**Flippen Elementary School**

**2024-2025 Handbook**



**Flippen Elementary School**

**425 Peach Drive**

**McDonough, Georgia 30253**

**770-954-3522**

**770-954-3525 (Fax)**

**School Hours: 7:35-2:15 p.m.**

**Student Arrival Begins: 7:10 a.m.**

**Breakfast: 7:10 a.m.-7:35 a.m.**

**School Website:** [**https://schoolwires.henry.k12.ga.us/fle**](https://schoolwires.henry.k12.ga.us/fle)

**Welcome Letter**

Dear Flippen Family,

Welcome to the 2024-2025 school year. We hope you relaxed and made special memories with your children, friends, and families this summer. It is time to look forward to a wonderful new school year as we continue to “*Focus on Learning for Every Student*.”

We at Flippen have a lot to celebrate and be thankful for. We are proud to share that our students' achievement data has shown improvement across various assessment measures. We witnessed notable gains in ELA, especially in reading growth across the grade levels. We’ve also seen more engagement of our students in the classroom through partner and small group collaboration. This is a testament to the hard work and dedication of our students, teachers, and parents. Also, this year, all scholars will partake in world language classes, learning the Spanish language and cultures.

Our commitment to student well-being is unwavering. The overwhelmingly positive results of our Georgia Health survey are a testament to this. The results indicate that our students love their school, trust their teachers, know where to get help and feel supported by the staff at Flippen. These achievements reflect our collective efforts and commitment to our student's well-being and success and should reassure you of our dedication to your child's care and development. You can rest assured that your child is in good hands at Flippen.

At Flippen, we firmly believe that a strong partnership with families is not just important but crucial to promoting a healthy connection between school and home. We deeply value your role in this process and encourage you to stay connected and informed. You can do this by following our district and school websites, reviewing weekly updates through the Flippen Family Newsletters, reviewing the contents within the Tuesday Communication Folder, and communicating with your child’s teacher on how to support your scholar's academic performance. Your partnership is not just important, it is integral to your child's education, and we value it immensely. Your involvement is a key factor in your child's success at Flippen.

Flippen is an amazing school community, and we are glad you are a part of it. Our scholars are kind, considerate, and engaging, and our staff works endlessly to provide a safe and supportive learning environment. Let’s all work together to make this year an even more fabulous school year.

Thank you, and welcome back. I look forward to partnering with you.

**Save the Date**

**Open House, July 30th from 4-6 p.m.**

**Flippen Elementary School**

**Administrative Staff**

|  |  |
| --- | --- |
| **Name**  | **Contact** |
| **Victoria Grubbs****Principal** | **Victoria.grubbs@henry.k12.ga.us** |
| **Dr. Renee Prior** **Assistant Principal** **MTSS, 504, Testing, and Discipline** | **Renee.prior@henry.k12.ga.us** |
| **Lyn O’Malley****Administrative Office Assistant/Family Engagement Coach/Attendance** | **lyn.omalley@henry.k12.ga.us** |
| **Jill Scott****Administrative Office Assistant/Registrar** | **jill.scott@henry.k12.ga.us** |
| **Tabitthea Thompson****Bookkeeper** | **tabitthea.thompson@henry.k12.ga.us** |
| **Registrar/Data Clerk** |  |
| **LaSonya Coggins****School Clinician** | **lasonya.coggins@henry.k12.ga.us** |
| **Catherine Neill****Student Support Facilitator** | **cneill@henry.k12.ga.us** |
| **Lori Shelton****Counselor** | **lora.shelton@henry.k12.ga.us** |
| **Bridget Kelsey****Counselor (part-time)** | **bridget.kelsey@henry.k12.ga.us** |
| **Deborah Anderson****School Social Worker** | **Deborah.anderson@henry.k12.ga.us** |
| **Brittany Bryan****Mental Health Wellness Facilitator** | **brittany.bryan@henry.k12.ga.us** |
| **Sheila McKee****Instructional Effectiveness Coach**  | **smckee@henry.k12.ga.us** |
| **Melanie Reed****Title I Instructional Lead Teacher** | **melanie.reed@henry.k12.ga.us** |
| **Orleen Charles****School Nutrition Manager** | **orleen.charles@henry.k12.ga.us** |

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**IMPORTANT SCHOOL INFORMATION**

School Hours: Arrival 7:10-7:35 a.m.

Classroom Instruction 7:35 a.m.-2:15 p.m.

Breakfast 7:10-7:35 a.m.

Dismissal 2:15 p.m.

**\*STUDENTS MAY NOT BE CHECKED OUT AFTER 2:00 p.m.**

SCHOOL PHONE NUMBER: 770-954-3522

SCHOOL FAX NUMBER: 770-954-3525

HENRY COUNTY SCHOOLS BUS TRANSPORTATION 770-957-2025

SCHOOL CAFETERIA : 770-954-3522

**Operating Procedures and Guidelines for Flippen Elementary School**

**ACADEMICS**

Academic standards, or essential skills, are all important content knowledge students should have to succeed. Essential learning skills are provided for English Language Arts, Mathematics, Science, and Social Studies and may be further reviewed on the District website's HCS Learning and Performance page. You will have access to all the teaching and learning standards and resources implemented in the classroom and utilized at home.

<https://www.henry.k12.ga.us/Page/151339>

**ARRIVAL:**

* Students arriving between 7:10 am and 7:35 am proceed directly to their classrooms or cafeteria for breakfast.
* Students arriving after 7:35 am report directly to classrooms. Parents must sign their students into school when they are late.
* **Bus:** Our buses use the bus lane to drop off students.  Staff members assist students as they enter through the front doors of the building. No cars are allowed on the bus lane.
* **Parent Drop-Off (Walker):** Parents/guardians walk to the front door and drop off their child beginning at 7:10 a.m. Staff members meet and greet students at the doors and help them proceed inside**.**
* Do not drop off students in the parking lot. This is unsafe.
* **Car Rider:** Staff members assist in unloading students from cars to expedite the drop-off process. Parents/guardians must not get out of their vehicles. Students exit cars from the passenger side and enter the school through the front and side doors. Please do not have students exit the vehicle from the driver’s side for safety reasons.
* Students being dropped off after 7:35 a.m. must be walked by a parent or guardian into the school building and signed in.
* Parents may not park or drop off students in the parking lots, bus, or fire lanes.

**DISMISSAL**

* **Bus:** A staff person is assigned to each hall and escorts students to the bus ramp via their assigned bus. The bus numbers are posted online through a live Google form, and the assigned hall staff person calls out the bus numbers as a second step. Students assemble in the hall and are then escorted to the bus lane. Staff members are on the bus ramp to collect and walk the students to their assigned bus.
* **Parent Pick-Up:** Parents/guardians may not check out any students after 2:00 p.m. However, they may check out their child before 2:00, according to the contact information in Infinite Campus. Valid identification is required and verified in IC.
* **Car Rider:** Students’ assigned car numbers are posted via live Google documents. Students are dismissed to the hallway leading to the front doors by the parking lot. Staff members assist students in locating the appropriate vehicles. Please display your car rider number in your vehicle. If you don’t have your car rider number, park your car and enter the front office to check out your students. Your child will be dismissed to you at the conclusion of the car rider process.
* **After-School Programs:**  Students attending an after-school program report to the gym, and their names are verified on the daycare log.  They are then loaded into their specified daycare vans.

**The Henry County Board of Education is not responsible for the supervision and safety of students before the beginning or after the end of the school day. The Board does not expect its staff to exercise control over students who are not part of a school-sanctioned activity, are left at the school campus before the beginning of the school day, or are not picked up after school on time.**

**TARDIES**

Students must be in the classroom by 7:35 a.m., or they are marked as tardy. Parents must come

into the building and sign in students after 7:35 a.m. When a Henry County school bus is late,

students on that bus are not counted as tardy. Students with excessive tardiness will be referred to the Henry County School Social Worker.

**BUSSES**

Bus riders are dismissed at 2:15 p.m. Check the county website for pickup and drop-off times at your bus stop. Remember that pickup and drop-off times can fluctuate a few minutes in either direction.

**HERE COMES THE BUS**

 Henry County Transportation is now using a new parent notification app, Here Comes the Bus.  This app will notify parents when their student’s bus is approaching their stop.  For more information and directions on downloading the app, please click [***here***](https://schoolwires.henry.k12.ga.us/cms/lib/GA01000549/Centricity/Domain/1/HCTB%20Flyer%202022-2023%20No%20Code.pdf).  For questions or concerns, please email us at ***HCTB@henry.k12.ga.us******.***

**CARPOOL**

Carpool riders are dismissed at 2:15 through the carpool loop in front of the building. Parents must have their carpool number in their window to receive their child and remain in the car. If you lose or don't have your assigned carpool number, you must visit the front office to show identification. You will be given a new carpool tag, and your child will be dismissed after the car rider process.

**DAYCARE VANS**

Students attending off-site childcare programs are dismissed at 2:25 p.m. These students are

escorted from the building through the gymnasium. If your child will be absent or not riding the van that day, please make sure you contact your child’s daycare.

**EARLY CHECK OUT**

If a student is to leave school early, we request that the parents send a note to the student’s teacher that morning.

All checkouts occur before 2:00 p.m. to ensure a safe and orderly student dismissal. If a student is checked out before 11:00 a.m. and does not return to school, they will be considered absent for the school day.

**BUS EXPECTATIONS**

Riding a school bus is a privilege contingent on proper and courteous conduct. Students who ride the bus are expected to stay in their seats while the bus is in motion, speak in low voices, refrain from throwing objects, keep their heads, arms, and hands inside the bus, keep hands and feet to themselves, cooperate with the bus driver and act respectfully. Students may be subject to discipline, including temporary bus suspension, when bus rules are violated.

**CHANGES IN TRANSPORTATION**:

If you have a transportation change for your child, please submit a signed ***Change of Transportation Note*** to your child’s teacher. The student’s parents or guardians may only make the request. Written confirmation of a change of dismissal with a signature is required. Students will be sent home as usual if the school is not notified in writing. Emails, texts, or Dojo messages sent to teachers will not be accepted.

**ATTENDANCE GUIDELINES**

**ABSENCES / ASSIGNMENT REQUESTS BEFORE AN ABSENCE**

***The Georgia Board of Education lawfully excuses students for the following reasons: personal illness, death in the immediate family, or special and recognized holidays observed by their faith.***

Occasionally, a child must remain home due to illness but is well enough to complete assignments. If your child has been absent two consecutive days, and you anticipate additional excused absences, you may call the front office by 9:00 am to request assignments, books, and materials. The teacher will prepare materials and have them ready for pickup after 3:00 pm at the front desk. The teacher determines the completion or modification of assignments missed during absences. Students are allowed at least one day each day to make up assignments.

**EXCUSED and UNEXCUSED ABSENCES, Policy JBD: Absences and Excuses**

Absences will be treated as excused if they occur for any of the following reasons (additional documentation, such as medical documentation, may be required by the principal or designee):

1. Personal illness or when attendance in school endangers the student's health or the health of others.

2. A serious illness or death in a student's immediate family necessitating absence from school.

3. A court order or an order by a government agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.

4. The observation of religious holidays necessitating absence from school. See Policy JBFA: Religious Holidays

5. Conditions rendering attendance impossible or hazardous to student health or safety.

6. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to active duty for or is on leave from overseas deployment to a combat zone or combat support posting. A student shall be granted excused absences, up to a maximum of five (5) school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian before such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.

7. A scheduled medical, dental, or eye examination of the student.

8. Attendance on a trip or event having significant educational value, provided (1) the school administrator is notified of the absence in advance and (2) the school administrator determines if the trip or event has significant educational value.

9. Unusual or urgent circumstances requiring the student's parents or legal guardian to be outside Henry County overnight and where it is determined by the parents/legal guardian that it would be in the student's best interest for the student to accompany the parents/legal guardian. Where possible, a written explanation should be submitted by the parents/legal guardian before the student is to be absent. If prior notice cannot be given, a written explanation is to be provided no later than the first day the student returns to school after the absence.

10. Take Your Child to Work Day. Students participating in this event will be excused but counted absent.

**UNEXCUSED ABSENCES: An absence that does not qualify as excused is unexcused.**

Parents are encouraged to monitor student attendance carefully and frequently through the student record (Infinite Campus) Parent Portal and contact the school immediately with any questions about the attendance record. Unexcused absences will be subject to attendance investigation and can result in a penalty as imposed by Georgia’s compulsory attendance law.

Excessive absences may jeopardize a student’s ability to earn course credits for the semester or year and/or enrollment status in Henry County Schools in specific circumstances. In addition, withdrawal from school before graduating may jeopardize a student’s eligibility to obtain or keep a driver’s permit or license.

See Policy JBD: Absences and Excuses and Policy JBCD: Transfer and Withdrawals. Truancy Intervention Meeting As required by law, Henry County Schools Student Attendance Protocol provides a progressive discipline, parental notification, and parental involvement process for truant students before referring the students and/or parents to juvenile or other courts having jurisdiction.

**Excessive unexcused tardies/early checkouts may also be addressed through the same process.**

**Guidelines for the Student Attendance Protocol include, but are not limited to, contacting parents by mail or phone at three (3), five (5), and eight (8) unexcused absences. Students who arrive at school late and check out (unexcused) may receive written notification regarding the possible consequences of their actions. At ten (10) unexcused absences or (20) unexcused tardies/early checkouts, parents may be required to attend a Truancy Intervention Meeting (“TIM”).**

Review the Board policy on excused absences.

[**https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=4088&revid=gaToV3b94cslshaEoxQpTp7VA%3D%3D&PG=6&st=attendance&mt=Exact**](https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=4088&revid=gaToV3b94cslshaEoxQpTp7VA%3D%3D&PG=6&st=attendance&mt=Exact)

**ILLNESS**

Students should not return to school within 24 hours of vomiting or a temperature of 100.0 or higher. If your child is sick, please do not send them to school. The clinician will notify parents if their child gets sick at school. Sometimes, the child will have to go home.

**WRITTEN NOTES**

A written notice from a parent/legal guardian or doctor must be sent to the teacher upon returning to school within five (5) days of the last day of the absence. A medical note can be received anytime.

**EXTENDED ABSENCE**

If a student is absent for ten (10) or more “consecutive” school days, the student WILL BE WITHDRAWN AND NEED TO BE RE-ENROLLED UPON RETURNING.

**AWARD CEREMONY (SPRING)**

We celebrate our student’s academic and social accomplishments throughout the school year in various ways. Student accomplishments are featured on our television broadcast, announced on the intercom by administrators, and personally complimented by their teachers and administrative team members. In addition, we will have an annual awards day ceremony for each grade level at the end of the school year. All ceremonies are student-centered and well-planned by the teachers for each grade level.

* **The Principal’s Honor Roll** recognition is given to every student with an “A” average as

their final 1st and 2nd semester grades in all subjects.

* **The A / B Honor Roll** recognition is given to students who have earned an “A” or “B” average or as their final 1st and 2nd-semester grades in all subjects.
* **Perfect attendance** certificates are given to students who haven’t missed any school days and have less than three tardies for the school year.
* **Outstanding Attendance:** Students with three or fewer absences.
* **Flippen Falcon Award:** Students of good character and citizenship.

**BIRTHDAY CELEBRATIONS/PARTIES**

We announce monthly students celebrating birthdays. To minimize disruptions to learning, we do not allow birthday parties at the school. Please don’t bring editable treats, balloons, or flowers to the school. Please do not send party invitations to the school for your child to distribute. This often causes emotional harm to students if they are not invited to a student’s party.

We support two school-wide parties for all classrooms in December and May (Holiday and End-of-Year). The teachers and room parents coordinate these activities with parents and students.

**BREAKFAST AND LUNCH**

When students arrive at school, they can go to the cafeteria for breakfast or to their classroom at 7:10 a.m. **We encourage all students to eat breakfast**. Please ensure your students eat breakfast daily, but we encourage you to have them in the building by 7:35 a.m.

Lunch times vary by grade level. If your child is not purchasing school lunch, please pack a nutritious meal. No glass items are permitted; staff cannot warm students’ food in microwaves. These are safety precautions. More importantly, we ask all parents to complete the Free and Reduced Meal Application.

**BUS STOP SAFETY**

**Video Cameras on Buses:**

Each bus is equipped with a video camera. Students are videoed on each trip, and the videos record their behavior on the bus. If a disciplinary issue has been identified, a parent may make an appointment to view a tape of their child upon written request.

**TRANSPORTATION TO AND FROM DESIGNATED STOPS**
Students will be picked up at their designated bus stop and returned to their designated bus stop. Students may only ride their assigned bus. Henry County Schools is responsible for transporting students from bus stops to school and from school to bus stops. Parents are responsible for the child until the child enters the bus at his/her designated bus stop.

Henry County Schools shall not be responsible for the student after he/she returns to the designated bus stop. Parents should ensure students are at their assigned bus stop five minutes before the bus arrives.

Contact the Transportation Services Department at 770-957-2025 for information regarding bus pick-up/drop-off times and locations or to discuss any concerns regarding bus routes or drivers. Parents should not interrupt bus routes or attempt to board buses to discuss issues with drivers. The parent or designee must accompany their student(s) at the bus stop drop-off and pick-up for eight-year-old and younger students.

A student eight years and under will be brought back to their school in the afternoon if a parent, guardian, or designee is not at the bus stop to receive them or if they otherwise appear to have no appropriate supervisor. A bus driver must be able to identify the parent or designee. The driver will only release students at their designated bus stop. Please arrive at the bus stop five minutes before the bus arrives. This requirement also applies to Special Needs Students, who MUST have adult supervision during drop-off.

**The guidelines below are mandated by Georgia’s Department of Family Children Services (DFCS) division regarding students requiring adult supervision (http://dfcs.georgia.gov).**

Eight and under Should never be left alone, even for short periods of time.

Between 9-12, Based on the level of maturity, can be left at home for brief periods of time. (Never as a babysitter)

13 and older: They can generally be left as babysitters, except for children in foster care. It is not recommended, however, that 13-year-olds babysit infants, small children, and children who require special needs attention due to medical conditions.

**Students should adhere to the following safety rules at the bus stop:**

1. Students who must cross the road to board a bus should never do so until the bus has come to a complete stop, the proper warning signs are displayed, and the driver motions for students to cross.

2. Students should only cross the road in front of the bus and never cross the road behind the bus.

3. Students should always stand a safe distance from the road (at least twelve feet).

4. Students who must cross the road after exiting from the bus should always cross at least twelve (12) feet in front of the bus after looking in both directions for traffic and after the driver motions for students to cross.

5. Students should never run to or from the bus.

6. Students should be at their assigned bus stop five (5) minutes before the arrival of the bus.

**For the safety of all students who ride the bus, students are expected to obey the following rules:**

1. Students must use only the bus and the bus stop assigned to them.

2. Students may not enter or leave the bus at any place except the student’s regular bus stop or school unless the student has a note from home approved by the principal, principal, or designee.

3. Students who must change buses at any school must follow the rules of that school. See the section below on Transportation Change.

4. Students must stay in their seats while the bus is in motion. Students may not reserve seats.

5. Students must obey all bus safety rules and the directions of their bus driver.

6. Students are not allowed to transport balloons, flowers, glass containers, or animals (dead or alive, including insects) on the bus.

7. Students are not allowed to consume food or drink on the bus.

 8. Students must not throw anything, including litter, inside or outside the bus or cause damage to it.

9. Students must obey all rules listed in the Code of Conduct section of this Handbook while riding a school bus.

10. Using any electronic devices during the operation of a bus is prohibited, including but not limited to cell phones, pagers, audible radios, tape or compact disc players without headphones, or any other electronic device in a manner that might interfere with bus communications equipment or the driver’s operation of the bus.

11. Parent Application: “*Here Comes The Bus*.” It tracks the school bus and gives scheduled and actual arrival times at home and school for your bus route. It also provides push and email notifications when the bus is near.

Please visit https://schoolwires.henry.k12.ga.us/domain/40 to access here comes the bus app. information.

**Violations of the bus rules will be handled with disciplinary consequences through the HCS Code of Conduct Handbook.**

**CAFETERIA VISITORS AND PROCEDURES:**

• Parent lunch visits with their child begin on September 9, 2024. **Only parents may attend; guests are not allowed.**

• Students will not be removed from classroom instruction to eat lunch with a parent. Please plan your visit according to your student’s lunch schedule.

• Parents will only eat with their child at the designated cafeteria table for 25 minutes.

• Classmates/Friends are not permitted to sit with visitors. You may not engage with other students in the cafeteria.

• When you arrive, sign in at the front desk, get a visitor’s name tag, go to the cafeteria, and wait for your child.

• Food from outside vendors, fast food chains, or restaurants is permitted in the cafeteria when dining with your students. We will give you an alternative location to eat with your child.

• Students cannot have energy drinks or coffee during the school day.

• Parents and guests cannot visit the classrooms, nor can you take pictures of other students.

**CAFETERIA EXPECTATIONS R.A.D**

**We always walk into the cafeteria.**

**We use our inside voices in the cafeteria.**

**We use the restroom before coming to lunch.**

**We get everything we need before leaving the lunch line.**

**We respect others at all times.**

**We raise our hands if we need help.**

**We remain seated until an adult dismisses us.**

**CAFETERIA FOOD SELECTIONS**

Students may purchase a complete, nutritional meal daily. If your student brings lunch, please do not send glass water bottles or containers to lunch with your students, and please ensure the meals are nutritious. If you are eating with your scholar, you can bring fast food to eat with your scholar at a designated table. This is the only time fast food restaurant meals are permitted in the cafeteria. We will not permit students to eat fast food with their classmates in the cafeteria. They will be given the school lunch options.

**My School Bucks (Online Payment). *Flippen is a cashless school*. Use MySchoolBucks for all payments, grade-level fees, and purchases.**

<https://www.myschoolbucks.com/ver2/getmain?requestAction=home>

**CELLULAR PHONES OR OTHER PERSONAL ELECTRONIC COMMUNICATION DEVICES**

**A student shall not use, display, or turn on a cellular telephone or other personal electronic communication device on school property.** No such devices may be used in school, on school system-operated vehicles, or during an emergency drill or evacuation.

**CLASSROOM OBSERVATIONS:**

Classroom observations must be prearranged through the Principal or Assistant Principal and will last 20 minutes. The following guidelines must be used in setting up parent visitations:

1. Requests must be made 48 hours before the requested date and time.

2. State the purpose of the visit. (i.e., identify what you expect to accomplish by the visit.)

3. Sign in to be escorted to the classroom at the office, and a staff member will remain with you.

4. The maximum amount of time is 20 minutes per observation.

5. Refrain from engaging the attention of the teacher or students through conversation or other means.

6. Remain nondisruptive to the instructional process.

7. Return to the office and sign out. Please inform the front office if you need to follow up with the principal.

**CLASS CHANGE/REQUESTS (**also see Parent-Teacher Requests)

We do not adhere to parent requests for specific teachers or class changes. All teachers are certified to teach. We welcome parents’ input and sharing of their child’s learning styles and characteristics. This aids in selecting a teacher that enhances your child’s learning experiences.

If a concern arises, we welcome parents’ sharing with the administrators. Resolving the problem entails listening to all parties and making a decision that is best for the student. Under certain circumstances, the administration may make a change.

**CLASS LISTS FINALIZED**

Class lists are completed once the county seat count is finalized. While counts are taken until the 10th day of school, the final process can be anywhere from the 3rd to 4th week. Classrooms can be added, collapsed, or balanced, and there could be potential movement.

**CLINIC**

The clinic aide will contact parents when students are injured or become ill at school. Prescription medications can only be administered with an authorized signature from a physician and parent/guardian. Authorization can be faxed directly to the school from the physician’s office. Any exceptional medical conditions need to be brought to the attention of the teacher and the clinic aide. All medicines must be kept secure in the clinic.

**COMMERCIAL SALES / SOLICITING FUNDS from STUDENTS or EMPLOYEES**

Seeking commercial sales or soliciting funds from students or employees by any business, industry, organization, or individual for the purpose of selling a product, service, or membership (e.g., solicitation) is prohibited on school grounds. The selling of any article or subscription or any other activity undertaken to raise funds or collect monies in or through a school is **prohibited** unless the particular activity is approved by the Henry County Board of Education, see Policy KEB: Solicitations. **Please do not allow your child to bring items to school to sell items or solicit funds from students or employees.**

**COMMUNICATION (Newsletter and Website)**

The Flippen Family Newsletter is sent to parents each month via School Messenger. This newsletter gives important dates, upcoming events, etc. Teachers will communicate monthly class assignments, standards learned, and activities coming up for the grade level. The website is updated monthly with news regarding school-wide events, district information, and links to important documents.

**CHAIN OF COMMAND**

Parents and teachers must work together to ensure that students have a positive and successful learning experience. To address questions and concerns quickly and effectively, all problems should be shared with the teacher, who is the closest person who has the most information and can resolve the issue first. We ask that you speak with the teacher to resolve concerns and discuss your child’s academic or behavior.

• If you have a curriculum or instructional question or concern, please get in touch with the following person(s) in this order: **classroom teacher,** Instructional Improvement Coaches (Math or Literacy), the Assistant Principal if needed, and then the principal.

• If you have a discipline concern, please contact the following person(s) in this order: classroom teacher, Assistant Principal if needed, and Principal if there is no resolution.

• If you have a bus concern, please get in touch with Henry County Schools Transportation and then the Assistant Principal, if necessary.

• If you have a cafeteria concern, please contact the Cafeteria Manager first, then the Assistant Principal if necessary.

• If you have a records request, contact the School Data Clerk or Registrar.

• If you have medical concerns, please get in touch with the clinic aide.

**COMMUNICATION BY EMAIL**

Please use email to communicate with teachers about NON-EMERGENCY concerns. Often, teachers don’t check their email during the instructional day. When emailing the teacher, please allow 24-48 hours for a response.

***Parents’ Right to Know***

***ESSA Section 1112(e)(1)(A)***

In Georgia, all LEA schools are required to notify parents at the beginning of the school year of their ‘right to know’ the professional qualifications of the student’s classroom teacher(s) and paraprofessional(s).

Parents may request the following information about their student’s teacher:

• Whether the teacher has met Georgia qualifications as licensing criteria for the grade level and subject matter they teach.

 • Whether the teacher is teaching under emergency or other provisional status through which Georgia requirements have been waived.

• The teacher’s college major, whether the teacher has an advanced degree, and, if so, the subject of the degree.

• Whether any teachers’ aides or similar paraprofessionals provide services to the child and, if so, their qualifications.

Teachers mostly communicate this information in the welcome letters, but let me know if you have any questions regarding the Right to Know Regulation.

**CONDUCT EXPECTATIONS FOR PARENTS, GUARDIANS, & VISITING ADULTS**

***We ask all parents, guardians, and visiting adults always to remember to adhere to the expectations***

***outlined in this handbook, as well as all Henry County policies and procedures. The principal and***

***assistant principal expect all employees to treat students and parents respectfully. The same is***

***expected of our parents. Being disrespectful and rude to our employees in person and on the***

***the telephone is not acceptable. Administrators and the school’s resource officer will deal with all infractions if needed. Also, parents are not allowed to enter school buses, engage in confrontations at the bus stop, smoke or drink at the bus stop, or engage in disciplinary conversations with children. The school administrators should address all issues. We strive to provide a warm and nurturing learning environment for our students; therefore, we appreciate the cooperation of everyone involved in the lives of our students.***

***Georgia Code: O.C.G.A. 20-1-1181***

***Disrupting Public School:***

*It shall be unlawful for any person to knowingly, intentionally, or recklessly disrupt or interfere with the*

*operation of any public school, public school bus, or public school bus stop as designated by local school*

*boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high*

*and aggravated nature.*

**CONFERENCES**

Parent-teacher conferences will occur at least twice yearly via phone, virtual, or face-to-face. Parents can request conferences with parents throughout the school year.

**CONTACT INFORMATION**

We need to be able to contact you. ***Please keep your address, home, work phone numbers, and emergency contacts updated in Infinite Campus.*** If an emergency involves your child, we depend on using the contact information provided. If we cannot contact the parents, we will immediately notify the emergency contact person listed for the student in Infinite Campus. If we cannot contact anyone on the emergency contact list, we seek the assistance of the school’s social worker.

Update all parent, emergency contacts, phone, residency, and email addresses on Infinite Campus. The link is below.

<https://drive.google.com/file/d/1DtshIsKE_1D-iSc1oa7T2oDrEzS_I1jS/view>

**DELIVERIES or DROP OFF FOR STUDENTS AT SCHOOL**

***Flippen does not allow deliveries from DoorDash, Uber Eats, or other food businesses******for students at the school.***

We encourage parents to pack lunches for their students and place them in students' bookbags. There were many disruptions last year to the front office and classrooms with lunch drop-offs. We will not interrupt front office business, teacher instruction, and learning for student messages or deliveries.

If a parent must bring an item to school, such as lunch or a book bag, **please bring it to school by 10:00 a.m.** and leave it at the designated table in the lobby. This will ensure that all student's lunches will be delivered before the first lunch period. Please label it with your child’s name and place it on the table in the lobby. It will be distributed to your child. Any non-approved item (outside food vendors, balloons, flowers, etc.) will not be given to students and will be returned. This modification prevents disruption to the normal operation of school business, our attention to student emergencies, and teaching and learning**. Students are encouraged to bring all necessary items to school.**

**DISCIPLINE**

The Henry County School System operates on the philosophy that all students have the right to learn. Flippen Elementary expects to be free of disruptive or unsafe student behavior at the school. Teachers, parents, students, and administrators work together to ensure this occurs. Parents receive a copy of the Henry County Parent and Student Handbook via email at the beginning of each school year. It is also posted on the District’s website and linked to the monthly Smore Newsletter; copies are in the front office.

At Flippen, we focus on recognizing and rewarding positive student behavior. There must be clear behavior expectations around our building. Our students strive to follow the daily RAD (Responsible, Accountable, and Dependable expectations). Their mission is to cultivate a school climate that ensures safety and learning. This team regularly analyzes our discipline data so that we can determine trends and provide support and interventions so that children can learn positive habits and increase their time in the classroom. Students are redirected for off-task behaviors.

The School Counselor, Mental Health and Wellness Facilitator, and Assistant Principal work closely with teachers to help reinforce positive behavior. Administrators deal with major offenses and chronic minor offenses. They use interventions such as parent conferences, time out, in-school suspensions, out-of-school suspensions, and referrals to school counselors and social workers. Please refer to this for specific district policies outlined in the Henry County Student and Parent Handbook.

Confidentiality regarding student discipline is essential. We will not disclose other students' infractions or disciplinary consequences with a non-parent of the student; federal and state laws govern it.

**DRESS CODE:**

Violation of the dress code policy. It is the Board of Education’s belief that it should enforce hair and dress codes to prevent disruption of the educational environment, health or safety hazards, and interference with the learning of other students.

The following regulations regarding the dress code apply to students while on school grounds, while remote learning, while participating in school athletic events, while participating in school extracurricular activities, or while on any transportation vehicle owned or used by the Board of Education.

* 1. Extreme styles of clothing that, in the opinion of the principal or the principal’s designee, would interfere with learning, cause a disruption of the educational environment, or be a health or safety hazard are not permitted. Clothing should be clean, neat, and worn properly (pants and skirts shall be worn at the waist). Clothing should not be too tight, too loose, too short, or too long and should not have inappropriate writing or pictures, including but not limited to clothing that advertises alcohol, tobacco, drugs, any prohibited product, sex, depicts or suggests violence or which contains suggestive writings, pictures, or emblems that are inflammatory, vulgar, or discriminatory.
	2. Hats, scarves, and other headpieces will not be worn within the school building unless approved for special occasions by the principal or the principal’s designee. Head wraps, scarves, or dresses worn to observe a cultural or religious tradition/belief are acceptable if they do not disrupt the educational environment.
	3. Pants and jeans with noticeable splits or holes that, in the opinion of the principal or the principal’s designee, would cause a disruption of the educational environment, would be a health hazard or would interfere with the learning of other students, are prohibited.

 4. Shorts, skirts, culottes, split skirts, or dresses must be reasonably appropriate.

5. Immodest clothing is prohibited. See-through clothing, bare shoulders, bare midriffs, halters, and tank tops are prohibited. Tight-fitting clothing, such as spandex or bicycle-type clothing and any facsimile, is prohibited.

6. Jewelry, clothing, or other items that have pictures, logos, lettering, writing, or other symbols that the principal considers vulgar, profane, offensive, suggestive, or disruptive, or that reflect sexual or obscene overtones, or that advertise any alcohol, tobacco, or controlled substances are prohibited. Spiked jewelry, clothing, shoes, or chains are not permitted.

 7. Wearing clothing, jewelry, or other items symbolizing gang affiliation is prohibited.

 8. Uniforms for cheerleaders and drill team participants are prohibited in the classroom.

9. Shoes are required for safety and hygiene and may be worn with or without socks for their safety; flip-flops or slid-in shoes are not permitted.

10. Earrings or other jewelry of such size or style that, in the opinion of the principal or the principal’s designee, would interfere with learning, would cause a disruption of the educational environment, or would be a health or safety hazard, are prohibited.

**Violations of the Dress Code Policy will be referred to an administrator for resolution.**

**ELECTRONIC DEVICES** *(see cellular phones)*

**Cell Phones Per Board Policy, using Personal Communication Devices during the school day is prohibited in PreK-5.** Cell phones, tablets, smartwatches, etc., except for school-issued devices that are visible or turned on during the school day, will be confiscated, and the parent will need to pick them up from an administrator. Students are never allowed to record or video a student or staff member.

**EMERGENCY SCHOOL CLOSING/DELAYED START OF SCHOOL DAY**

**Delayed Start of the School Day:**

If the District needs to delay the start of the school day, schools may have a two- (2) hour delay. As transportation buses serve all District schools within a community, the bell times for a two- (2) hour delay schedule will be as follows: **Elementary schools will start at 9:45 a.m.**

The school’s bus arrival time will also change to reflect the two (2) hour delay. For example, if a student’s school bus stop is normally 7:35 a.m., the time will be adjusted to 9:35 a.m. under a two-hour delay. A delayed start, including bus transportation, will not change the school end times on that day. Early Release from School During scheduled early release days, students will be dismissed at the following times:

• Elementary schools will dismiss at 11:25 a.m.

**CANCELLATION of SCHOOL / MODIFICATION**

In the event of severe weather or other emergencies, official information about school closings or modifications to the start or end times of school will be broadcast on Atlanta area radio and television stations and posted on the Henry County Schools website. Parents should be aware that severe weather or other emergencies could cause the school to be canceled after the school day has already begun. Parents should plan accordingly.

If it becomes necessary to modify the start or end of the school day, the adjusted start or end time will be communicated. For additional information about adjustments, see the “Delayed Start of the School Day” section within this Handbook.

**FIELD TRIPS**

Field Trips and Excursions are designed to supplement instruction. Parents will receive notices of field trips before the scheduled trip and will be asked to sign a field trip permission form. A small contribution may be requested to help defray transportation or facility costs. No student will be penalized in any manner or denied the opportunity to go on the field trip for failure to contribute. Individuals or organizations often offer the opportunity for students to travel during weekends, school breaks, or even when school is in session. Unless the Henry County Board of Education approves these opportunities, matters of interest or concern must be addressed to the individuals or representatives sponsoring these trips.

Absences from school due to student participation in such travel will only be excused if approved in advance by the principal. Every child must have written permission from a parent or guardian before attending a field trip. No verbal permissions will be accepted from parents.

**FERPA: Family Educational Rights and Privacy Act FERPA Opt-Out Process –**

Parents/Guardians of students under 18 years of age objecting to the release of information (including photographs) should request a form from the Assistant Principal to place their objection in writing no later than August 31st of each school year or within 10 calendar days of the student’s enrollment. Complaints must be renewed each school year. This objection includes social media, class pictures, and the yearbook.

**Also, remember that all student information is private and not disclosed or shared with anyone outside the parent or guardian.**

**FUNDRAISERS**

Flippen will hold fundraisers throughout the school year. We will plan them accordingly to ensure we pace them for family engagement and support and not to overwhelm you.

Please understand how important these schoolwide fundraisers are to our students and teachers. Fundraisers are how we give and purchase items for our students. We have close to 600 students, and our scholars love monthly Fun Fridays, special treats, dances, and monthly celebrations and awards for academics and attendance. Funds generated through schoolwide fundraisers are used for these purposes. Please support as much as you can.

**GRADING**

Grades will be assigned to show mastery of standards or progress towards mastery of standards.  Standard grading practices should be followed for the following grade levels.

a. Student progress will be evaluated based on standards-based assessments, performance tasks, classroom and homework assignments, tests and quizzes, and special projects.

b. Grades shall be entered into the grade book weekly.

**HOMEWORK**

Homework in Henry County Schools should provide time for students to practice what they have learned in class or to elaborate on information that has been introduced. Homework and practice should be used as instructional tools to help foster mastery of the outlined skills and concepts and provide opportunities for students to refine and extend their knowledge of the content taught throughout the school year. Practice is necessary for learning and mastering knowledge of any type. To this end, although there may be some exceptions, the school district provides guidelines on approximate times your child may spend on homework based on their grade level.

**Kindergarten - Approximately 30 minutes (collectively). Assignments should be those that require little parental**

**assistance.**

**First Grade - Approximately 30 minutes (collectively). Assignments should require little parental assistance.**

**Second Grade - Approximately 30 minutes (collectively).**

**Third Grade - Approximately 30 minutes (collectively).**

**Fourth Grade - Approximately 50 minutes (collectively).**

**Fifth Grade - Approximately 50 minutes (collectively).**

Specifically, the following are suggestions of ways that parents should support their child(ren) in successfully completing homework:

• Help set up a consistent, organized place for homework.

• Help your child establish a consistent schedule for completing homework or help him/her create a

schedule each weekend that reflects that particular week’s activities.

• Encourage, motivate, and prompt your child to complete the work independently. The purpose of the homework

is for your child to practice and use what he/she has learned. If your child consistently cannot do the

homework by himself/herself, please contact the teacher.

• If your child is practicing a skill, ask him/her to tell you which steps are easy for him/her, which are difficult, or how he/she will improve. If your child is doing a project, ask him/her what knowledge he/she applies to the project. If your child is consistently unable to talk about the knowledge he/she is practicing or using, please call the teacher.

• Homework designed to practice specific skills or concepts should be checked for accuracy (e.g.,

**7.  Makeup Work**

a.  Students are responsible for any missed assignments on the first day they return to school from an absence.  The principal or their designee will determine the number of days allowed to complete make-up work but will not exceed the number of days absent.  Failure to comply with this procedure will result in a grade of zero (0) being given for graded assignments missed during an absence.

b.  Students assigned Out of School Suspension (OSS) can make up work upon return.  The number of days to complete make-up work is commensurate to the number of days of OSS (i.e., 3 d, days of Out of School Suspension=3 days to make up work missed)

**GUIDANCE AND COUNSELING:**

Our school counselor and Mental Health Wellness Facilitator provide individual or small group counseling to children; conduct classroom guidance lessons on a regular schedule; work with school personnel to foster a positive learning environment for students; assist parents in understanding children and developing positive attitudes, techniques, and strategies essential for constructive child rearing; and assists parents and children in obtaining specific school and community services.

At times, the MHWF and Counselors may recommend and provide a list of outside counseling services to parents for their students.

**INFINITE CAMPUS:**

Through Infinite Campus, parents can check student grades and attendance and view progress reports and report cards. Please register using the link below.

<https://campus.henry.k12.ga.us/campus/portal/parents/henry.jsp>

**INSTRUCTIONAL PROGRAM**

Flippen Elementary School instructs students using the Henry Teaching Learning Standards in grades K-5). The curriculum includes language arts (reading, writing composition, English, spelling, and handwriting), mathematics, world language, social studies, science, health, music, physical education, and art.

**LOST AND FOUND:**

Please label clothing and personal items with your child’s name. The lost and found area is located near the custodial suite. If you need to retrieve any lost items, please ask your student to locate them. Arrange with the teacher to review the lost and found boxes. At the end of the school year, unclaimed property is given to a local homeless agency.

**MEDICINE, Policy JGCD: Medication and Regulation JGCD-R(1): Medication-Procedure**

When students must take medicine at school, prescription or over-the-counter (OTC), parents must bring all medicine and related equipment to the principal or his/her designee and complete a Student Medication Consent Form and Release. Medicine cannot be given without written permission and instructions from the parent. **Please do not send medicine to school by students.**

Prescription medicine must have a current pharmacy label in the original pharmaceutical container. Over-the-counter (OTC) medication must be in the original pharmaceutical container. At school, only the age-appropriate dosages, per OTC label, will be administered unless directed otherwise in writing by a physician. Every effort should be made to give medication doses at home.

All prescriptions and over-the-counter medicine will be kept in the clinic or school office unless authorized in writing by a physician and approved by the principal. Students are subject to disciplinary action, including but not limited to short-term suspension, long-term suspension, or expulsion, if they possess medicine at school without the principal’s consent, distribute the medicine to other students, or use the medicine in a manner that is not prescribed or per label directions (for over-the-counter medicines).

**PARENT TEACHER ASSOCIATION (PTA)**

The PTA plays a vital role in the success of our school. Many parents volunteer their time, financial

resources, and special talents in endless ways as they become partners in their child’s education. We

strongly encourage parents to join the Flippen Elementary School PTA and become active

participants. You may join the PTA by paying $20.00.

**PARENT-TEACHER REQUESTS** (see class change also)

Parent input into their child's educational needs is welcomed. We aim not to disrupt the learning and social engagement of any student assigned to a specific teacher and classroom. Parents’ requests for a specific teacher will be heard, but administrators won’t automatically reassign a student to a specified teacher/classroom. We encourage parents to speak with their child’s teacher and share their child's attributes, needs, or concerns with the teacher to support the scholar academically and socially.

**RECESS**

1. Recess—A regularly scheduled period in the school day for elementary school students in kindergarten through fifth grade, during which students engage in physical activity and play that is monitored by school staff. During recess, students are encouraged to be physically active and engage with their peers in activities of their choice.
2. Unstructured break time- a regularly scheduled period in the school day for elementary and middle school students in kindergarten through eighth grade where students are allowed to disengage with their academic studies to decompress, reduce stress, and ultimately increase productivity and attentiveness.

Unstructured break time may incorporate engaging activities within the classroom, including physical activity, games, or other forms of socialization.

**REGISTRATION**

New and returning students must reside in the Flippen Elementary School attendance zone. You must register online: <https://campus.henry.k12.ga.us/campus/apps/olr/application/login/email-choose-year>.

The following documents must be furnished for all students entering a Henry County school district for

the first time:

● An official copy of the student’s birth certificate (with seal)

● A Georgia Certificate of Eye, Ear, and Dental Screening

● A Georgia Certificate of Immunization (including Hepatitis B for students born after January 1,

1992; and Varicella vaccine or proof of immunity for students new to a Georgia school

(beginning Fall 2000)

● Proofs of residency and, in some cases, proof of guardianship

● Affidavit of Residency

● Valid photo ID from the parent and guardian

Please remember that the person who enrolls a student is the only person who can officially withdraw the student.

**REPORT CARDS/PROGRESS REPORTS:**

Progress Reports and Report Cards will be available via the Parent Portal on Infinite Campus every 4 ½ weeks. Progress Reports will be posted at 4 ½ and 13 ½ weeks, and Report Cards at 9 and 18 weeks each semester. A printed copy of your child’s report card will be available.

**SAFETY AND SECURITY:**

**CHECKOUTS/DISMISSAL/ADMITTANCE**

Students will not be checked out after 2:00 p.m., and visitors will no longer be granted access to the building. Our staff must be focused on preparing students to dismiss safely. Again, no student is permitted on campus before 7:10 a.m.

**BUILDING ACCESS:**

To be granted access to Flippen Elementary School, ring the intercom bell, ANNOUNCE THE REASON FOR YOUR VISIT, and SHOW IDENTIFICATION. We will give you access to enter the building. You must enter the front office and SHOW IDENTIFICATION. Please help us in advance by having your identification available.

We ask that students, staff, and volunteers help us ensure that doors are closed behind them. Doors are not to be propped open in any way. Please help one another by ensuring exterior doors close after you enter and exit the building. This is a safety precaution for our students and staff.

**SAFETY / EMERGENCY PLAN**

An individualized school emergency plan that outlines critical procedures and actions by the emergency team is in place for all Henry County Schools. It is reviewed before and during the school year with all staff members. No parent enters the building during a drill or emergency situation.

**SAFETY DRILLS**

Evacuation drills are conducted monthly. Students learn the safety drills procedures during the first week of school and practice each month. Fire drills, soft and hard lockdowns, and shelter drills are also conducted throughout the school year. If you are visiting Flippen at the time, you will be expected to follow drill procedures.

**SCHOOL COUNCIL**

The School Council provides parents, school staff, and community members with a leadership role in the school’s management. It is a body that represents the community and the school and operates under the control and management of the Board of Education.

**SCHOOL INSTRUCTIONAL HOURS**

The building opens for students and parents at 7:10 a.m., and instruction begins at 7:35 a.m. Parents must ensure their students arrive on time and do not miss learning. This is very important, and when a student enters the classroom late, it causes academic harm. They miss instruction and peer/teacher engagement and delay processing learning.

**STUDENT RECORDS: CHANGE OF ADDRESS / PHONE NUMBER**

The parent must change all addresses and phone numbers in the Infinite Campus Parent Portal. Students need at least two local emergency contacts in our school database. School staff cannot change or modify your information in Infinite Campus.

**WITHDRAWAL PROCEDURES**

Parents must notify the data clerk or registrar of their intent to withdraw their child and complete a withdrawal form at least a week before withdrawing. Textbooks, laptops, and library books must be returned, and lunch fees must be paid before records can be forwarded to the next school.

**TELEPHONE CALLS**

Teachers cannot leave their classrooms for telephone calls. If a medical or other emergency arises, the teacher will send the student to the clinic or front office.

Parents may call and leave a message for the teacher with the front office assistants. Teachers will check for messages at the end of the day. Please be aware that it may be late afternoon before your message is picked up. Teachers are required to return telephone calls within 48 hours.

**TESTING:**

Testing is integral to our educational system, helping us assess and meet students’ needs. The tests are administered according to the State of Georgia Testing Program. The following standardized tests are distributed to the students throughout the year.

**MAP: Measure Academic Progress Assessment** Grades 1 through 5

Fall, Winter, and Spring Administration

**iReady Diagnostics**

Fall, Winter, and Spring Administration

**Georgia Milestones Assessments:** End of April – May: State summative assessments

Georgia Milestones (RELA and Math) Grade 3, 4, and (Science) Grade 5 only.

**GKIDS Assessment Grade K** August through May

**District Common Unit Assessments**

ELA and Math (bi-weekly)

**Classroom Assessments**

Mid-week and weekly

**ACCESS** -measures student proficiency in the four domains of English language development: speaking, listening, reading, and writing. January – March

**VOLUNTEERS/VISITORS TO THE BUILDING:**

We welcome parent volunteers to Flippen. All parents must register if they wish to volunteer for the 2024-25 school year. All approved volunteers must re-apply for volunteer status every three calendar years. All visitors and volunteers who enter the school must bring their government-issued identification to sign in at the office. A printed visitor or volunteer badge will be issued and must be worn during their time at our school.

**Confidentiality regarding students during your volunteer services is required.** Volunteers may not use student restrooms. Please use the adult restrooms in the front office.

**Student Discipline**: Volunteers are not permitted to discipline the students. Please ask a teacher for assistance.

**Siblings:** Volunteers may not bring young children or other visitors to school when performing duties in the building

**ACKNOWLEDGEMENT OF RECEIPT OF PARENT HANDBOOK**

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent / Guardian Name) have received and read the Flippen Parent Handbook. I understand the policies and procedures given to me and agree to adhere to all school policies.

Please note: The Flippen Parent Handbook policies and procedures are subject to change to reflect the needs of the children and families we serve in accordance with the HCS Parent and Family Handbook.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guardian Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_