permission during school hours.	1 pt	1-3 pts.
4.	Possession of toys, baseball cards, radios, CD's, video games,	1 pt.	1-3 pts
5.	Unprepared for class (no paper, pencil, books, student planner, etc.)	1 pt	1-2 pts.
6.	Signed papers, report cards, and mid-term reports must be returned by Friday of week received. <u>Parents who wish to keep signed papers, report cards, or mid term reports for more than one day should send a note to the child's teacher. If signed papers are not returned by the following Tuesday, no additional papers will be sent home until that set is returned.</u>	1 pt.	1-3 pts.
7.	Out of room without permission or in an area of the campus without permission.	3-9 pts.	6-9 pts.
8.	Disturbing any class including music, media, and P.E. (Points to be determined at teacher's discretion based upon severity of the incident.)	1-3 pts.	3-6 pts.

9.	Inappropriate touching (Points to be determined at teacher's discretion based upon severity of incident.)	1-6 pts.	6-9 pts.
10.	Profanity, vulgarity, disrespect, cheating, lying, or deliberately disobeying directions.	3-6 pts	6-9 pts.
11.	Harming other students verbally (bullying, threats, malicious teasing, rumors, or slurs) or physically (kicking, hitting, biting, or spitting).	3-6 pts.	6-9 pts.
12.	Gross misbehavior such as intentionally injuring another student, sexual harassment, defacing or destroying property, stealing, <u>blatant</u> disrespect or defiance to an adult.	9 pts.	9 pts.
13.	Gang activity (unauthorized organizing clubs of a negative nature, using gang signs, wearing gang clothing or paraphernalia.	Detention Principal's Office	Detention Principal's Office
14.	Fighting	Immediate Suspension	Immediate Suspension
15.	Possession of weapons	Immediate Suspension Notify Campus Police (Possible Evidentiary Hearing)	Immediate Suspension Notify Campus Police (Possible Evidentiary Hearing)
16.	Possession of drugs, tobacco, alcohol, lighter, or matches	Immediate Suspensions (Possible Evidentiary Hearing)	Immediate Suspension (Possible Evidentiary Hearing)
17.	Non-compliance with Bibb County's Uniform/Dress Code Policy.	1st Violation — Warning 2nd Violation— Parent Contact Subsequent Violations— 1 to 3 pts.	1st Violation — Warning 2nd Violation— Parent Contact Subsequent Violations— 1 to 3 pts.

- **For offenses not listed above—Refer to the Bibb County BOE Elementary School Student Code of Conduct.**
- Due to the nature and severity of the offense, the principal or assistant principal may assign other consequences at her/his discretion

ACCUMULATION OF DISCIPLINE POINTS

Accumulated points during a nine week period will result in the following actions:

Accumulated Points	Consequences
3 points	Parents of students with special concerns may be contacted.
6 points	Parents notified.
12 points	Office visit/One day of detention.
24 points	Office visit/two days of detention.
33 points	Required parent conference with Principal or Assistant Principal and one (1) day of In School Suspension (ISS).
39 points	Required parent conference with Principal or Assistant Principal and two (2) days of ISS.
45 points	One (1) day out-of-school suspension.
51 points	Two (2) days out-of school suspension.

- Students suspended out of school will be allowed to make up assigned work if a request is made by parent or student within 5 days.
- After serving In School Suspension (ISS), it will be the students' responsibility to make up the work missed.
- Student workers who serve one (1) In School Suspension (ISS) will be on probation for the nine week period. If they receive a failing grade, they will be on probation and removed from the job for the next nine weeks or until there are no failing grades.
- Any student who serves two or more detentions or one or more suspensions (in school or out of school) within four (4) weeks of a school sponsored activity or trip ***will not*** be permitted to participate. The principal or other designee may withhold permission for a student to participate in any school activity or school sponsored trip as a consequence due to any behavior problems at the principal's or designee's discretion.

CHRONIC MISBEHAVIOR

If a student accumulates an excess of 33 points within a grading period (nine weeks), he/she will be deemed a chronic behavior problem. At this point the student would have served 3 days detention, had a minimum of two office visits, a required parent conference, and one day of In School Suspension. A required parent conference will be held with the Principal and/or Assistant Principal along with the classroom teacher and the counselor. An individual behavior plan or contract will be created for the student and individual or group-counseling sessions will be held by the counselor.

In the event that the student continues to engage in repeated violations of the code of conduct by disrupting or disturbing the educational process, the orderly operation of the school or school related activities, then the student may be suspended for up to ten (10) days and possibly referred to a Student Evidentiary Hearing—which may result in or more of the following consequences: 1) Long-term suspension 2) Referral to an alternative program 3) Expulsion.

COUNSELING PROGRAM

Porter Elementary School's full time counselor, Dr. Joann Woolfolk, helps children solve problems by talking with them individually and in small groups. Sessions with students are confidential. Guidance lessons are

taught to entire classes. Children may request to talk with Dr. Woolfolk. Teachers/staff members and parents may also refer children to the counselor. Dr. Woolfolk is available to talk with you and discuss your child's progress or other concerns. To set up an appointment with Dr. Woolfolk call 779-4313.

STANDARDIZED TESTING

Testing is only one means of evaluating a student's progress. The following tests are administered in all Bibb County Public Elementary Schools:

- Georgia Kindergarten Assessment Program-Revised (GKAP-R)Kindergarten (All Year)
- Georgia Writing AssessmentGrades 3 and 5
- Criterion Reference Competency TestGrade 1-5

AWARDS

Awards Day Ceremonies highlight the successes of our students. End-of-the-year Award Ceremonies will be scheduled for each grade level. Awards will be given as listed below:

Kindergarten students will receive a Medallion at the ***End of the Year Celebration***.

Star Panther Award – Large Trophy and Certificate will be presented to students (1-5) who serve as model students, who have received **NO** discipline points during the year, and have earned A's in every subject for each grading period of the year.

A Honor Roll – Large Trophy and Certificate will be presented to students (1-5) who have earned A's in every subject for each grading period of the whole year. No B's, C's, F's, or U's on report card.

A/B Honor Roll – Trophy and Certificate will be presented to students (1-5) who have earned A's and B's in every subject for each grading period of the whole year. The student must have 1 or more A's to qualify for this award, no C's or F's on report cards.

Most Improved Student Award – Medallion and Certificate – (one per class-selected by teacher)- will be presented to a student who has made a significant improvement in his/her academic record and/or showed excellent progress in his/her social behavior such as cooperation with teachers and students, completion of homework and home-study, general attitude, etc.

Best Citizen Award – Trophy and Certificate – (one per class- selected by teacher)- will be presented to the student who daily demonstrates good citizenship skills such honesty, hard-work, friendliness, helpfulness, and fairness to others.

Superintendent's Perfect Attendance Award – Certificate will be presented to students (1-5) who are present 180 days with no tardies or early dismissals.

Principal's Certificate of Attendance - Certificate will be presented to students (1-5) who are present 180 days with no more than 3 tardies or early dismissals.

Highest Academic Average in 5th grade – Trophy and Certificate

Sportsmanship Award (1-5) - Medallion will be given to individuals who have excelled in a variety of ways throughout the year.

Accelerated Reader Award – Trophy will be presented to students (2-5) with the highest number of points by grade level. A Certificate will be given to each student (2-5) who met his/her goal.

PORTER BOOK CLUB

We invite parents, family and friends to donate \$15.00 to purchase a book in honor of a special event or day in your child's life such as birthday, Valentine's Day, academic achievement, good citizenship, etc. Books

may be chosen from the Accelerated Reader books or the Georgia Book Award books. Once the books arrive, a book plate with the student's name will be placed in the book. The spine of the book will be marked "Porter Book Club". There will be a special presentation to recognize students who have had a book donated on their behalf.

SCHOOL CELEBRATIONS

Class celebrations in grades PreK-5 will be held at October Reading at Porter (RAP), Winter Holidays, February RAP, and an End of the Year celebrations from 2:30 – 3:00 p.m. Homeroom Mothers coordinate these activities with the classroom teacher.

Birthday parties are not permitted. However, small treats for birthdays are allowed and should be scheduled through the classroom teacher, and may be given out during the lunch period or the end of the day, but not during instructional time. Due to some students having special dietary needs and life threatening food and nut allergies, the classroom teacher must be consulted concerning the type of treats to be distributed.

Invitations for out of school parties cannot be brought to school for distribution.

Deliveries for students will not be accepted at school. (i.e. floral arrangements, balloon bouquets, etc.)

LOST AND FOUND

Please clearly mark all personal items with the owner's name so that these items, if misplaced, can be returned without delay. If found articles, other than books, do not have an owner's name, the items will be placed in the **Lost and Found Box** located in the lunchroom (stage). Check the **Lost and Found Box** for lost items; those items not claimed are donated to a local charity organization at the end of each year.

STUDENT JOBS

Each year 4th grade students have the opportunity to apply and interview for student jobs as a culminating activity of career awareness lessons in the spring. They can apply for one of the following jobs: Future Teachers, Paper Shop, Morning News Crew, Flag Patrol, Safety Patrol, Media Center Assistant, and Computer Lab Assistant. Once workers are selected, a coordinator trains them and makes sure that the students carry out their jobs. These jobs offer students an opportunity to display the character trait of responsibility.

FIELD TRIPS

Throughout the year, students may participate in school sponsored or county sponsored field trips. Students must have a signed permission slip to be able to attend these off-campus activities. Students who do not bring signed permission forms will remain at school with regular assignments. Students may not be allowed to go on field trips if their behavior or accumulated points do not warrant their attendance. **All parent chaperones must have a current back ground check completed from the BOE on file.**

SOLICITING FUNDS BY STUDENTS (BOE POLICY/JKB)

Elementary schools and school-related organizations such as PTO may conduct fund-raising activities if students are not involved in selling or soliciting.

SCHOOL COUNCIL

School councils are defined and required by the A+ Education Reform Act of 2000. School Councils are required for all Georgia schools. These councils have been empowered to be a shared process that allows each

school to make decisions regarding the most effective use of resources to promote school improvement and increase student achievement.

Local school councils have seven members consisting of 2 parents elected by the parents of students in the school, 2 teachers elected by their peers, and 2 parent/business representatives also elected by the parents of the student body.

Anyone wishing to address the committee or add an agenda item may notify the principal prior to the scheduled meeting. Meeting dates and times will be posted at a later date.

DRESS CODE 2012-2013

Students who are neatly and cleanly dressed often behave better and display a more serious attitude toward the important business of teaching and learning; therefore all students enrolled in the Bibb County School District shall abide by the following dress code.

PANTS AND SLACKS: Jeans, pants and slacks must be worn at the natural waistline w/ no openings that expose skin or undergarments. *Holes, whether by design or wear, are not allowed.* Oversized or baggy pants, of any type, are not allowed. Jeans, pants and slacks must not touch the floor. Pants that have belt loops **MUST** have a belt, which is visible and worn through the loops. Belt buckles can be no wider than the belt.

SHIRTS AND BLOUSES: All clothing must be appropriately sized, and worn with the appropriate undergarments, which cannot be seen through the shirt/blouse. Long, short sleeves or any length in between are acceptable. Undershirts worn as undergarments may not be worn without a shirt/blouse. Layered t-shirts are permitted only if the bottom layer t-shirt is white. In addition, during normal activities of the school day, shirts and blouses must be in good repair, with no holes or openings that expose skin of the mid-section, bare shoulders, bare back or other parts of the torso. Cleavage shall not be exposed.

SWEATERS: Appropriately sized sweaters, cardigans, vests, and school spirit sweatshirts are allowed. An appropriate shirt or blouse must be worn under a vest. Excessively tight, low cut or revealing sweaters, cardigans, vests or school spirit sweatshirts are not allowed and must not show exposed skin of the mid-section, bare shoulders, or bare back.

SKIRTS/DRESSES/JUMPERS: Skirts, dresses and jumpers must be no shorter than 2" above the top of the knee when standing and must not touch the floor. Collarless dresses are allowed but must have sleeves. Open pleats, vents, slits or buttoned openings may not be open more than 2" above the top of knee when standing. All jumpers must be worn with shirts or blouses. Holes, whether by design or wear, are not allowed. Leggings can be worn under dresses or shirts no shorter than 2" above the top of the knee when standing.

SHORTS: Shorts should be no shorter than top of the knee, must be worn at the natural waistline. Holes, whether by design or wear, not allowed.

SHOES: Heels may be no more than 2" in height. Students must wear socks or hose with all shoes. Athletic shoes are allowed. All shoes designed to be laced, tied or fastened must be done so appropriately.

HAIR: Each student's hair must be neat, clean and well groomed. Hair styles and dyed hair that call undue attention are prohibited. **Hygiene:** Each student must maintain desirable personal hygiene so as not to be offensive to others.

NOT PERMITTED ITEMS:

(This is not intended as a comprehensive list of non-permitted clothing items. The School District may prohibit additional clothing items throughout the school year. Notice regarding additional prohibited clothing items will be posted in office of each school.)

- Clothing too large or too small for body size
- Spandex, athletic style or cut off shorts
- Tank tops, muscle shirts, sleeveless shirts/blouses
- Oversized or baggy pants
- Bib overalls/jumpsuits
- See-through, low cut or skin tight clothing
- Shoes with wheels, no flip-flops.
- Big shirts, jerseys*or other oversized shirts
- Sweat pants, fleece pants, wind suits, or jogging suits
- Sunglasses
- Bedroom shoes
- Spiked/stiletto heels
- Non-prescription contact lenses
- Non-jewelry items (ex: dog-collar type chains, belt-chains)
- Clothing, attire or personal belongings that are associated with a gang may be established by evidence of a common name or common identifying signs, symbols, insignias, tattoos, graffiti or other distinguishing characteristics.
- Any article of clothing which advertises alcohol, drugs, sex or which contains inflammatory, vulgar, lewd or suggestive writing, pictures, or emblems, or promotes aggression or violence.
- Any clothing, which advertises or advocates the use of a product, is prohibited on school premises.
- Any clothing, which disrupts the learning process, is prohibited on school premises.
- Scarves, bandannas, “do rags,” combs, picks, roach clips, and curlers are not allowed.
- Possession of metal picks is prohibited on school property.
- Any object or ornament that is distracting or capable of being used as a weapon or in the use of drugs or alcohol is not allowed.
- Removable, ornamental tooth caps/grills are not allowed.
- Hats (Hats may be worn on “Hat Days” scheduled by the administration).
- **All other items which, in the judgment of the principal (designee), disrupt or distract from the teaching and learning process.**