



---

Where tradition and teamwork create a brighter tomorrow.

---

# Student & Parent Handbook

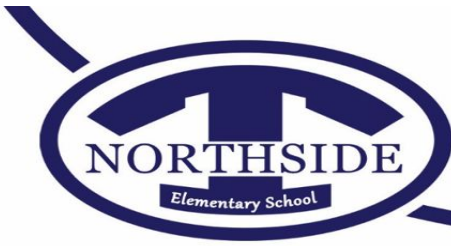
2018-2019

**Mrs. Danielle White**

Principal

**Mr. Randy Sellars**

Assistant Principal



1815 Chesnutt Avenue • Tifton, Georgia 31794  
(229) 387-2425 phone • (229) 386-1049 fax  
[www.tiftschools.com](http://www.tiftschools.com)

Danielle White, Principal  
Randy Sellars, Assistant Principal

August 13, 2018

Dear Parents and Guardians,

Welcome to Northside Elementary! It is with great pride and excitement that I write this letter of introduction to you as the new principal of Northside Elementary School. I am honored to have the opportunity to serve you, your children and our community. I have been dedicated to the field of education for 20 years. In those years, I have served in many capacities ranging from classroom teacher and academic coach in K-5 schools, assistant principal both at the elementary and high school level, and as a district support staff member. I am excited to bring my skills, passion and enthusiasm to Northside Elementary School and work with you as a partner in education.

Along with the teachers and staff, I will work hard to honor the rich traditions of Northside Elementary while building a brighter tomorrow. This year is going to be awesome as we continue to provide academic experiences for kindergarten through third grade and add fourth and fifth grade to our campus. As your principal, it is important to me that everyone who steps through our doors are excited to be here! This attitude enables us to provide a rich learning experience full of positivity, kindness and fun. My door is always open and I welcome your input as we build a brighter future together.

I look forward to working with you as a team to help our children meet their goals and have a successful year!

Sincerely,

A handwritten signature in blue ink that reads "Danielle White".

Mrs. Danielle White

<b>Student &amp; Parent Handbook</b>	<b>0</b>
Daily Procedures	3
Arrival	3
Car Riders	3
Walkers	3
Breakfast	3
Dismissal	3
Car Riders	3
Walkers	4
Change in Transportation	4
Check Out	4
Academics and Grading	4
Field Trips	4
Parent Conferences	5
Promotion/Retention	5
Report Cards	5
Grading Policy	5
Honor/Merit Roll	5
Honors Day	5
Testing Program	6
Support Services	6
Clinic	6
Guidance Program	6
Homework	6
Hospital/Homebound	6
Lost and Found	7
Media Center	7
P.T.O.	7
Local School Governance Team (LSGT)	7
Rules and Regulations	7
Accidents	7
Birthday Parties/Balloons/Flowers	7
Book bags	7
Bullying	8
Dress Code	8
Disciplinary Procedures	8
Visitors and Volunteers	9
Visitor Attire	9
Withdrawal Procedures	9
	2

# Daily Procedures

## Arrival

### Car Riders

The car rider drop off area is in the back of the school and accessed from 18th Street and Prince Avenue. The gate will open at 7:10 am and personnel will be on duty to receive children. There is only one lane of traffic in the morning. Duty personnel will direct traffic. Student are not to be let out of cars until the car has reached the unloading zone (covered walkway).

Students and teachers will begin their academic day at 7:55 am; therefore, duty personnel will lock the gates on both sides of the car rider lanes at 7:55 am. Exterior doors will be locked.

If you arrive after 7:55 am, park in a designated parking space in the front parking lot (facing Chestnut Avenue) and come in to sign your student(s) in as tardy. There is no parking in the fire lanes in front of the school. Please park in a parking space only.

### Walkers

Students are not permitted on campus before 7:10 am. Walkers will enter the campus (playground area) from the gate on Chestnut Avenue nearest the front drive. Students will enter the building from the double doors to the right of the front office. The doors are marked with a sign “Walkers Enter Here.”

### Breakfast

If a student eats breakfast, he/she must be in the cafeteria **before 7:45**. In the event that a student is in the lunchroom when the tardy bell sounds, they will be permitted to class without penalty.

## Dismissal

All students will be given wristbands to indicate how they get home. Please leave the wristbands on for the first week of school. A secondary wristband will be looped around the handle of the students’ bookbags. Please leave this wristband attached all year. These brightly colored wristbands help us see at a glance where each of our students need to be to get home safely.

### Car Riders

The car rider pick up area is in the back of the school and accessed from 18th Street and Prince Avenue. The gates will be opened after 3:00 pm. Display your “car rider sign” from your rearview mirror. Car riders will begin at 3:15. All car riders must be picked up by **3:30**. Please be on time.

**Any student who remains on school grounds after that time will be asked to register for KAC, fees will be applied.**

*Important:* Parents without a “car rider sign” will be directed to exit the car riding area, park on Chestnut Avenue and come into the office to verify identification to pick up the student. While we understand this may be an inconvenience, the purpose is to solely provide for the safety of our students. If you would like to purchase an additional sign, they are for sale in the front office for \$1.00.

Please, do not get out of your car. Have your doors unlocked and instruct your child on proper buckling procedures. Cars will not be permitted to stop, park, or block the flow of car rider traffic.

Watch duty personnel for traffic instructions.

*\*\*\*Often times, we have an influx of car riders the first week of school. Between more car riders and our students getting used to the routine, car rider dismissal tends to be longer than usual the first week of school. Please be patient and remember our students need a little time to get back into the swing of things.*

## Walkers

Walkers will leave campus from the double doors to the right of the front office at approximately **3:20**. Walkers will be escorted along the playground fence to the gate on Chestnut Avenue nearest the front driveway. Parents meeting their walkers will wait on the sidewalk of Chestnut street. Please, do not approach the building or wait at the office. The main drive and office area are designated for bus loading. This area must be kept clear of pedestrian traffic.

Duty personnel will walk students across 20th Street at the crosswalk.

## Change in Transportation

Sometimes there may be a change in how your child will get home or where he/she needs to go after school. Notification in writing from a parent is necessary before such a change may occur. Without notification, the child will be sent home according to his/her normal mode of transportation.

Changes in transportation may be made until 2 pm. If you are using digital communication with the teacher (email, text, remind101, etc.) regarding changes in transportation, please make sure the teacher has responded to confirm. Teachers are engaged with their students throughout the day and may not see an email, text, or message. Do not assume the message was received if no response is given. Call the office prior to 2 pm to verify the change in transportation has been received.

## Check Out

Students may only be dismissed early through the school office. Parents/guardians, or other persons listed on the pick up list, must sign the child(ren) out for attendance purposes and present photo ID. Early dismissal should occur rarely and only for medical or emergency reasons. Any student checked out before 11:30 will be counted absent. Please send a note to the classroom teacher if student will be picked up early.

Upon returning to school, please send a note explaining the absence or tardy.

# Academics and Grading

## Field Trips

Field trips will occur throughout the school term. Field trips are planned as part of the curriculum of which students need to be exposed. Students will ride to the field trip on the bus with their class, as opportunities for discussion and learning may occur on the bus. Parents will be allowed to check their child out after the trip to ride home with them.

If the field trip is a paying trip, money can only be refunded if the school cancels the trip. Many trips have to be paid in advance. As soon as the money is received it is deposited.

## **Parent Conferences**

The faculty welcomes the opportunity to discuss classroom performance and behavior with parents and guardians. Please contact classroom teacher or Mrs. Sharlene Johnson in the office to set up a conference. We will make every attempt to schedule a time that is conducive to your schedule. Conferences will not be scheduled during a time that interferes with instructional activities. Please note that if you come without a scheduled conference time you may not be able to meet with your teacher. Teachers will not be allowed to conduct hallway conferences while their students are in the classroom. The administrative staff will assist you in helping to develop a positive relationship between home and school.

## **Promotion/Retention**

Students who are found to be working off grade level or not demonstrating sufficient progress by the end of the first semester will be monitored carefully. If it is determined that a student needs to be referred to Tier II you will receive notification. Parents will be notified that their child is in danger of not meeting necessary standards and may be a candidate for retention.

## **Report Cards**

Report cards will be issued at the end of each nine-week grading period. For the first nine weeks, no report cards will be issued until parents attend a conference, to be scheduled after the first nine-week grading period. A mid-quarter progress report is issued at four and one half weeks. Each mid-quarter must be signed by a parent and returned to school. Mid-quarter reports will not be issued during the first nine weeks.

## **Grading Policy**

### **Kindergarten**

Based on GKIDS performance assessment

### **Grades 1-3**

- 4 – Extending
- 3 – Achieving
- 2 – Developing
- 1 – Beginning

### **Grades 4-5**

- A – 90-100
- B - 80-89
- C – 70–79
- F – Below 70 (failing)

## **Honor/Merit Roll**

Honor Roll (Grades 4 & 5) is achieved by making grades of 90 or above in all academic subjects during the grading period.

Merit Roll (Grades 4 & 5) is achieved by making grades of 80 or above in all academic subjects during the grading period.

## Honors Day

Students with a cumulative average of 95.0 and above at the end of the third nine weeks will be recognized as Superior Honor students at the annual Honors Program. Students with cumulative averages between 90.0 and 94.9 will be recognized as Honor Students. Students with cumulative averages between 80.0 and 89.9 will be recognized as Merit Students. The only grades considered in this average will be the five content area subjects: reading, ELA, math, social studies and science. Grades will not be rounded.

Departmental awards are given to those students on each team who have excelled in a particular subject area based on academic and overall participation. To obtain more information on any of the Academic Recognition Programs contact the Guidance department.

## Testing Program

Northside Elementary students will be required to participate in a variety of local and state administered tests. Classroom teachers will review all testing information at the mandatory parent conference held at the conclusion of the 1<sup>st</sup> 9 weeks. The Georgia Milestones assessment (Georgia Milestones) will be given to all third through fifth grade students, which is aligned to Georgia Standards of Excellence (GSE).

## Support Services

### Clinic

Northside Elementary School does provide a school clinic for our students. Each student will be requested to complete a personal data sheet that will be placed on file. Please indicate if your child has a specific medical concern that we need to be aware of even if your child does not take medicine at school for this condition. All prescription and non-prescription drugs must be properly labeled with instructions for use and must be in the original container. No medication will be given to students without prior parental consent. All medication should be turned into the clinic upon arrival to school. No medication will be dispensed in the classroom.

Please make sure to provide an inhaler if your child has been diagnosed with asthma and provided one by your family doctor. We strongly recommend that we have an available inhaler even if your child has not had an attack in some time. We CANNOT allow your child to use another person's inhaler even in the case of an emergency. PLEASE make sure we have one in our clinic aide's office.

### Guidance Program

The counselor meets with all of our classes to discuss topics such as peer relations, academic achievement, and family relationships. The counselor will be available for scheduled conference sessions with parents and students as needed.

### Homework

Homework will be assigned as necessary. The purpose of homework is to form good study habits and to reinforce skills taught at school. Taking the assignment home, completing the assignment, and remembering to bring the work in the next day are all important in developing responsibility. Accepting responsibility is very important in order for our children to learn. Parents should provide a quiet spot for students to work and should set a time each day for homework to be completed.

## **Hospital/Homebound**

Hospital/homebound instruction is provided to students who have medically diagnosed conditions preventing school attendance for ten days or longer. Please contact the principal's office immediately if you feel your child may need these services.

## **Lost and Found**

Please place your child's name on all coats, jackets, and lunchboxes. All lost and found items will be kept in room 208. Each year, we have a large number of unclaimed jackets and coats. At the end of each semester, coats are donated to a local charity organization.

## **Media Center**

The Media Center is one of the most important places at our school. It contains books, magazines, reference materials, and student computers that are available to staff and students. All materials should be checked out and returned in the designated time. Parents will be required to pay for lost and/or damaged books.

## **P.T.O.**

The mission of the PTO is to strengthen the bond between the school and the home. We strongly encourage parents to become members of our PTO and to actively attend all meetings. The PTO has been responsible for providing our students and staff members with academic planners, teacher supplies, bus transportation, playground and physical education equipment, and teacher appreciation gifts. An active PTO can make a tremendous difference in the success of a school. PTO membership is \$5.00 per family. PLEASE JOIN TODAY!

## **Local School Governance Team (LSGT)**

The LSGT is comprised of the two certified teachers, one non-certified staff member, two parents, a community member and a business leader. The principal is a member and chairman of the LSGT but cannot vote. The team meets a minimum of six times throughout the school term to discuss school issues and provide input on various school functions. All LSGT meeting dates will be published in the Tifton Gazette, Northside's website, school calendar and a copy of meeting dates can be picked up from the principal's office.

## **Rules and Regulations**

### **Accidents**

All student accidents should be reported to the nearest teacher who will then notify the school nurse if necessary. Physical education classes and recess involve running and playing, and thus the opportunity of an accident does exist. It is important that students notify their teacher or a staff member if they have been involved in an accident. We also request that students wear appropriate shoes since they will attend PE and recess.

### **Birthday Parties/Balloons/Flowers**

Any child who wants to share his/her birthday at school is welcome; however, it is vital that you schedule this with your child's teacher. A delivery of balloon, gifts, flowers etc. should be made prior to 2:30. Any item



delivered before this time will be kept in the office until the appropriate time. If your child rides a Tift County bus, they will not be permitted to bring balloons/flowers on the bus.

## **Book bags**

Book bags are allowed on the Northside Elementary School campus. The student's name should be clearly marked on the book bag. Rolling book bags will be allowed.

## **Bullying**

Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited.

Bullying is defined as follows: An act which occurs on school property, on school vehicles, at designated school bus stops, or at related functions or activities, or by use of data or software that is accessed through a computer system, computer network, or other electronic technology of a local school system, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - a. Causes another person substantial physical harm or visible bodily harm;
  - b. Has the effect of substantially interfering with a student's education;
  - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - d. Has the effect of substantially disrupting the orderly operation of the school.

Northside Elementary School encourages students, parents, guardians, or other persons who have control or charge of a student, either anonymously or in the person's name, at the person's option to report or otherwise provide information on bullying activity. Any retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.

Report will be investigated by the school administrator based on the nature of the complaint. Upon a finding by the administrator that a student has committed an act of bullying or is a victim of bullying, the administrator shall notify the parent or guardian of the student.

Acts of bullying shall be punished by a range of consequences. Such consequences shall include, at a minimum and without limitation, disciplinary action, as appropriate under the circumstances.

## **Dress Code**

Students will be required to wear solid white, gray or navy/dark blue collared shirts and khaki, navy/dark blue or gray bottoms. All uniforms shall adhere to current general dress code standards. Refer to the Tift County Schools Code of Student Conduct for more details.

## **Disciplinary Procedures**

Each Northside Elementary student will adhere to the policies stipulated in the Tift County Code of Student Conduct. It is imperative that parents read the Code of Conduct and discuss the potential implications of inappropriate conduct with their children. Every classroom and resource teacher will develop a set of classroom

rules that are to be followed on a daily basis. We expect and demand positive behavior. Students who fail to adhere to school policies will be subject to disciplinary action.

At Northside Elementary, we are committed to overall excellence. We will provide challenging learning opportunities and accommodate the needs of all students in a safe environment. We believe students should be respectful and tolerant of all individuals and understand moral and ethical responsibilities in society. We also believe that faculty, parents, students and community members share in the responsibility for providing a safe and supportive learning environment within the school.

## **Visitors and Volunteers**

We are so grateful that we have parents volunteer in our school. All visitors and volunteers must be scheduled with the teacher in advance. All visitors and volunteers must check in with the office. All volunteers will complete a background check. These procedures are for the protection of all of our students. Please help us keep your children safe by setting a good example for others.

Teacher are available to meet during their planning time and conferences should be planned in advance. Teachers are NOT available to meet during instructional time. Visitors and volunteers will only be permitted to classrooms if scheduled with the teacher in advance.

## **Visitor Attire**

While on campus, or at any school sponsored event, teachers, staff, and guests shall be dressed and groomed in a manner which reflects good taste and decency, and will not detract from or interfere with the educational environment, instructional program, general morale, or image of the school. All dress must be modest, neat, and consistent with legal provisions. Shoes must be worn at all times.

## **Withdrawal Procedures**

A parent or legal guardian must contact the school office to withdraw their child from our school. All library books and textbooks must be returned prior to withdrawal. Failure to return book and other Northside Elementary materials will result in delay of student records being sent to your new school. After all records are cleared, student records will be transferred to the new school upon a written request from the new school.

# Northside Elementary School Student Handbook

## 2018-2019 Parent Statement

I have read and understand all the policies and procedures of the Northside Elementary School Handbook.

Please sign and return this page to your child's teacher

\_\_\_\_\_  
Student Name/Grade

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_