

# W. G. Nunn Elementary School

## STUDENT HANDBOOK 2016-2017

### Principal

Mr. Cisco Diaz

### Assistant Principals

Mrs. Maggie Moody

Ms. Tina Nunn

Dear Parents,

This handbook is provided as a reference source. It contains information that will help your child have a successful school year. It is not all inclusive. Please take time to read the entire handbook.

You can help us maintain our record of academic excellence by adhering to the student handbook. Your support and positive attitude make a significant difference in our school.

Our proud W. G. Nunn family of students, faculty, and staff welcomes your children and your input!

## Vision

Our vision is to prepare students to pursue infinite possibilities for the future.

## Mission

The mission of Valdosta City Schools and W. G. Nunn is quality teaching and learning, resulting in superior performance for all.

# Belief Statements

In Valdosta City Schools, we believe

1. Positive relationships, high expectations, and a safe environment are essential for quality teaching and learning.
2. All students have unique needs and learn when provided relevant instruction and support.
3. Students, teachers, and leaders must utilize critical thinking, digital literacy, and technology skills to be globally competitive.
4. Effective educators motivate and engage students in the learning process.
5. Continuous improvement, collaboration, and shared decision making among all stakeholders are fundamental to teaching, learning, and school effectiveness.
6. Activities beyond core academics promote relationships and connections that are critical to student learning and life-long success.

# School Hours

7:35	Students begin arriving on campus
7:35-8:10	Breakfast
8:00	Bell for students to go to their homeroom
8:20	Tardy Bell
3:15	Dismissal bell for walkers, car riders, and day care students. (dismissal will be spread out)
4:00	All students should be off campus

# School Calendar 2016-2017

August 3 <sup>rd</sup> .....	Open House
August 5th .....	First Day of School
September 5th .....	Labor Day Holiday
September 8th .....	Parent Night
September 22nd .....	Fall Pictures
October 10th .....	Fall Break
October 14th .....	Report Cards Released
October 20th .....	Fall Carnival
November 21st-25th .....	Thanksgiving Holidays
December 20th .....	Begin Winter Break
January 5th .....	Return to School
January 6th .....	Report Cards Released
January 16th .....	MLK Holiday
February 9 <sup>th</sup> .....	Valentine's Dace
February 20th .....	Winter Break
March 1st .....	Spring/Class Pictures
March 17th .....	Report Cards Released
April 3rd-April 7th .....	Spring Holidays
April 18th-28th .....	GA MileStones Test
May 15th .....	K-2 Field Day
May 16th .....	3rd-5th Field Day
May 17th .....	Pre-K Celebration
May 17th .....	Honor's Night *
May 18th .....	5th Grade Graduation
May 19th .....	K Graduation
May 19th .....	Report Cards Released
May 19th .....	Last Day of School

\* Invitation Event

The school calendar will be updated on the system website each month and home phone calls will be made on a regular basis.

Please know that dates may change due to future conflicts.

## Art Program

The art program at W. G. Nunn includes a 60-minute period. This program is designed to provide art classes to all of our students. Our art program provides opportunities for children to develop art skills and have a better understanding and enjoyment of art. It also allows students to demonstrate their artistic talents. Students will develop a stronger knowledge of what art can be, how it is created, and by whom it is created. Knowledge of art history will also be strengthened through active engagement in our Art curriculum.

## Birthday Parties/Deliveries

Any child wishing to share his/her birthday is welcome to bring cupcakes or cake and punch to school at a time convenient with the teacher. Most parties will be schedule toward the end of the day. Instructional time is a priority here at the school. Classroom parties will be limited to 15-20 minutes and must be scheduled ahead of time. Lastly, due to the safety of our students as well as the increase in the number of students with food allergies only store bought food items will be allowed. However you must speak to the teacher regarding what can be purchased. No homemade food items will be allowed. Invitations brought to school for any party and given out must include the entire class. Hurt feelings result when only one or two are left out. For information related to the delivery of balloons, gifts, flowers, etc. see the Student Rights and Responsibilities: Code of Student Conduct.

## Buses

All who live in the W. G. Nunn School District are eligible for transportation. Buses will run daily. Students must pay close attention to the time schedule and location of their bus stop. All students being transported are under the authority of the bus drivers and must obey their requests. Misbehavior on or around the bus will not be tolerated. While on the bus, students must keep hands and heads inside the bus at all times. Remember that

loud talking and laughing diverts the driver's attention and makes safe driving difficult.

Bus transportation is a special service provided to students who follow all bus rules. Bus misbehavior is punishable by suspension from the bus. Time spent waiting on the bus at school falls into the transportation category. While at school, bus students are to sit quietly in their classroom and complete homework. Students who continue to misbehave on the bus and make it unsafe for all will be suspended from riding the bus.

W. G. Nunn transports approximately 600 students each day. Because of this, it is essential that every student be on his/her best behavior all times to insure the safety of your child or children.

Please refer to the Student Code of Conduct for discipline procedures relating to bus transportation.

## Change in Transportation

For the safety of all children, any change in transportation must be made by a signed note from a parent/guardian. Changes in transportation will not be allowed via phone calls. Change of transportation by email or fax must include a copy of the parent/guardian's driver's license.

## Care of School Property

Students are responsible for the proper use of supplies, furniture, equipment, and buses. Therefore, any student who disfigures property breaks windows, or damages school property in any way is responsible for payment. The school playground should not be used after hours.

## Check-In Procedure/Late Arrivals

Check-In time for school is 8:20 a.m. Any student arriving after 8:20 a.m. will be considered tardy and must sign in at the front office by an adult before going to class. The cafeteria stops serving

breakfast at 8:10 a.m. Students that want to eat breakfast at school should be in the cafeteria before 8:10 a.m.

## Check-Out Procedures/Early Departure

W. G. Nunn discourages all early check-outs. The end of the day is an extremely important time in all classrooms. Should it become necessary for your child to leave school early, a parent or a person authorized by the parent/guardian must identify himself/herself in the office and will be required to present a photo ID. Students will only be released to persons listed on the checkout authorization sheet. Students must be checked out at the front office and not the classroom. No students will be called to the office for checkout after 2:45 P.M. unless it is an emergency situation. Students will not be called to the office before you arrive to pick them up. Students will not be allowed to walk home during the day. Students checked out before 12:30 A.M. will be considered absent for the day. All guidelines for excusable absences apply to early checkout.

## Contact Information

The school must have current phone numbers on hand at all times where parent/guardians may be reached during school hours. If your child should become ill or injured while at school, office personnel must have a way to contact you. Parents must notify the school immediately of a change in address, telephone number, place of employment, or daycare. It is vital that the school always have an emergency contact number on file. Any change(s) in contact information/address should be initiated through the front office and not the classroom teacher. If there are any special circumstances that affect your child, such as legal documentation, custody arrangements, etc. be sure to notify the school office.

## Clubs/Organization

W. G. Nunn offers the following clubs/organizations: chorus and drum ensemble (4th & 5th), Student Government (3rd-5th), Junior Beta Club (5th), Girls on the Run (4th & 5th), Jr. Fire Marshals (4th and 5th) and Helen Ruffin Reading Bowl League (3rd-5th). Please notify the school in writing if you wish to prohibit your child from participating in any school clubs or organizations. Permission slips for membership will be sent home for all clubs and organizations as well.

## Discipline

For any matters relating to discipline, please refer to the Students Rights and Responsibilities: an explanation of the Code of Student Conduct. We will work hard with your child to provide the best educational environment in the classroom for all children. Please remember, it is not required that parents be contacted by telephone each time a child is sent to the office. If you have any objections to any types of punishment, you will need to place a letter on file at the beginning of each school year in the assistant principal's office stating those objections. It is possible you will be called to come pick up your child.

## Dress Code

Students are encouraged to dress neatly and in good taste. Please see the Dress Code in the Code of Student Conduct.

Please check your child's clothes before they leave each morning. The school will not be responsible for students that hide clothes in their book bag and change at school.

## GIFTED PROGRAM

Valdosta City Schools provides a gifted education program for students who demonstrate the following characteristics:

1. A high degree of intellectual ability
2. Outstanding creative ability(ies)

3. An exceptionally high degree of motivation
4. High achievement in specific academic fields.

A student may be referred for consideration for gifted educational services by teachers, counselors, administrators, parents or guardians, and other individuals with knowledge of the student's abilities.

## Guidance/Counseling Services

The Guidance Department's main objective is to help all students meet daily challenges and life goals more successfully. The Guidance Counselor works with all students, parents, and teachers to make the educational process more effective and meaningful. All personal information is confidential.

## Homework

Please check with your child's teacher to find out when homework is assigned and when weekly papers will be sent home. It is the parent's responsibility to check on the completion of homework. Teachers will notify you weekly of homework progress by sending home papers. Help your child make up work he/she misses when they are absent. Work may not be made up for unexcused absences.

## Honor Roll

### **Honor Roll with Distinction**

- Students in grades K-2 are eligible for Honor Roll with Distinction with A's in English/language arts and mathematics.
- Students in grades 3-5 are eligible for Honor Roll with Distinction with A's in all core academic subjects.

### **Honor Roll**

- Students in Grades K-2 are eligible for Honor Roll with A's and B's in English/language arts and mathematics.

- Students in grades 3-5 are eligible for Honor Roll with A's and B's in all core academic subjects.

**Honor's Night will be held for grades 3rd through 5th.**

## Illness/Disease

Children frequently suffer from many childhood diseases. Please do not send your child to school if they do not feel well. Parents of a student with a communicable or contagious disease are asked to telephone the school nurse so the other students who have been exposed to the disease may be alerted. Students may not come to school with communicable or contagious conditions such as chickenpox, diphtheria, fever of 100°F or greater, viral gastroenteritis, head lice, viral Type A hepatitis, impetigo, influenza, measles, mumps, pink eye, ringworm, scabies, scarlet fever or pulmonary tuberculosis. Before a student with such a condition returns to school a clearance from the school clinic staff is required. Valdosta City Schools has a no-nit policy for Head Lice.

## Injuries

Minor injuries will be treated at school by the school clinic staff. Parents will be notified of serious injuries by phone or in person as soon as possible upon the arrival of the student in the clinic. If your child needs emergency medical treatment and you cannot be reached by phone, school personnel will contact EMS or transport your child to the nearest healthcare facility.

## Lunchroom

A nutritious breakfast and lunch is served at W. G. Nunn. Therefore, all students are encouraged to participate in the lunchroom meals. Breakfast is served from 7:35 a.m. to 8:10 a.m. Make sure students are at school on time if they plan to eat breakfast. W. G. Nunn offers free lunch and breakfast to all children. Once students are dropped off each morning, they will go to breakfast or their classroom. Once a student leaves the lunchroom area, they will not be allowed to return. Proper

lunchroom manners are taught and encouraged. There will be no loud talking or misbehavior during the lunch period.

During breakfast students are expected to wait quietly for their breakfast as well as eat quietly. Due to the number of students that we feed during breakfast students must focus on eating their food. Students who refuse to stand or eat quietly during breakfast will be asked to leave. During lunch students are encouraged to finish their meals before they begin talking. Parent(s) and/or visitors are encourage to eat lunch with their child; however, please make sure you enter through the front office and obtain a visitors pass. USDA regulations prohibit parents from bringing foods to school from outside restaurants until the last lunch period is over. Parent(s) and/or visitor(s) may only eat lunch with their child. Parent(s) and/or visitor(s) cannot eat lunch with family friends or their child's friend unless parent permission has been given to the front office by written consent.

## Medication/Over the Counter Drugs

We have a school nurse that dispenses all medication. The following procedures MUST be followed:

1. Parents must sign a medication form authorizing the nurse to dispense the medicine,
2. Medication must be brought in its original container and must be properly labeled with name of child, prescribing physician, pharmacy, dosage, and prescription date,
3. Over-the-counter medications of any kind must be in the original container and accompanied by a note.

## Music Program

The music program at W. G. Nunn includes a 60-minute period for each class per week. A complete program of basic music skills will be taught. Major concepts studied in the program are melody, singing, classroom instruments, reading music, and ear training.

W. G. Nunn will have a chorus program/drum ensemble (4th-5th) during the school year. A notice will be sent home by your child with the dates and times.

The music teacher will provide activities for development in listening, moving, singing, playing, and music reading skills.

## Parent Conferences

We know when there is effective communication between school and home everyone wins—the child, parent, and school. Parent-Teacher conferences are encouraged. A parent or guardian may request a conference at any time. Please call and schedule conferences in advance with your child’s teacher. This allows the teacher to prepare a thorough overview of your child’s progress.

## Parent Instructions for Parent Portal

1. You must go to your child’s school to receive your Campus Portal Activation Key. You will be unable to access your child’s information on-line without this key.
2. Once you have received your activation key, go on-line to [www.gocats.org](http://www.gocats.org) . Parent Portal is located on the lower right hand side under Quick Links. Click on Parent Portal and at the top of the next page you will be directed where to go to create your username and password.
3. Once you have created a username and password, you will have access to all children that you are listed as parent/ guardian in the Valdosta City School System. You only need to register once.
4. Keep your log-in and password strictly confidential. Do not share your password with anyone, including your own children.
5. Refrain from using Infinite Campus Parent Portal for any illegal activity, including violation of privacy laws.
6. Report any potential security problems immediately to the Valdosta City Schools.
7. Misuse of the Infinite Campus Parent will result in revoked access.

## Parent Resource Center

The Parent Resource Center is located in the front office lobby. Parents can find pamphlets and other helpful materials on education, parenting, discipline, helping with homework, and much more. Parents can check out videos, flashcards, books, and other resources from the Guidance Department (see Mrs. Welch or Dr. Miller). For other information on parent involvement, please visit W. G. Nunn Elementary School's Website or contact our Parent Involvement Coordinator, Mrs. Brown.

## Personal Property

Students should leave all valuables at home. W. G. Nunn is not responsible for replacing or recovering student's lost or stolen valuables. Electronic games, trade cards, water balloons, wallet chains, and any type of "toy" will serve no useful purpose at school and will not be allowed. Students bringing such items to school will have them taken and returned to the parent. Please do not send large amount of cash with your child to school.

## Phone Calls

In order to protect the children's instructional time, phone calls to your child's classroom will not be allowed during the instructional day unless the teacher has contacted the front office letting them know that they are expecting your call or if it is the teachers planning time. Otherwise, a message will be taken.

## Physical Education Program

The physical education program at W. G. Nunn includes a 60-minute period for each class per week. Kindergarten, first, and second grade will enjoy many movement activities and low-skill games. Third, fourth, and fifth graders will participate in team sports, square dancing, and low-level competitive games.

Students will participate in an exciting range of innovative activities that will reinforce academic learning, strengthen group

cooperation skills, and encourage the mastery of those physical education skills that are so vital for the elementary student. Our belief is that games should be enjoyed by all children.

Students are expected to participate in P.E. unless a note from a doctor or a written and signed valid excuse from a parent is given to the P.E. teacher. Proper footwear and clothing are needed for physical education classes. This includes shoes that cover the whole foot and have soft rubber soles.

## Records

School records are most important. In order to attend school your child must have:

1. A Certificate of Live Birth with a State File Number.
2. Georgia Certificate of Immunization.
3. Certificate of Eye, Ear, Dental Examination, and Nutrition.
4. Social Security Number on File at the School.
5. Two proofs of address to verify school zone.

## Report Cards and Progress Reports

Report cards will be sent home every 9 weeks. Midterm reports will be sent home in the middle of each 9 weeks. Report cards and midterm reports should be returned with a parent/guardian signature. If a parent wishes to check on progress more frequently, he/she may request a parent/teacher conference during the teacher's planning block or after school. Parent(s)/guardian(s) may also access student attendance and grade information online through the Parent Portal.

## Safety Drills

Fire and tornado drills are required routinely to ensure our safety. Students should remain quiet and walk quickly to their pre-designated area during drills. Both fire and tornado drills may be a matter of life or death, and student cooperation is imperative.

# Traffic Procedures

## **Morning Traffic**

1. DO NOT DROP children off before 7:35 A. M.
2. All K-5 traffic should enter the school campus by using the main driveway located in the front of the school each morning.
3. Pull all the way around the school until you reach the main office. Please stop at the stop sign. The traffic coordinators will start unloading and moving cars at 7:35 A.M. To speed up traffic each morning, have your child ready to unload when they get to school. There is no time to talk, sign papers, and do hair. Also, please arrange your vehicle where they can exit on the passenger side.
4. Do not unload children until directed to do so. Safety is a priority.
5. Car riders may not be dropped off in the bus loading area.

## **Afternoon Traffic**

All K-5 car riders will be picked up in the front of the school. The two right lanes are to load children. Vehicles should form 2 lines in the front of the school. Staff will be supervising the students in the front as you wait in the car line. Please do not leave your car unattended in these lanes. The traffic coordinators will start loading and moving cars once all students are seated and ready.

All vehicles must have a W. G. Nunn car rider sheet in their car. This sheet will help identify your child/children. Please make sure you have a car rider sheet on your dashboard. You may only pick up those children that are assigned to your sheet. If you do not have your sheet in your vehicle, you will have to park and come to the office for assistance. We will relay your child's name as you come through the line so that staff can walk your child to your car and help him/her board quickly and safely. Parents may start arriving on campus at 2:45 p.m. **PARENTS/GUARDIANS ARE NOT ALLOWED TO WALK UP AND PICK UP A CAR RIDER. IF STUDENTS ARE TO BE WALKERS, STUDENTS MUST EXIT AND LEAVE WITH THE WALKERS.**

## Testing

The system testing calendar can be found on the board of education website. This calendar contains all state mandated tests and the dates of their administration. All students are required to participate in all State administered assessments applicable to their grade level and status.

## Visitors and Parking

For the protection of our students, all parents and visitors must stop by the front office immediately upon entering the building. All visitors (parents, volunteers, community members, etc.) must sign in and obtain a visitors pass from the office before going on to the rest of the campus. All visitor must present a valid driver's license in order to enter the school. Visitor passes must be visible while on campus. Parents are welcomed and encouraged to keep in touch throughout the school year with their child's teachers. Surprise visits are not allowed as they interrupt the teacher's instructional time with all children in the class. Conferences must be scheduled in advance and only during the teacher's planning period or after school. Due to possible emergency situations, we ask visitors to park in a parking space and not on a curve. Cell phone use by our visitors must be in the silent or vibration mode at all times prior to entering the building. For the safety of students and staff, visitors are not allowed to accept phone calls or use their phone (such as text messaging, web browsing, digital photography, audio-visual, and social media) once inside the building. Due to FERPA law, visitor use of a cell phone or other digital electronic device may never be used for student or staff photography. Parent(s)/guardians may take an individual picture of their child as long as they do not include anyone else within the picture.

**Any questions regarding any of the information found in the Student Handbook, please call the school at 229-333-8575.**