

# MISSION STATEMENT

Carlton Palmore Elementary is committed to meeting the individual needs of each child, developing responsible citizens, and challenging students to learn, think and perform at their highest levels.

## STUDENT PLEDGE

As a student at Carlton Palmore Elementary, I promise to be a responsible citizen and exhibit the 7-Habits at all times. I will accept the challenge to learn, think and perform at my highest level.

### Introduction

The administrators, faculty and staff welcome you to the 2020 – 2021 school year at Carlton Palmore Elementary. It is through the cooperative sharing of ideas and information between the home and school that positive attitudes and experiences can be fostered and maintained.

The information in this Student/Parent Handbook is provided to assist you in understanding the school's policies, guidelines and procedures. A clear understanding of this information will help you become an integral part of our school. It is only by working together that we can achieve the best education for our students.

### Student Expectations

Carlton Palmore Elementary will expect students to maintain a positive attitude and image at all times. Students will be expected to:

- Abide by the school's homework policy
- Arrive at school on time (**NOT before 7:30**), and be prepared to learn
- Arrive at school with supplies and in uniform with a neat, clean appearance
- Abide by school rules at all times
- Return agenda planners on a daily basis
- Follow the 7-Habits in order to be the best leader you can be
- Show respect to school staff, parents, volunteers and members of the community
- Work hard in order to be **learners today and leaders tomorrow**

### Uniform Policy Polk County Schools

**Bottoms:** Dark blue, black or khaki/tan (Wednesday Dress will be 'Leadership Day Dress' with red logo t-shirts or red collared shirt and Khaki/tan bottoms.) The red logo t-shirt and khaki/tan pants will be our Leadership Dress Uniform and our Field Trip uniform.

- Shorts, pants, skorts, skirts, skirted jumpers
- Must be plain, solid-color twill, corduroy or denim fabric; no rips or cutoffs permitted
- Bottoms **MUST** be finger-tip length
- Traditional blue jean color is okay for denim

**Tops:** Solid Red, navy or royal blue

- Must have long or short sleeves
- Knit polo-type or woven dress shirts, blouses or turtlenecks
- School t-shirts are okay (available through our school office)
- Follow the Dress Code for appropriate school dress found in the Polk County Code of Conduct when in doubt of appropriateness.

**The Uniform Dress Code does not allow for clothing with holes in them, torn or tattered, colored trim, stripes, embroidery, decoration, etc. It also does not provide for overalls (overalls with pants or shorts), sweat pants, knit pants/skirts, leggings, cutoffs, etc.**

**Other dress code rules, dress for success:**

- A belt is required if the garment has belt loops
- Shirts (including t-shirts) must be tucked in
- Shorts and skirts must be fingertip length, not shorter
- Plain uniform colored socks are to be worn at all times, except on Crazy Sock Day
- Shoes must be safe and appropriate; NO Sandals or Crocs - closed toe
- Clothes must be appropriate size, with waist garment worn at the student's waist
- Clothing that is too tight or too loose is not appropriate for school

### All Students

- Hair – Only natural hair color is permitted and hair designs that are distracting to the education process ARE NOT permitted as deemed by the principal.
- Hats – Students may wear sunglasses, hats, and other sun protective wear while outdoors during school hours, such as when students are at P.E.
- Cold weather clothing – students may wear solid white or have turtlenecks that are school colors UNDER their uniform shirt. Solid outer garments are to be worn with uniform shirts.

### Discipline

(See Code of Conduct for Polk County Schools)

In order to have the best learning environment for each child, certain rules and regulations must be followed. Students should act in a manner to enable them and others to obtain the best education possible. They should avoid any behavior that is harmful or creates an unsafe environment to themselves, the school or to fellow students. This includes bringing toys to school that resemble weapons of any kind; toy guns, toy knives, or any toy that may be misconstrued as a weapon is not permitted at school and will result in disciplinary action. Please discuss this issue with your child in order to prevent any disruption to the educational environment. Children will follow school-wide rules. Copies of these rules will be sent home to parents. Out of class, students will be expected to follow directions, stay in assigned areas, keep hands and feet to themselves, use appropriate language, and respect school property. Fighting and abusive, obscene or profane language are prohibited. Parents should read and discuss with their child the district's Code of Conduct and the School-wide Discipline Plan. Please return the required signed statements found within the Code of Conduct booklet.

### Lunch Visitation Times

Parent visitation during lunch **will be closed until the COVID-19 restrictions have been lifted for the 2020-2021 school year.** Once the restrictions have been lifted by the Polk County School District then for the remainder of the school year visitation is limited to Tuesdays and Thursdays. We will send out a letter once visitation is able to be resumed.

### Parent / Teacher Conferences

Parents/Guardians are invited and are urged to visit the school. It is beneficial to the students as well as the teachers if a good working relationship is developed between parents and teachers. Conference appointments can be scheduled through your child's teacher.

### Visitors/Volunteers

**Following all COVID-19 restrictions being lifted then.....-** Visitors and volunteers are welcome, but **MUST** check in at the office to sign in and receive an identification badge. **PLEASE BE PREPARED TO SHOW PICTURE ID.** School volunteers are very special people and help us in countless ways. Any amount of volunteer time is appreciated and valued. Please notify the teacher, office or **Volunteer Coordinator** if you are interested in becoming a VIPS (Volunteer in Polk Schools). Students and staff should extend every courtesy and be as helpful as possible to visitors and volunteers. **COVID-19 restrictions will be followed. Please stay aware of restriction changes throughout the school year.**

### Physical Education

Physical Education (PE) is a regular part of the curriculum. When a student cannot participate because of health reasons, a note from the parent/guardian is required. If the request is for more than five days, a doctor's statement is necessary.

### Class Parties

During the winter holiday season and at the end of the year, parties will be held for each grade level. Simple refreshments are permitted for Halloween, Valentine's Day, Spring Break, Winter Break and Field Day. Room parents/guardians will coordinate these activities with the classroom teacher. Birthdays may be celebrated during recess on the child's birth date; however, this must be coordinated with the teacher 72 hours prior to the celebration. **ALL FOOD ITEMS BROUGHT TO SCHOOL FOR PARTIES AND TREATS MUST BE STORE BOUGHT. WE MAY HAVE COVID-19 RESTRICTIONS FOR THE 2020-2021 SCHOOL YEAR! TBA!**

## Homework Policy

Homework should be meaningful and productive. The primary purpose of homework, in addition to reinforcement, is the experience it gives students to work on their own. It is the student's responsibility to complete homework independently and return as assigned. Homework will be assigned at all levels. The following guidelines are recommended:

- Kindergarten: 10-15 minutes
- Grade 1: 15-20 minutes
- Grade 2: 20-30 minutes
- Grade 3: 30-45 minutes
- Grade 4-5: 45-60 minutes

\*\* The students should copy homework assignments into their agenda on a daily basis.

## Attendance

School attendance is directly related to school achievement. Parents have the responsibility to make sure that their child attends school every day and arrive promptly (7:55 AM is the warning bell). They should remain throughout the school day.

## Absences

All absences are classified as excused or unexcused. Excused absences include the following: illness, family funerals, religious holidays and family emergencies. Absences for other reasons may be excused only with prior approval. All other absences are defined as unexcused.

## Tardiness

Promptness to class is very important. Students are to be in their seats and ready to work when the tardy bell rings at 8:00 AM. When tardiness is unavoidable, students should report to the office for a tardy slip. If the student comes to school after 8:00 AM, a parent or guardian must accompany the child into the office to sign the student in. **Three (3) unexcused tardies and/or unexcused early dismissals will be recorded as one unexcused absence.**

## Arrival and Dismissal

**THERE WILL BE NO SUPERVISION ON THE SCHOOL GROUNDS BEFORE 7:30 am. In addition, gates and doors will not be open for take-in until 7:30 am.** Upon dismissal, all students should leave the school grounds in a safe and timely fashion.

### Car Riders

All car riders will be assigned a tag with their child's name. This tag must be **VISIBLE** in the vehicle daily during pick-up. Failure to display the appropriate tag will result in a delay in picking up your child. Parents will pick children up **in the back of the school by 3:15 pm.** Students should be picked up and delivered only in designated area(s). Loading and unloading procedures must be followed to ensure safety of all students. **Cell Phones - For the safety of our staff on duty and our students we are asking that you refrain from being distracted in the car line by using your cell phones.** Thank you for being considerate and keeping us all safe.

### Walkers

Walkers should observe safety procedures while walking to and from school. **All walkers should cross streets with the crossing guards.** Parents that pick-up and walk with their child home must show a school tag with the child's name. This is a mandatory process that ensures that we have the approved adult with each child.

### Bus Riders

*(Polk County School Guidelines)*

1. Stand off the roadway while waiting for the bus.
2. The emergency door must not be tampered with and must not be used for ordinary boarding and alighting.
3. Keep arms and head inside the windows.
4. Cross the roadway 3 or 4 steps in front of the bus. Wait for the driver's signal before crossing.
5. Seat-belts must be worn on the bus, this is the law!
6. Outside of ordinary conversation, classroom conduct is to be observed.

