

Algood Elementary School



Where children grow and learn

2525 Old Walton Rd.
Algood, TN 38506
(931) 303-0362

PARENT INFORMATION HANDBOOK

2009-2010

School Policies

SCHOOL HOURS: The school opens at 7:15 A.M. for bus students and car riders. Teachers are on duty in the gymnasium. Students may report to their classrooms beginning at 7:45 A.M. School officially starts at 8:00 A.M. Any student arriving in his homeroom after 8:00 A.M. must report to the office for a tardy excuse. Repeated tardiness is very disruptive and should be avoided. Dismissal in the afternoons is at 2:50 for walkers and car riders. Walkers and car riders should not arrive before 7:15 or leave after 3:30. Children arriving before 7:15 A.M. or leaving after 3:30 P.M. must enroll in SAC. Students must be in school 3 1/2 hours each day to be counted present.

ATTENDANCE: All students are expected to attend school regularly and be on time for classes in order to have maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Absences should be limited to personal illness, family illness, medical or dental appointment, death in the family, or special religious holidays. Parent's and/or doctor's notes must accompany the student's return to school. After five absences a doctor's excuse is required. Absences without a note will be considered unexcused.

MAKE-UP WORK: When a student is absent, parents may call the school office in the morning to request books and assignments that may be picked up after 3:00.

EARLY DISMISSAL/ TARDY: Any parent who wishes to pick up his/her child before normal dismissal time must sign the child out in the office. Please check out students early only when they are sick or for essential reasons. Students arriving after 8:00 a.m. must be signed in by their parents in the school office before going to the classroom.

SCHOOL CANCELLATION/EARLY CLOSING: The decision to close school is made by the director of schools. Announcements will be made on Cookeville Cablevision Channel 7 and local radio stations. Please do not call the school when you suspect an early closing. Telephone lines need to remain open. We suggest that you have an emergency procedure set up in advance with your child in case of early closing.

BUS REGULATIONS: Riding the bus is a privilege. Improper conduct will result in that privilege being denied. If it is necessary for a student to ride a bus different from the regularly scheduled one, parents must fill out the Transportation Student Release Form (included in the Handbook). The form must be signed by the principal and given to the driver by the student when boarding the bus.

School Age Child Care: Before and after school day care is provided for Algood Students. There is a charge for this service. If you are interested in enrolling your child, please check in the school office for information or contact the S.A.C. Site Director Shelly Montgomery.

Cell Phones: Children are permitted to bring cell phones to school, *but should keep these turned off and in their backpack during school hours.* If a student should need to use a phone during the day they will be allowed to use a school phone. Students who do not abide by these rules will have their phone kept by the principal and parents will be requested to pick up the phone and discuss appropriate school cell phone etiquette with their child.

School Rules: One of the most important lessons education should teach is self-discipline. Discipline is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. We believe in helping students develop self-discipline and self-restraint, which will make them a better person and the school a more effective place of learning.

Simply put, we believe that students should:

- **Be responsible**
- **Be respectful** and
- **Be READY**

Teachers and students will work together to create more individualized classroom rules for working together in the most constructive environment possible.

Consequences: Failure of a student to comply with school and classroom rules results in disciplinary action appropriate for the seriousness and frequency of the offense. Minor infractions usually result in “time out” or loss of a privilege.

Occasionally when students “push the limits” on behavior, they are required to stay in detention either during recess or after school. School Board Policy allows students to be detained up to one hour after school with a 24-hour notice to parents. Parents will be notified about the persistent or serious discipline problems and will be expected to help work out a plan for correcting the problem.

Field Trips: Field trips are a worthwhile extension of the school curriculum, but they are also a privilege. Students are expected to behave in an exemplary manner whenever they are representing Algood Elementary School. Any student who has been a consistent discipline problem may be excluded from any class trip.

Emergency Procedures: Periodic fire and tornado drills will be run throughout the school year. Teachers have been properly trained and advised concerning evacuation procedures for fire and safety areas for tornados. Classroom teachers will go over these procedures with their students and keep them posted in the classroom.

Medication: Any medication that a child must take during the school day must be delivered by an adult in its **original container** and must be dispensed from the school office. Parents should fill out a form for any medication taken at school. Students should **NEVER** carry or keep medication in their desks, backpacks, lunch boxes, or clothes.

Encore: (Library, Music and PE)

- Students are expected to attend all encore classes. Encore will not be withheld for disciplinary reasons or to make-up work in other subjects (Recess is not an encore).
- Encore grades, based on academic standards, will be given each 9- week period in grades 1-4.
- These standards can be found at <http://www.tennessee.gov/education/curriculum.shtml#k8subject>
- Encore assessments are performance based so class participation is required.

Library:

- Standard check out will be one book for one week. Students need to return or re-check out a book after 1 week.
- Students can check out books more frequently if needed.
- Students are responsible for any lost or damaged books.

Music:

- Grades 1-4 will have one performance outside of school hours during the school year. Every attempt should be made for the student to be at this performance.

PE:

- Students need to wear appropriate clothing and gym shoes to PE. Your child's teacher will let you know which days of the week he/she goes to gym.
- Please provide a doctor's excuse if a child needs to sit out of certain activities in PE.

Textbooks: All basic textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully and are not to be written in. Parents will be required to pay for lost or damaged books. Grade cards may be withheld until the school has been reimbursed for the cost of the book.

Lost and Found: All articles found should be turned into the office. Anyone losing something should inquire in the office. To avoid problems, please put your child's name in or on all belongings.

Grade Reports to Parents: Students receive a mid-term progress report in the middle of each grading period and home report cards at the end of each nine weeks; these report cards are to be signed by parents and returned to school. The countywide grading scale is as follows:

Kindergarten:	Grades 1 and 2	Grades 3 and 4
Progress Report	E = Excellent	A = 93-100
	G = Good	B = 85-92
	S = Satisfactory	C = 75-84
	N = Needs Improvement	D = 70-74
		F = Below 70

Parent – Teacher Conferences: An afternoon conference time from 3:00 – 6:00 is scheduled in the fall and spring, but of course you may request a conference with your child’s teacher at any time. You may send a note or call the school office to arrange a time. If you need to contact your child’s teacher, please call the office and leave a message. The teacher will call you back during their planning time or after school. ***Teachers cannot talk to parents during instruction time except in extreme emergencies.***

Breakfast and Lunch: Nutritious lunches are served daily with choices available for students. Each day students have choices among “main dishes” and a variety of fruits and vegetables. The cost of breakfast is \$1.25 and the cost of lunch is \$1.85 per day for students. Free and reduced price lunches are available for those who qualify. You may apply for free or reduced lunches during registration or at any time during the school year. Lunches purchased from fast food restaurants should NOT be brought to school. ***Carbonated drinks are not permitted in the cafeteria.***

Students have a computerized meal account to which money can be added at any time. ***Please put child’s name and lunch number on your check or envelope and send it to the cafeteria.*** Online deposits can be made by contacting April Banker at Central Office (526-9777) to set up an account.

Parents are welcome to come and eat occasionally with their children. Because of overcrowding, please limit your visits to once or twice a month. The cost of a meal for an adult visitor is \$1.75 for breakfast, and \$3.00 for lunch. The cost for a child visiting with their parent is \$1.50 for breakfast, and \$2.50 for lunch. Again, no fast food meals should be brought in to eat with your child.

After May 1st each year, the student will not be allowed to charge meals.

Birthday Celebrations: Because we want our school to remain clean and free of bugs and rodents, no food will be allowed in the classrooms. If you wish to bring cupcakes or cake for a birthday, please bring it to pass out during your child’s lunch period. You may pass

them out in the cafeteria to be eaten during lunch. Please do not bring candy or treat bags for birthdays.