

## **PRINCIPAL'S MESSAGE**

**Dear Students and Parents,**

**Welcome to the 2008-2009 school year at Matt Wilson Elementary School! The staff at Matt Wilson Elementary is committed to providing a safe and academically challenging school environment for all students.**

**Students, we look forward to helping you learn and grow at Matt Wilson. I challenge you to make the most of each day. Your hard work and positive attitude will help you to have a great school year!**

**Parents, we encourage you to become partners in your child's education. Working together, we will make this an exciting and successful school year for each student.**

**The Student/Parent Handbook and the school website provide a wealth of information and resources to help you make the most of your school experience. Please call or email if I can be of assistance to you.**

**Sincerely,**

**Jan Wise,  
Principal**



## TABLE OF CONTENTS

Revised 2006

<u>Absent From School</u>	<u>4</u>
<u>Arrival/Departure From School</u>	<u>4</u>
<u>Students Who Ride To School In A Car</u>	<u>4</u>
<u>Attendance</u>	<u>5</u>
<u>Attitude</u>	<u>5</u>
<u>Bell Schedule</u>	<u>5</u>
<u>Bike Riders</u>	<u>5</u>
<u>Bus Rules</u>	<u>5</u>
<u>Cafeteria</u>	<u>5</u>
<u>Breakfast and Lunch</u>	<u>6</u>
<u>Campus Behavior</u>	<u>6</u>
<u>Care of School Property</u>	<u>6</u>
<u>Class Parties</u>	<u>7</u>
<u>Class Pictures</u>	<u>7</u>
<u>Classroom Behavior</u>	<u>8</u>
<u>Drugs</u>	<u>8</u>
<u>Fighting</u>	<u>8</u>
<u>Fire Drill</u>	<u>8</u>
<u>Food and Drinks</u>	<u>8</u>
<u>Grading</u>	<u>8</u>
<u>Guidance/Counseling</u>	<u>8</u>
<u>Hall Traffic</u>	<u>9</u>
<u>Head Lice</u>	<u>9</u>
<u>Homework</u>	<u>9</u>
<u>Honor/Merit Roll</u>	<u>10</u>
<u>Illegal Materials and Weapons</u>	<u>10</u>
<u>Illness/Medication</u>	<u>10</u>
<u>Internet</u>	<u>10</u>
<u>Lost and Found</u>	<u>10</u>
<u>Make Up Work</u>	<u>10</u>
<u>Media Center</u>	<u>11</u>
<u>Money</u>	<u>11</u>
<u>Parent Conferences</u>	<u>11</u>
<u>Parent Messages</u>	<u>11</u>
<u>Permit to Leave Early</u>	<u>12</u>
<u>PTO</u>	<u>12</u>
<u>Restrooms and Water Fountains</u>	<u>12</u>
<u>Selling</u>	<u>12</u>
<u>Severe Weather and Tornado Drill</u>	<u>12</u>
<u>Skipping School</u>	<u>12</u>
<u>Student Accident Insurance</u>	<u>13</u>
<u>Student Council</u>	<u>13</u>

Tardiness and Early Checkout	13
Telephone	13
Textbooks	13
Tobacco Possession and Use	14
Unwanted Items at School	14
Visitors	24
Withdrawal and Transfer	14
Parent Notice (No Child Left Behind Act)	15

***\*\*Students should write their name and their homeroom teacher's name in the space below. Students and parents should keep this handbook. It will provide the information necessary to answer most school related questions.***

STUDENT NAME: \_\_\_\_\_

HOMEROOM TEACHER NAME \_\_\_\_\_

**ABSENT FROM SCHOOL**  
**STEPS TO FOLLOW**

1. Have parent or guardian write and sign an excuse giving name, date, days of absence, reason for absence and phone number.
2. Present excuse to the attendance office before 8:15 to receive a blue admission slip.
2. If a student forgets his/her note, he/she will have three (3) days in which to bring it in to change the absence to excused. Otherwise, it will remain an unexcused absence.
4. Have your excuse signed by all your teachers. Your last teacher will collect the slip.
5. If students are going to be absent from school for reasons other than an unexpected illness, parents should notify the school in advance.

**ARRIVAL/DEPARTURE FROM SCHOOL**

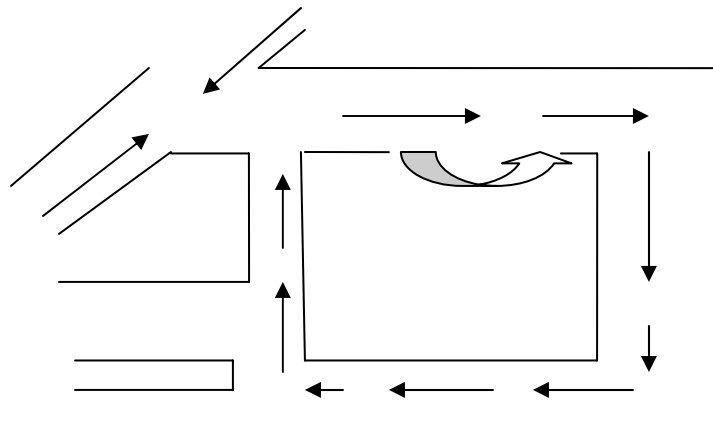
**Students should not arrive at school before 7:30 A.M. each morning.** Students who plan to eat breakfast should go directly to the cafeteria. **Students must be in the cafeteria by 8:00 A.M. to eat breakfast.** After finishing breakfast, 4<sup>th</sup> and 5<sup>th</sup> grade students will go to their homeroom and sit outside the door. Sixth grade students will report to the gym until dismissed to go to homeroom.

**\*\*PLEASE DO NOT DROP YOUR CHILD OFF IN FRONT OF THE BUILDING OR IN FRONT OF THE SCHOOL.**

**STUDENTS WHO RIDE TO SCHOOL IN A CAR**

These students are dropped off and picked up at the pavilion gate across from the Wilson Gym. **\*\*\* *The front drive is for buses and staff only!***

This procedure is for student safety. A teacher will be on duty to provide traffic control. A map of the school campus and neighboring streets is provided below. Please be sure to follow the arrows to ensure that traffic flows smoothly.



## **ATTENDANCE**

Each student's attendance at school is very important. Students will not be excused from school except in cases of emergencies. Excessive absences often result in poor academic performance. **Matt Wilson follows the Tift County Board of Education Attendance policy JBD as outlined in the Tift County Schools Code of Student Conduct.**

## **ATTITUDE**

Each student is expected to display the type of attitude that is conducive for learning. One's way of acting, thinking, and feeling toward something, determines his relationship with his fellow students, teachers, and administrative staff. The school staff has a right to expect that all students act respectfully toward them and carry out responsibilities as assigned. Please remember that all staff members at Matt Wilson School have disciplinary authority over all students in the school at all times.

## **BELL SCHEDULE**

8:00 A.M. Students enter classrooms  
8:15 A.M. Tardy Bell  
3:10 P.M. Walkers Leave/Car Riders Leave  
3:15 P.M. Buses Leave

## **BIKE RIDERS**

If you ride your bike to school, please observe the traffic rules to and from school. When you arrive, walk the bike through the gate and then to the designated area for bikes in the back of the school. Bike riding on campus is not permitted. You need to use a bike lock if possible.

## **BUS RULES**

Bus rules are outlined in your Code of Student Conduct. Violation of these rules will result in disciplinary action and a possible loss of riding privileges.

## **CAFETERIA**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a balanced breakfast and lunch are offered at reasonable prices. Students will use a four-digit number for identification in the lunchroom. At times the lunchroom may be crowded; however, students are not to move chairs from one table to another without specific permission.

Good table manners are to be used at all times. Conversations should be carried on only with students sitting beside one another or directly across from one another. A lunchroom monitor will be used to monitor the noise level. **Excessive noise may result in silent lunch or restricted ice cream purchases.** Students who talk during silent lunch will be required to stand and/or may be assigned to lunchroom clean up or detention.

### **BREAKFAST AND LUNCH**

Breakfast	\$ .50 per day	Adults	\$1.40 extra entrees \$ .80
Reduced	\$ .15		
Lunch	\$ .60	Adults	\$2.30 extra entrees \$1.00
Reduced	\$ .20		
Extra Milk	\$ .40		

Breakfast is served from 7:50 until 8:05 A.M. All students eating breakfast must be through the line before 8:05 A.M. in order to be served.

A current application (one filled out at the beginning of each school year) **MUST** be on file and approved before a child may receive a free or reduced lunch. If a child brings his lunch, the drink must be in a non-breakable container. No glass containers will be permitted.

Payment is required when meals are served. Students may charge breakfast and lunch for total debit of \$5.50. Near the end of school, no charging will be allowed and all debts must be paid. A note will be sent home as needed reminding parents to send money. Phone contact will be attempted. Once the maximum allowable charge is reached, the student will be asked to call home from the office. The student will be allowed to return to the cafeteria immediately to eat. It is the parents' responsibility to check on account balances. An alternate meal may be provided after the maximum debt is reached. No student in debt will be allowed to buy extra ala carte items. As a last resort, uncollected debt may be turned over to small claims court.

### **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students, who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item. Students should not sit on desktops or tables.

### **CLASS PARTIES**

Appreciation to teachers, students, or groups may be expressed orally or in writing. Students should not plan parties during the school day, nor should students bring invitations to private parties to school for distribution. Parties are limited to 2 per year per teacher after 2:00 p.m. Parties must be organized by the teacher and approved in advance by the administration.

## CLASS PICTURES

Each year Matt Wilson invites a commercial photographer to take student pictures. Each student has the option to select the package of his/her choice.

## MATT WILSON DISCIPLINE PROCEDURES

Each Matt Wilson 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.

### **School-Wide Rules**

The rules listed below will become the core rules of Matt Wilson. These will be posted in every classroom. Teachers may add to these core rules, however, all core rules must be enforced.

1. Be in the right place, at the right time, doing the right thing, with the right materials.
2. Respect yourself, others and school property.
3. Keep hands, feet and objects to yourself.
4. Obey all school rules and procedures.

Each teacher has discipline plan that will be shared with parents and students. The discipline plan includes positive rewards for good behavior and negative consequences for poor behavior. The goal of discipline procedures is to teach students responsibility for actions.

The school system policy on corporal punishment is contained in the Tift County Schools Code of Student Conduct. If corporal punishment is considered as a consequence of misbehavior, attempts are made to contact a parent or guardian prior to issuing the punishment. The last page of this handbook contains a permission form for corporal punishment.

## COPORAL PUNISHMENT

\_\_\_ My child, \_\_\_\_\_, has permission to be paddled.

\_\_\_ My child, \_\_\_\_\_, does not have permission to be paddled.

\_\_\_ Contact me before my child is paddled.

\_\_\_\_\_  
Parent signature      Date      Home Phone      Work Phone      Cell Phone

## **DRUGS**

Any student who possesses, sells, gives, or is under the influence of illicit drugs, narcotics, or alcohol in or on school property, including buses, shall be subject to Board of Education Policy JCD of the Rules Governing Student Conduct and Discipline. Violators will be referred to law enforcement and face possible expulsion from school.

## **FIGHTING**

Fighting **will not** be tolerated at Matt Wilson Elementary School. Students who fight will be suspended to ISS and possibly referred to law enforcement. Repeated offences will result in a recommendation for expulsion from school. See previously outlined disciplinary progression on pages 7-8.

## **FIRE DRILL**

To ensure student and staff safety, fire drills will be held monthly. When the fire alarm sounds students are to exit the building in single file without talking. Teachers will direct their classes to the assigned exit and safe area. Once in the safe area, teachers will take roll to ensure all students are present. Students will remain in the safe area until the all-clear signal is given.

## **FOOD AND DRINKS**

Students are not to bring seeds, candy or gum to school. Canned or bottle drinks are permitted for those who bring their lunch and must be completely consumed in the lunchroom.

## **GRADING**

Report Cards are issued at the end of each nine weeks period. Mid-Quarter Reports are sent to parents or guardians half way through the grading period. Mid-Quarter Reports and Report Cards must be signed by the parent or guardian and returned within three days. I-Parent is now available for parent to monitor his/her student's grades.

A -- 90-100

F – 69 and Below

B -- 80- 89

C -- 70- 79 Average

## **GUIDANCE/COUNSELING**

Guidance/Counseling services are available for every student in the school. These services include assistance with educational planning, career information, student help, help with home, school, and/or social concern, or any question the student may feel he or she would like to discuss with the counselor. Group and individual counseling are available to assist with family changes, and other student needs. Ask your teacher for a pass if you need to see the counselor. Leave a message and return to class if she is not available. Parental permission is necessary for inclusion in some guidance groups.

### **HALL TRAFFIC**

Students are expected to abide by the rules that are necessary to ensure smooth, efficient movement in the school and prevent accidents.

1. When in the hall, walk silently on the right side (of the hall) in a line, single file, with your hands down by your side.
2. When outside the classroom, students must have their planner or a written pass.
3. Respect is the rule, and the rule is respect.

### **HEAD LICE**

If a child is diagnosed as having lice, he/she will be excluded from school and will not be permitted to return to school until his/her head is free from lice and nits. The **school nurse, guidance counselor** or **other designee** will determine if the child should return to the classroom.

### **HOMEWORK**

- It is the responsibility of each student to know what is to be done, to set priorities, and to budget their time.
- Homework is one effort of the school to help students develop lifelong learning habits and skills.
- Homework is assigned to allow for the individual differences and needs of each student.
- Homework assignments will vary according to the subject, teacher, and unit being studied.
- Homework is an extension and integral part of the classroom experience.
- Homework will have a purpose directly related to the objectives of the subject and unit for which it is assigned.
- Homework may include reading periodicals, watching TV for specific purposes, listening, discussing, and writing for pleasure. (It need not be directly involved with a textbook and paper.)
- Homework is not assigned for discipline but is a wholesome learning experience from which satisfaction of a job well-done can be gained.

### **HONOR/MERIT ROLL**

The honor roll will consist of all students who received an “A” in each subject. The merit roll will consist of those students who received all “A’s” and/or “B’s”. The honor and merit rolls will be published at the end of each grading period.

### **ILLEGAL MATERIALS AND WEAPONS**

It is unlawful for any person to carry, possess or have under control any weapon at school, school functions or on school property, on the way to and from school, or on a bus or other transportation furnished by the school. Violators will be referred to law enforcement and recommended for expulsion from school. Refer to the Tift County Code of Student Conduct.

### **ILLNESS/MEDICATION**

If you become too ill to stay in the classroom, you should ask your teacher for a pass to the school clinic. If you have a fever, become seriously ill, or are injured, your parents will be contacted immediately. If you need to take medication at school, bring the medication to the school clinic with a note from your parents telling what you are taking and when it should be taken. Bring it in the original container. You will be allowed to report to the clinic at the appropriate time to take the medication. If at all possible, ask your physician if you may take the medication at home before and/or after school hours.

### **INTERNET**

Parents and students must read the Board of Education Policy IFBG that outlines the acceptable use of computer/internet resources. This policy is located in the Tift County Code of Student Conduct. Violations of the educational use policy will result in disciplinary action also outlined in the Tift County Schools Code of Student Conduct.

### **LOST AND FOUND**

Students who find lost articles are asked to take them to the office before or after school. Those articles that are not claimed within a reasonable time will be given to Goodwill Industries or Brother Charlie’s Rescue Mission. If you have lost an article, first check on the bus, in the car, and in each of your classrooms. Be sure to ask each teacher; then, check in the office. Please mark all jackets, book bags, and purses with your name.

### **MAKE UP WORK**

It is the responsibility of the student to make up work missed as a result of absences. Students and parents should make arrangements with teachers to make up work within three days of returning to school. In the case of an excused absence, teachers will assist the student to make up the work. **If the absence is unexcused, teachers will use their own discretion about helping with makeup work.**

## MEDIA CENTER

The Media Center is open from 8:00 A.M. until 3:30 P.M. every school day. Students who have permission from their teachers are welcome to visit the Media Center at any time during the school day. You will have a 4-digit code to use to check out books.

Keep in mind that the Media Center is the most vital and important place on the campus. When you go to the Media Center, check with the media specialist for assistance and work quietly while you are there.

Remember to return all books on time. Ask the media specialist if you need to check out reference materials. It is your responsibility to take care of borrowed books. Students must pay for damaged books. **Report cards will be held for outstanding debts in the library.**

## MONEY

Students should bring only the money necessary for lunch, ice cream, school supplies, or other school related activities. We urge you to be careful with purses, watches, rings, and other valuables, as the school **will not** be liable for lost or stolen items. You will be notified ahead of time if money is needed for a school activity.

**REMEMBER TO BRING LUNCH MONEY.** Students will only be allowed to charge up to \$5.50. After this, students will be required to phone parents for money. See Cafeteria Charge Policy

## PARENT CONFERENCES

Communication between the parent and the teacher contributes greatly to the student's success. Parents should always feel free to request a conference and may do so by calling the school office. Teachers are available for conference each day after 3:15 P.M. Teacher conferences are also available during the teacher's planning time. Appointments for conferences should be scheduled in advance to ensure that all parties are available.

The Tift County School System sets aside days each year for parent/teacher conferences. You will be notified of the exact dates. We encourage parents to plan their work and personal schedules so that they can attend.

## PARENT MESSAGES

There will be times when a message will be called in by a parent. Students will be called to the office and given the message. The student will then sign in the designated area that they received the message.

### **PERMIT TO LEAVE EARLY**

If students need to leave school early, a note must be brought from home. Take the note to the office when you arrive at school and let the secretary verify and sign. It may be confirmed (by phone) with your parent. Students will be called to the office to check out when the parent arrives. **If someone other than a parent is to pick you up, you must have a note from your parent authorizing that person to pick you up.** This may be confirmed by phone before you are allowed to leave. Car pooling students need a note on file in the cumulative folder from the first day of school.

### **PTO**

Parents and school personnel have always enjoyed a close relationship at Matt Wilson Elementary School. The Parent-Teacher-Organization provides a framework for ever-improving communication. The main objective of the PTO is to provide support for programs and projects that enhance the learning and working environment. Parents sign up for various committees at the beginning of each term.

### **RESTROOMS AND WATER FOUNTAINS**

Students should get water and go to the restroom before school, after school, and between classes.

Do not ask to be excused from class unless you are sick or for an emergency. There should be no loitering in the restrooms, halls, or at the water fountain.

### **SELLING**

Students are not to buy items from or sell items to another student while at school. This includes items for church, civic and social groups.

### **SEVERE WEATHER AND TORNADO DRILL**

Prepare to move to the designated safe areas inside the school. Keep away from windows. The signal is several rings of the school bell. Quickly move into the halls, sit on the floor as near to the wall as possible, and place your head between knees. **DO NOT LEAVE THE BUILDING.** It is necessary that you remain quiet during a tornado drill in order to receive important instructions.

### **SKIPPING SCHOOL**

Absence from school without the knowledge and permission of your parents is considered as truancy. Unauthorized absence from class may also be considered as truancy. Parents will be called in if truancy is suspected. A referral to the school social worker and the Juvenile Office may be made. Law officials will be contacted if you leave campus without permission.

### **STUDENT ACCIDENT INSURANCE**

The Board of Education offers an optional accident insurance program for students at a nominal cost. Two plans are available. One provides coverage during the school year, while at school, and while going to and from school. The other provides protection 24 hours a day. Students will be given insurance forms the first week of school.

A commercial company writes the policies. Accidents that occur on the school grounds or at a school sponsored activity should be reported to the office.

### **STUDENT COUNCIL**

The Matt Wilson Student Council will consist of 23 class representatives and an executive board that will be made up of 6<sup>th</sup> grade students. The Student Council will meet approximately 5-7 times during the school year. Students who serve on the Student Council exhibit honesty, integrity, good behavior, and good work ethic.

### **TARDINESS AND EARLY CHECKOUT**

**A LITTLE LATE IS TOO LATE!! \*Anyone not in the classroom by the time the tardy bell stops ringing will be considered tardy.** Students arriving after 8:15 must check in the attendance office for a tardy slip.

**If a student checks out early fifteen (15) times, it will automatically convert to one unexcused absence. However, an early checkout may be excused for a doctor's appointment or funeral.**

### **TELEPHONE**

Students may only use the office telephone in case of an emergency. They must have a pass from a teacher, and must tell the secretary the reason for using the phone. Students cannot be called out of class to the phone unless it is an emergency. Students will be discouraged from calling home to have someone bring forgotten items. Arrange your afternoon activities with your parents so that phone calls during the day will not be necessary.

**Students will only be allowed to use the phone in the mornings before school or during lunch if necessary.**

### **TEXTBOOKS**

Textbooks are provided for students at no charge. At the beginning of the school year, teachers will note the condition of all books before they are issued to students. Normal wear is expected, but students are required to pay for books excessively worn or lost during the school year. If a student loses a textbook, he/she should notify the teacher immediately. All textbooks need to be covered. However, do not staple, glue or tape the cover to the book.

### **TOBACCO POSSESSION AND USE**

The use and/or the possession of tobacco or tobacco products is prohibited. Any student who violates this rule is subject to 3-5 days in ISS. The rule applies to students on the way to and from school, during the school day, and at any school-sponsored activity.

### **UNWANTED ITEMS AT SCHOOL**

Radios, playing cards, sports cards, tape players, skateboards, water pistols, beepers, cellular phones, CD players, fireworks, poppers or any other electronic games, or toys are not necessary at school.

Computer disks from home may not be brought to school and used in school computers. Students must get approval from PE teachers or administrators before bringing any athletic equipment to school. ***Any unauthorized item brought to school may be confiscated.*** Refer to Tift County Code of Student Conduct policy on electronic devices.

### **VISITORS**

All visitors are asked to enter the front door and stop by the main office for a visitors pass before visiting in the school. **Friends and relatives may not accompany or visit with students at school.**

### **WITHDRAWAL AND TRANSFER**

The procedure for withdrawing or transferring is as follows:

1. Secure withdrawal or transfer note from parent or guardian stating the date you will be leaving.
2. Obtain appropriate forms from the school guidance office.
3. Have the form filled out by teachers, return all school books and property, and make sure all fees are paid. Be sure to check out in the library.
4. Take completed form to the school guidance office for final clearance by signature of the guidance counselor.
5. Student records will be transferred by mail.

## **PARENT NOTICE**

In compliance with the requirements of the No Child Left Behind statute the Tift County School District informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- The college major and any graduate certification or degree held by the teacher;
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.
- Whether or not the teacher is "Highly qualified" as required by the state.

If you have any questions concerning your child's teacher's qualifications, please contact the principal at 387-2440.

### **The Mission of Matt Wilson Elementary**

"One who learns from one who is learning drinks from a flowing fountain"  
Native American Quote

The mission at Matt Wilson Elementary School is to foster critical thinking skills that will lead our students to become lifelong learners. We are committed to providing an environment where students, families, and staff collaborate to improve student achievement. Together we will prepare our students to be responsible, caring, and contributing members in our ever-changing society.

### **What We Believe**

- All students can learn.
- Learning is the chief priority of our school.
- Reading is the foundation of an education.
- Clear goals and high expectations for achievement guide a curriculum.
- A variety of instructional approaches meet the needs of different learning styles.
- Learning is the responsibility of the school, home, community, and student.
- A commitment to continuous improvement enables students to become responsible, confident, and self-directed life-long learners.

# Matt Wilson Elementary School

510 West 17<sup>th</sup> Street  
Tifton, Georgia 31794  
(229) 387-2440

Jan Wise, Principal

Jamie Penoncello, Assistant Principal

## PARENT PERMISSION FOR CORPORAL PUNISHMENT

STUDENT NAME \_\_\_\_\_

GRADE \_\_\_\_\_ CLASSROOM TEACHER \_\_\_\_\_

\_\_\_\_ My child, \_\_\_\_\_, has permission to be paddled.

\_\_\_\_ My child, \_\_\_\_\_, does not have permission to be paddled.

\_\_\_\_ Contact me before my child is paddled.

This permission is given provided, however, that such corporal punishment shall not be excessive or unduly severe; and provided further that I be notified the same day that the punishment was administered by either a telephone conversation or a note home.

\_\_\_\_\_  
Parent's Signature Date

\_\_\_\_\_  
Home Phone # Work Phone # Cell Phone #

This permission is valid for one school year, August through May and must be kept on file in the teacher's classroom.