

# Harmony



## Elementary School

### **Student Handbook 2018-2019**

#### **Dr. Barbara Griffieth, Principal**

934 Harmony Church Road

Monroe, Georgia 30655

Telephone – 770-267-6574

Fax –770-207-3300

Webpage – [www.harmonyelementary.org](http://www.harmonyelementary.org)

Positive Behavior Interventions and Supports (PBIS) School

**Walton County School District (WCSD)/ Walton County Board of Education (BOE)**

200 Double Springs Church Road

Monroe, Georgia 30656

Telephone – 770-266-4520

Web Page – [www.walton.k12.ga.us](http://www.walton.k12.ga.us)

#### **WCSD Transportation**

Telephone – 770-207-3200

Web Page to find information on bus routes and stop locations –  
<http://buses.trans.walton.k12.ga.us/mlinkrp/search.aspx>

*It is the policy and practice of the Walton County School District to provide opportunities without regard to race, color, gender, religion, national origin, handicap, disability, genetic information or veteran status in its educational programs and activities. This includes, but is not limited to: admission, educational services, financial aid and employment. Questions related to the application and compliance of this policy may contact the school system's coordinator, Dr. Lance Young, at [200 Double Springs Church Road, Monroe, Georgia 30656](http://200%20Double%20Springs%20Church%20Road,%20Monroe,%20Georgia%2030656) or at [\(770\) 266-4520](tel:7702664520), or [lance.young@walton.k12.ga.us](mailto:lance.young@walton.k12.ga.us).*

## **School Hours**

- Extended Learning Time 8:00 am - 8:40 am
- The school instructional hours are 8:40 a.m. until 3:20 p.m.
- Students arriving at school after 8:40 a.m. (unless arriving on a late school bus) are considered tardy (an excuse from a doctor or dentist is required for the tardy to be considered excused).
- Car riders may be dropped-off at the front entrance to the school beginning at 8:00 a.m.
- Students should not be checked out from the office after 3:00 pm.
- Student dismissal begins at 3:20 p.m. with pick-up of car riders beginning at 3:25 p.m.
- Car riders should be picked up no later than 4:00 p.m. Car riders not picked up by 4:00 p.m. will be brought to the office and a parent/guardian will be contacted.
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## **Tardies/Check-outs**

- Students arriving to school after 8:40 a.m. (including coming from breakfast) according to the school office clock will be considered tardy unless arriving late due to a late school bus.
- Students who are tardy should be escorted into the school building by the individual driving them to school, signed-in as tardy by that individual, and given a tardy slip by that individual. Students who are not signed-in may be marked as absent for the day since there may be no documentation that they arrived late to school.
- Students must be present for at least one-half of the instructional day to be counted present.
- Anyone checking out a student, including parents/guardians, must be prepared to show picture ID at any time during the school year.

## **After-School Program and Before-School Program**

The free afterschool 21<sup>st</sup> CCLC/LEAP will begin after the start of the school year. The hours will be 3:30 p.m. to 6:00 p.m. on Monday through Thursday. This is a federally funded program for students in grades 1 – 5 which is designed to assist student with homework and offer enrichment activities in a safe and educational environment at no charge and with transportation home provided. An application for the afterschool program is required and can be found on the school website or in the school office. Enrollment begins at the school Open House.

**Before School Program:** Students may be dropped off in the front office beginning at 7:00 am for a daily fee of \$5.00. An application for the before school program is required and can be found on the school website or in the office.

## **Attendance/Absences**

- According to Walton County School District Board of Education policy, a student shall not be absent from school or from any class or other required school hours except for illness, religious holidays, court appearances, or prior permission of principal and consent of parent or legal guardian.
- Excuses for absences should be furnished in writing within three (3) school days of return to school, should be signed by the student's parent/guardian, and should specifically state the reason(s) for the absence. The school has the authority to require additional proof of the legitimacy of the excuse.
- According to Walton County School District Board policy, absences due to out of school suspension are considered unexcused.
- Proof of the legitimacy of excessive requests for early check-outs may be required.
- Students with excessive tardies or absences and/or early checkouts may be referred to the school social worker for educational neglect.

## **Clinic Procedures**

- If a student is ill, he/she should stay home until they are without symptoms for 24 hours. It is the Walton County Public Schools procedure that students may not return to school until they have been fever free, without the use of fever reducing medication, for 24 hours.
- A parent/guardian should notify the school nurse if a student is diagnosed with a contagious illness.
- Parents/guardians are responsible for changing Pre-K and kindergarten students and all other students in the case of a bathroom accident if assistance is needed.

## **Medication**

- Students cannot transport medication to or from school and cannot have any medication, prescription or non-prescription, on the school bus with the exception of inhalers, epi pens, oral diabetic medication, and insulin delivered through an insulin pump.
- All medication, both prescription and non-prescription, must be brought to the school and signed in through the clinic by the parent/guardian or by a responsible adult designated by the parent/guardian.
- Medication, both prescription and non-prescription, taken by students at school must be in the original container and housed in the school clinic.
- Candy or breath mints that look like medication, vitamins, or energy drinks should not be sent to school.

## **Medical Conditions/Allergies**

- The school should be notified if a student takes medication on a regular basis; has a medical condition such as asthma, diabetes, etc. that has been diagnosed by a physician; and/or has been diagnosed by a physician as being allergic to food items such as milk, peanuts, or red dye, is allergic to bee or other insect bites, and/or is allergic to environmental items such as latex.

## **Injuries at School/School Insurance**

- Harmony Elementary and/or the Walton County School System are not responsible for student medical bills that occur as the result of an accident at school or the exposure to a contagious disease.

## **Make-up Work**

Students will be permitted and encouraged to make-up work missed due to an absence. Missed work will be sent home with the student when he/she returns to school. If a student will miss several days of school, parents/guardians may call the school to request make-up work for their child.

## **School Closing/School Delay/Early Dismissal**

- If school is closed prior to the start of the school day, if the school day is delayed, or if students are dismissed early due to school closing early as a result of weather, plumbing, electrical problems, or other emergencies, parents/guardians will be notified of a school closing by way of a telephone call to their primary phone number through the school system automated telephone calling system. This calling system utilizes the contact information on file at the school. Parents/guardians should notify the school of all phone number changes throughout the school year.
- When it is necessary to close school, delay the start of the school day, or dismiss students early, the announcement will be sent to the local radio stations and local television stations on the system level. The information is also posted on the Walton County School District website at [www.waltoncountyschools.org](http://www.waltoncountyschools.org).
- If the school should close during the school day and students dismissed early, students will be sent home their usual way unless an Emergency Closing Instructions form is on file with the student's teacher.

- The LEAP after-school program, after-school tutoring, and any scheduled school programs/ events will not take place on the day of a school closing.

### **Visitors**

- All visitors, including parents/guardians, are required to check-in at the office, sign-in, and obtain a visitors' sticker which should be worn the entire time he/she is in the school building.

### **Volunteers**

- All volunteers who interact with students, including PTO officers and room moms, must have a yearly background check and take part in volunteer training at the Walton County School District Board of Education building on a yearly basis.

### **Bus Riders**

Misbehavior on the school bus and at the bus stop may result in a consequence (bus and/or school), including suspension from the school bus, and a school consequence, including suspension from school. Students may be videotaped while on the school bus.

Students cannot transport medication to or from school and cannot have medication, prescription or non-prescription, on the school bus with the exception inhalers, epi pens, oral diabetic medication, and insulin delivered through an insulin pump.

Pre-K and Kindergarten students will be brought back to the school if no one is there to meet the student at his/her bus stop. Students who indicate that they do not have a key to their home or who are concerned about going home because no one is at home will be brought back to the school.

### **Transportation Changes**

- If there is to be a change in the way a student is to go home for one day or for several days, a transportation note which is signed by a parent/guardian must be provided to the school. The note should include the name of the student, how the student is to go home, and the period of time that the change will be in effect.
- Transportation changes cannot be accepted over the telephone

### **Display of School Work and Photographs**

Unless notified in writing by the student's parent/guardian that they do not wish for their child's work to be displayed and/or their child's picture to be used for public use, the student's work may be displayed.

### **Grading Systems**

In the Walton County School System, students in grades one and two receive letter grades for Language Arts and Math. Students in grades three through five receive letter grades in all subjects. Numerical equivalents for the letter grades are as follows: A=90-100, B=80-89, C=70-79, and F=0-69. Students in Grades 3 – 5 are eligible for Principal's List (all A's in all core subjects), Honor Roll (total average of 90 or above with no rounding for all core subjects), and Merit List (total average of 85 to 89.9 with no rounding for all core subjects).

### **Report Cards and Progress Reports**

Report cards are issued following the completion of each nine-week grading period. Progress reports are sent home at the mid-point of every nine-week grading period. Kindergarten students do not receive a progress report for the first quarter of the school year.

### **Grade 3 -5 Report Card Grading Procedures**

Report card grades are based on class work (daily assignments), working toward mastery assessments (vocabulary tests, grammar tests, spelling tests and comprehension) and assessment of mastery (unit tests, post-tests, final projects and published pieces).

#### English/Language Arts

20% - Classwork (daily assignments)

40% - Working toward Mastery (vocabulary tests, grammar tests, spelling tests, comprehension tests)

40% - Assessment of Mastery (unit tests, post-tests, final projects, published pieces)

#### Mathematics

20% - Classwork (daily assignments including timed drills)

40% - Working toward Mastery (quizzes, problem solving tasks)

40% - Assessment of Mastery (unit tests, post-tests)

#### Science/Social Studies

50% - Classwork/Working toward Mastery (daily assignments, quizzes, reports)

50% - Assessment of Mastery (unit tests, cumulative projects)

### **Infinite Campus Parent Portal for Monitoring Grades**

The Infinite Campus Parent Portal allows WCPS parents/guardians to see the grades and attendance record of their WCPS student(s) at any time. Parents/guardians may access the Infinite Campus Parent Portal by going to <http://www.wcpsgrades.org> or Parents on the WCSD website.

To access the Infinite Campus Parent Portal for the first time, a parent/guardian must:

- go to <http://www.wcpsgrades.org>;
- log-in with their GUID which can be obtained from the school; and
- then set up their own log-in and password (parents/guardians will use the same log-in and password for the CAMPUS Parent Portal as long as they have children in WCPS).

### **Walton County School District Website**

Under Parents on the WCSD Website parents/guardians will find information such as:

- map to schools, school lunch menus, school calendar, bus routes, Accelerated Reader, Infinite Campus Parent Portal, automated meal payment program, Student Code of Conduct, Pre-K information, Standards information, and student insurance.

### **Specials**

Students in grades kindergarten – fifth grade take part in Specials (Art, Music, PE, and Computer Lab).

### **Recess**

A minimum of 15 minutes of recess is required in order to provide opportunities for physical activity. School-wide recess rules are required to ensure that this time is a safe experience for students and were developed by the school staff. These rules are listed under School/School System Rules.

### **Guidelines for School Attire/Dress Code**

The Walton County School District Board policy JCDB states “Students are to dress in a manner that is reasonable and not distracting to other students and teachers. Any dress of an extreme nature will not be tolerated. Each school principal will make final decisions regarding student dress.”

#### Elementary School Dress Guidelines

1. Clothing should fit appropriately with regard to size and length, not oversized or undersized.
  - a. Shorts and skirts should be longer than the length of the end of the middle finger if the arms are extended by the side.

- b. Pants should not drag the ground.
  - c. Shirts/tops should not be long enough to cover the garments worn on the lower part of the body (pants/shorts/skirt should not be covered entirely by the shirt/top).
  - d. There should be no gap between the shirt/top and the pants/shorts/skirt. The midriff and/or bottom should not be exposed when standing or when sitting.
  - e. Outer clothing should cover undergarments.
  - f. Tops should cover the upper body with the exception of arms. The chest area should not be exposed (tops with spaghetti straps, tank tops, etc. should not be worn if the chest is exposed).
2. Clothing should be free of messages or pictures that relate to drugs, alcohol, and/or violence or messages or pictures that are perceived as offensive or concerning by others.
  3. Hats should not be worn inside the school building with the exception of Hat Days. Hoodies should not be worn inside the school building. Hats may be worn outside during recess. Hoodies may be worn outside during recess when it is cold.
  4. Jewelry or ornamental articles worn should not pose a safety hazard.
  5. Body piercing other than ear lobes should not be displayed.
  6. Backless shoes such as slides, clogs, and flip-flops and shoes with heels over an inch should not be worn during PE, during music class, during recess, or for Field Day activities (a change of shoes may be brought to school for those activities).
  7. Wheels in the heels of shoes should not to be worn to school.
  8. Clothing items, eyebrow and/or hair shaving, or tattoos that are perceived as gang related should not be evident.

### **Cell Phones**

A student may bring a cell phone to school if it remains in the student's book bag at all times and is turned off at all times. Students may not use the cell phone or give it to another student to use while at school

### **Smoke-Free/Weapon-Free Environment**

- Smoking is prohibited at all times on school property. This includes in the parking areas and at after-hours functions. It is unlawful for weapons of any type to be brought on school property/on a school bus.

### **School Pictures/School Yearbook**

School pictures are taken in the fall, winter, and spring and appear in the yearbook. Class pictures are taken in the spring. If a parent/guardian does not want a student's picture to appear in the school yearbook, the parent/guardian should state this in writing each school year.

### **Lunch/Breakfast**

- Information on lunch and breakfast menus and meal prices can be found on the WCSD website ([www.walton.k12.ga.us](http://www.walton.k12.ga.us), Departments & Programs, Nutrition)
- If paying with cash, the cash should be put in an envelope on which the student's name, ID number, and teacher's name is printed. Checks should have telephone number.

### **Free/Reduced Meal Benefits**

- Families who may qualify for free or reduced meal benefits should complete a family free/reduced meal application (one application per family).

### **School Cafeteria Guidelines**

- Energy drinks or soda should not be brought to school.
- It is requested that fast food lunches in the restaurant bag or container not be sent or brought to school for a student or an adult to eat in the cafeteria.
- Food that requires heating and knives should not be sent from home for a student's lunch.
- Cupcakes, individual cookies, or individual snack cakes for every student in the class to be eaten at the end of the students' lunch period may be sent for special occasions such as birthdays. Cakes or large

cookies that need to be cut, candles, ice cream, drinks, decorations, balloons, and/or favors should not be sent. No singing, games, or other party-like activities should take place.

### **School Counselor**

The school counselor is available to talk with students and/or parents. The school counselor meets with students on matters such as home issues, friendship issues, study habits, negative feelings about school, and negative feelings about themselves, anger management, and other matters. The school counselor is a member of the school staff, and, therefore, parent/guardian permission does not need to be given for the school counselor to talk with a student.