

**2023-2024**

*Clearview Elementary School*  
**Parent/Student Handbook**



**Home of the Wolves**

*Better together*

## Dear Clearview Elementary Families,

Welcome to Clearview Elementary, home of the Wolf Pack! We are very excited about the upcoming school year and all of the many great accomplishments our students will achieve this year! Our school is filled with determined students, a dedicated and caring staff, and supportive families and community. At CVES, we believe all students can grow and achieve high levels of learning when we (staff, teacher, parents, and community) work together to provide students with high expectations in a safe, supportive, challenging learning environment. We have the very best, highly qualified staff who are dedicated to your child's success. We are focused on student learning and are committed to providing a quality curriculum, as well as high expectations for all learners.

## Our Mission

Our CVES mission is to provide a quality curriculum and high expectations for all learners in a safe, secure and supportive learning environment while building positive self-esteem and preparing students to become lifelong learners and role models.

We are always “**Better Together**” and collectively can accomplish our goals and achieve excellent outcomes for our students! We are looking forward to a wonderful year working together to meet the needs of our students. We hope you find this parent/student handbook helpful. It is a way to keep you informed with many system and school policies at your fingertips. Please take time to read through the handbook carefully and share the information with your child so there is a clear understanding of the expectations at Clearview Elementary. Feel free to contact us if you should have questions. We look forward to an awesome school year and having YOU as a part of the Clearview Family!



**Shannah Mabry**, Principal  
**Lonnie Thornton**, Assistant Principal  
**Jessica Mayfield**, Assistant Principal

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# Clearview Elementary School Faculty and Staff 2023-2024

## Principal

Shannah Mabry

## Assistant Principal

Lonnie Thornton

## Assistant Principal

Jessica Mayfield

## Counselor

Sunday Gates

## Social Worker

Brianna Moore

## Administrative Assistants

Pamela Huddleston

Counsuela Grant

## Instructional Coach

Ashley Strickland

## Family Liaison

Vickie Montgomery

## Pre-Kindergarten

Sarah Kate Cadenhead

Malencia Dunson, Assistant

🐾 Jenifer Ewing

April Daniel, Assistant

## Kindergarten

🐾 Stephanie Drake

Rachel Power, Assistant

Carla Green

Tatum Smith, Assistant

Charity McNair

Robbie Pruitt, Assistant

Noah Stanford

Cathy Looney, Assistant

🐾 = Team Facilitator

## First Grade

Savannah Barnett

🐾 Kim Findley

Ashley Hill

Christine Thomas

Courtney Waldroup

## Second Grade

Kim Fitch

Jessica Mathes

🐾 Sonya Miles

Tracy Peterson

Madison Wood

## Third Grade

Gracie Amonett

Anthony Edwards

Chandra Jones

Lakita Williams

🐾 Katherine Johnson

## Fourth Grade

Jamira Kendricks

Elizabeth Kirby

Clarence Magee

🐾 Stephen Tuck

## Fifth Grade

🐾 Dasheanna Favors

Nekita Leonard

Annette Mackey

Savannah Matlock

Joshua Manning

## Instructional Support/EIP Teachers

🐾 Rebecca Hale

Victoria Hart

Leisa Gilbert (SST Chair 3rd-5th)

Annette Mackey

Bonnie Mashburn (SST Chair PK-2)

Katherine Johnson

## Intervention Specialist

Rebecca Curry

## Intervention/Instructional Assistants

Monica Johnson-Cain

Delores Gill

Bridgett Russo

## Behavioral Assistants/Student

### Mentors

Maria Bailey

Jerome Cofield

## Communities in Schools

Jabreia Dunlap

## ESOL Teacher

TBD

## Exceptional Education

🐾 Nicole Fairchild

🐾 Kristen LaGree

Charity Simmons

Elizabeth Barber, Assistant

Shenna Bowen, Assistant

Cornelia Daniel, Assistant

Rachel Sprayberry

Migdalia Negron Johnson, Assistant

Sally Willis, Assistant

Novia Ross, Assistant

## Speech Pathologists

Lauren Woody

## Media Specialist

Molly Allen

## Enrichment/Gifted

Gayle Truitt

## Fine Arts

Gayle Daughtrey, Art

Tori Smith, Music

## 🐾 Physical Education

Laurie Webb

## S.T.E.A.M. Education

Stephanie Simmons

## School Nurse

Sherrie Smith

## A.C.E. Director

Maria Bailey

## Nutrition Staff

Diane Christein, Manager

Alison Brown

Andrew Steele

Patricia Hadaway

Theresa Williams

## Custodial Staff

John Holiday, Lead

Robin Boddie

Earnestine Cannon

Robert Gates

Brittain Leverett





## **2023-2024 Local School Council Representatives**

Shannah Mabry

Principal

Sonya Miles

Teacher Representative

TBD

Teacher Representative

Belencia Reid

Parent Representative

Cerie Godfrey

Partner In Education Representative  
(FBC)

Anne Blackwell

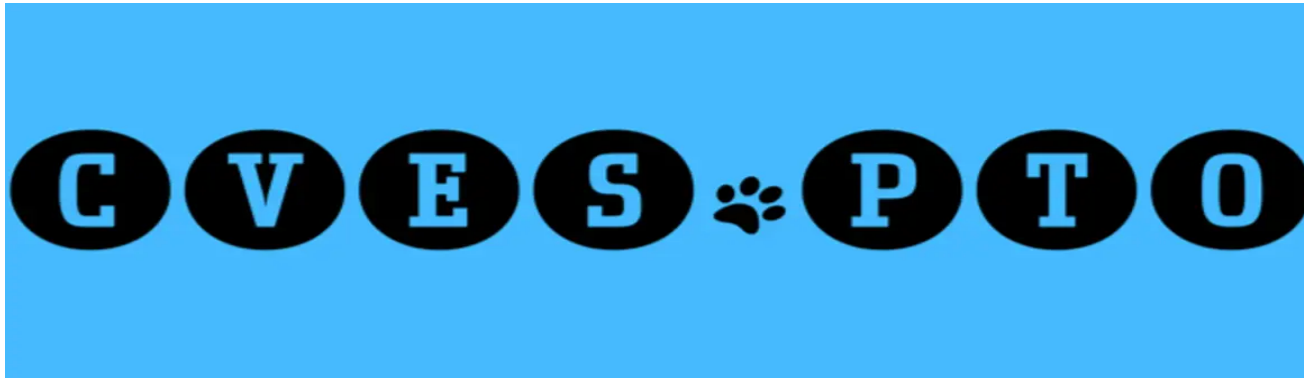
Partner In Education Representative  
(FBC)

Quay Boddie

Community Representative



# 2023-2024 PTO Officers



## CVES PTO Officers

- President- Melissa Hill
- Vice-President- Aniqua Ferguson
- Treasurer- Ana Mata
- Secretary- Sarah Kate Cadenhead

Allison Waldroup, Bonnie Mashburn

## ATTENDANCE

Regular school attendance is necessary if your child is to perform and learn at his/her best in school. Georgia law requires all pupils of school age (six to

sixteen) to enter school on the opening date and to be in regular attendance thereafter. The State Board of Education states that students may temporarily be excused from school under the following conditions:

1. Personally ill and when attendance in school would endanger their health or the health of others.
2. A serious illness or death in their immediate family necessitates absence from school.
3. Mandated by order of governmental agencies, including preinduction physical examinations for service in the armed forces, or by a court order.
4. Celebrating religious holiday of the faith embraced by the student.
5. Conditions render attendance impossible or hazardous to their health or safety.
6. Registering to vote, or voting, for a period not to exceed one day.
7. A student, whose parent is in the military service and who has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, is to be granted up to five excused absences per school year to visit with a parent prior to deployment or during such leave.
8. Any other absence not explicitly defined in this policy but deemed to have merit based on circumstances as determined by the Superintendent or his/her designee.

\*Legislative pages are counted present.

\*A foster care student who attends court proceedings relating to the student's foster care shall be credited as present by the school and shall not be counted as an absence, either excused or unexcused, for any day, portion of a day, or days missed from school.

\*Students who participate in an activity or program sponsored by 4-H shall be counted present in the same manner as an educational field trip. Participation in a program or activity sponsored by 4-H shall not be counted as an absence,

either excused or unexcused, for any day, portion of a day, or days missed from school.

A written explanation for an absence signed by parent or guardian and stating the cause for the absence should be brought to school when the student returns. An absence remains unexcused until a written explanation is received. Explanation should be received within three (3) days of the student's return to school.

#### **MASTER SCHEDULE**

7:00 School/Breakfast Begins	2:12 Get Ready Bell/PK/1 <sup>st</sup> Dismiss
7:35 Breakfast Ends	2:15 PK/1 <sup>st</sup> Dismiss
	2:18 2 <sup>nd</sup> -3 <sup>rd</sup> Dismiss
7:35 Morning Announcements/Broadcast	2:20 4 <sup>th</sup> - 5 <sup>th</sup> Dismiss
7:40 Tardy Bell Rings	2:25 Buses Depart
7:45 Instruction begins	

#### **MORNING ARRIVAL**

Buses will begin to arrive at 7:00 A.M. at the gym entrance. Students will be assisted and guided to the cafeteria for breakfast. **For your child's safety, car riders may not be dropped off or enter the school before 7:00 A.M. There is no adult supervision or staff on duty prior to this time.** Parents of students who are car riders should stop/wait at the designated sign prior to pulling up to the car rider drop off area. This will enable staff to get into the front parking lot and park safely. Parents and guardians should monitor to make sure the students enter the building safely. Students should not be dropped off in any other area not attended by an adult.

**Our goal is to assist our students in becoming independent individuals. For this reason, after the first two days of school, we ask that parents refrain from walking students to class.** Staff members are standing in the halls to assist students. If parents need to speak specifically to the teacher, please call and schedule a conference.

#### **AFTERNOON DISMISSAL**

The school day ends at 2:15 P.M. Car riders will be dismissed from the front entrance at 2:15 P.M. Please remain in the car rider line to pick up your child. **Car riders will be dismissed from the office only in the case of an emergency and early dismissals will count against your child's attendance.** **The safety of all students is our priority.** We appreciate your help and cooperation by following the guidelines for arrival and dismissal.



Dismissal is a very busy time. For this reason, we ask that car rider parents refrain from coming into the building to pick up students. Following this procedure will ensure your child's safety and assist with your child/children being dismissed in a much quicker fashion. Students must be picked up by 2:35 each day. If they are not picked up by 2:35, they will be sent to A.C.E. for a \$7.00 charge.

### **TRANSPORTATION CHANGES**

For the safety of your child, **transportation changes may not be made via phone calls or text message.** School is a very busy place...especially as we near dismissal time. For this reason, transportation arrangements should be made **prior to** getting to school or a note should be sent to school with your child indicating his/her transportation for the day. If there is an emergency that warrants a change during the same day, communication of this change must be received via email to [cvestranschange@troup.org](mailto:cvestranschange@troup.org) by 1:30 P.M.

Your child's method of afternoon transportation from school is established at the beginning of the school year. If there is a change in the way your child will leave school for any period of time (day, week, etc.), we must have a note from home. If your child is riding the bus home with a friend, we must have written permission from the parents of both children. **Unless we have a note from the parent, a child will not be allowed to leave school except as previously established. ALL TRANSPORTATION CHANGES MUST BE IN WRITING.** This procedure ensures that your child is transported home safely. NO CHANGES WILL BE MADE AFTER 1:30 P.M.

### **CAN THE SCHOOL CONTACT YOU?**

Please notify the school immediately if there is a change in your address, telephone number or emergency contact. We must have a means of contacting parents/guardians of all enrolled students. This information is extremely important if your child becomes ill or injured.

### **TARDIES**

Students who arrive to school after 7:40 A.M. will be considered tardy. Students should report to the office to check in. Please help your child arrive on time.

### **EARLY DISMISSAL DUE TO ILLNESS**

From time to time students become ill while at school. Teachers will monitor the student's condition and will send the student to the office when they can no longer remain in the classroom. The secretaries or school nurse will contact the parents if a student needs to be picked up from school. When the parents/guardians pick students up, they need to report to the office and sign the student out. No student will be allowed to leave campus without authorization from office personnel.

\*If a student leaves school before 11:00 am, he/she is counted absent.

### **EARLY DISMISSAL**

A request to have a child excused from classes early should be sent with the child on the morning of the day of dismissal with the time and reason included. When possible, medical and dental appointments should be made outside of school hours. A child will be released to someone other than his/her parents **only** if the school has been notified in **writing and the person is designated on the child's authorized pickup list in Infinite Campus.** Identification will be requested for all persons picking up a child. All students **must** be released from the office. Parents should not go to classrooms to check out students. These procedures are in place for the protection and safety of your child. For emergencies requiring another person to pick up your child, it is very important that we have **current** phone numbers to reach parents at all times. Let us know as soon as possible **each** time your number changes.

### **Remember...**

**3 combined tardies and/or early dismissals = 1 absence.**

### **BUS TRANSPORTATION**

The Troup County School System operates buses for transporting students to and from Clearview Elementary. Appropriate conduct on the bus is essential for the safety of the driver and passengers. To prevent riding the school bus from becoming a hazardous situation, behavior that distracts the driver will result in **immediate** disciplinary action. We need the cooperation of both parents and students. Please read the rules carefully and discuss them with your child.

### **BUS EXPECTATIONS**

1. No excessive loud noise, loud talking, loud laughing or playing.
2. No eating or drinking on the bus.
3. Do not move about while the bus is in motion. Remain in your seat.
4. Keep head, hands, and feet inside the bus.
5. Do not be destructive.
6. Sit facing the front of the bus; keep feet out of the aisle.
7. Objects not required at school are not allowed on the bus.
8. Cooperate with the bus driver.

The bus driver is in charge of and responsible for student behavior and is authorized to take the following actions:

1. Talk with the student.
2. Assign special seats when necessary.

3. Report conduct problems to parents and principal (or principal's designee) with a written form requiring a parent's signature.
4. Notify the principal (or principal's designee) and/or parent by verbal communication and/or a copy of the bus conduct form.

**Riding the bus is a privilege provided by the Troup County School System. Students who continuously misbehave and fail to follow the rules and the driver's instruction may lose the privilege to ride the bus for a period of time or indefinitely. This will be at the discretion of school administrators. Please encourage your child to conduct him or herself in an appropriate way while on the bus**



#### **SAFETY AT YOUR CHILD'S BUS STOP**

1. Please have your child at his/her bus stop at least 5 to 10 minutes prior to the arrival time.
2. An adult should be at the stop with elementary children who are **8 years of age or younger**.
3. Parents/guardians must be at the stop (home) to pick up child from the bus in the afternoon. **Students under the age of 8 will be returned to school if the driver cannot locate a parent at the stop.**
5. Children should dress for the weather.
6. Wait for the bus a safe distance from the road.
7. Always use the handrails when loading/unloading the bus. Be extra careful when it is raining.
8. Stay seated when the bus is moving. (Seat to seat, back to back with feet on the floor in front of you.)
9. Hold on to your belongings in your lap. (Refrain from placing anything on the floor or in the aisle.)
10. Never hang anything out of the window.
11. Be silent at all railroad crossings.
12. Cross the road at least 10 feet in front of the bus. Always cross in front of the bus where the driver can see you. Never cross behind the bus.
13. Never cross the street until the driver gives you the signal that it is okay to cross.



### **FOOD SERVICE PROGRAM** **BREAKFAST & LUNCH**

Clearview Elementary School Food Service, along with other district schools, participates in the Federal Child Nutrition Fund program. Federal law states that to receive Child Nutrition Funds, "a reimbursable meal must be served." ALL students at Clearview Elementary will receive a nutritionally balanced, **free** meal each school day for breakfast and lunch. **Parents do not have to complete and submit a Free and Reduced Application.**

Breakfast and lunch will begin Friday, August 4, 2023

Students eating breakfast are to enter the cafeteria between 7:00 and 7:35. Breakfast ends at 7:35, so students arriving after 7:35 a.m. will be sent to class unless they are on a late bus. Breakfast is a quiet time. Due to the limited amount of time to eat in the mornings and the number of students eating, there is not enough time to socialize.



### **Students Who Bring Their Lunch to School**

For safety purposes and to avoid carbonation explosions, we ask that students who bring lunches from home refrain from bringing



carbonated drinks in their lunch boxes.

## **Treats & Snacks**

Troup County Schools welcomes parental involvement for class parties and special events. These festive occasions often include treats and snacks for students to enjoy. Due to food safety concerns and special dietary needs and allergies of some students, all snacks distributed for classroom parties or special events must be pre-packaged and display ingredients. This applies to beverages as well. Thank you for helping us keep our students safe.

## **ASSESSMENTS**

### **Assessment Security**

Testing procedures for state mandated assessments will follow the instructions established in the Georgia Student Assessment Handbook and directives received from the Georgia Department of Education.

All aspects of the local assessment program including security of materials, test administration procedures, and reporting of results shall follow guidelines and procedures as specified by the Department of School Improvement and Assessment.

### **Georgia Milestone Assessment System (GMAS)**

In order to determine the student's mastery of the *Georgia Standards of Excellence (GSE)* in grade 3<sup>rd</sup>-5<sup>th</sup>, the State Department of Education implemented the Georgia Milestone Assessment System (GMAS) to measure each child's academic performance in the areas of English Language Arts, Math, and Science (5<sup>th</sup> grade only).

**Georgia Kindergarten Inventory of Developing Skills (GKIDS)** – GKIDS is given to Kindergarten students. Its purpose is to measure student growth in the area of literacy, math and social/emotional development during the academic year to determine readiness for first grade. It also provides diagnostic information for teachers to guide instructional practices in the classroom.

### **Benchmarks Assessments**

At scheduled time frames throughout the school year students in Kindergarten-5<sup>th</sup> grade will be given pre and post assessments to determine how well they are progressing academically in specific content areas for their grade level. Results will be used to monitor individual student academic growth and progress throughout the school year

and assist with planning instructionally to better meet the needs of individual students, groups of students and classes as a whole.

## **CLUBS, ORGANIZATIONS & ACTIVITIES**

Clearview Elementary School is proud to offer many clubs, organizations, and activities for students. Information and permission slips will be sent for students to participate in after school activities. Parents have a right to "opt out" of their children's participation in clubs, activities, and organizations.

**Chorus:** (Sponsor—Victoria Smith) Students in 3<sup>rd</sup> – 5<sup>th</sup> grade may join the Chorus during the 2nd semester.

**Art Club** (Sponsor – Gayle Daughtrey) Students in 3<sup>rd</sup>-5<sup>th</sup> grade may join the Art Club during the 1st semester.

**AWIM Science Club:** (Sponsor—Dasheanna Favors) Students in 3<sup>rd</sup> – 5<sup>th</sup> grade participate in hands on interactive science activities.

**Greenpower:** (Sponsor- Stephanie Simmons) A student-driven electric car racing team with a focus on STEM for a team of 4<sup>th</sup> and 5<sup>th</sup> grade students.

**Pack Leaders:** (Sponsors—Sunday Gates) Students in 5<sup>th</sup> grade are selected by their teachers to serve in various leadership positions throughout the school. A strong emphasis is placed on leadership and service.

**Basketball:** Students in 3<sup>rd</sup>-5<sup>th</sup> grade may tryout and participate and play basketball during a designated time of the year. Specific requirements and guidelines will be provided prior to the start of this initiative.

**Cheerleading:** (Sponsors—Rebecca Curry) Students in 3<sup>rd</sup>-5<sup>th</sup> grades may try out and participate in cheerleading during a designated time of the year. Specific requirements and guidelines will be provided prior to the start of this club.

**Fastest Kids:** (Sponsor—(Laurie Webb) Students in 3<sup>rd</sup>-5<sup>th</sup> grade may try out and participate in track and field during a designated time of the year. Specific requirements and guidelines will be provided prior to the start of this initiative.

**Step Team:** Students in 3<sup>rd</sup>-5<sup>th</sup> grades may try out and participate in step during a designated time of the year. Specific requirements and guidelines will be provided prior to the start of this initiative.

**Garden Club:** (Sponsors- Courtney Waldroup and Tracy Peterson) Students in K-5<sup>th</sup> grade can sign up to participate in Garden Club during designated times of the year based on grade bands (K-2 and 3-5).

## **MENTORING PROGRAMS**

These programs focus on building brighter futures for students through exceptional mentoring programs that improve academic and social skills. The focus of this

group will be to target academic performance, behavior and social and community awareness.

**Girls (Sponsor— Maria Bailey)**

**Boy Empowerment (Sponsor— Jerome Cofield)**

### **CONDUCT & GRADING SYSTEM**

**Satisfactory (S)** – Student does what is asked of him/her; follows classroom and school rules and procedures.

**Needs Improvement (N)** – Student sometimes does what is asked of him/her but is redirected often; may or may not have been referred to an administrator.

**Unsatisfactory (U)** – Student rarely does what is asked of him/her and requires frequent redirection; has difficulty following classroom rules and has been referred to an administrator.

### **GRADING SYSTEM**

#### **Overall Purpose**

The ultimate purposes of grading and reporting are to inform stakeholders of student progress and advance student learning. Research should be a guide in determining the best practices in grading student work and reporting student progress. To this end, the board of education sets forth the following beliefs as guidance for regulations, tools, and strategies for grading and reporting of student progress.

1. Evaluating student learning should be ongoing, formative and summative in nature.

Formative grades (also called minor grades) include anything that teachers assign during the course of a unit that informs the teacher on student progress towards meeting a standard. These items are assignments the teacher gives such as homework, self-check activities, daily class work, and practice assignments, from which the teacher checks learning to decide what to do next. Formative assessments are those that come during instruction and can include observations and conversations. Formative assessments are part of a student's practice.

Summative grades (also called major grades) usually follow instruction and ample practice time. Final exams, projects, unit tests, or portfolios are considered as evidence for summative grades. If there is clear criteria involved, teachers may also choose to use observations and conversations for summative grades. Within an instructional unit, this is the most definitive measurement of what students are expected to know and be able to do based upon the standards.

2. Grading and reporting should always be based solely on student academic performance against standards based learning criteria.
3. A grade should be based upon evidence of content mastery. Priority should be given to the most recent evidence, the most comprehensive evidence, and evidence related to the essential learning goals and standards.
4. Grading and reporting methods should provide accurate and understandable descriptions of student learning.
5. All grading practices and systems should be underpinned by confidence that every student can improve.
6. Instructional effectiveness is critical to student performance and the thoughtful use of student learning data can improve the instructional program.
7. Content specific feedback can improve student performance.

The Assistant Superintendent of Curriculum and Instruction shall be responsible for maintaining developmentally appropriate methods and support for evaluating, documenting, and reporting student learning.

**In order to comply with the TCSS Administrative Regulation IHA-R(0), Beliefs on Grading, and in order to bring grading consistency across all schools, the following grading policies will be implemented in each school beginning Fall 2023:**

#### **PK**

- Teach/assess based on State PreK requirements.
- Use the Work Sampling System Developmental Checklist and the PreK Progress Report to document progress.
- Offer parent conferences two times a year (December and May).

#### **K**

- Teach/assess based on the required State standards.
- Use GKIDS as formal reporting tool four times a year.

- Areas to be assessed/reported: academic contents, approaches to learning, personal/emotional development, fine and gross motor skills.
- Offer parent conferences two times a year. (October, March).

### 1-2

Teach/assess based on the required state standards.

Use Standards Based Report Card as formal reporting tool four times a year

- 1 indicates limited or minimum progress toward achievement of standard.
- 2 indicates progressing toward meeting the standard.
- 3 indicates consistently and independently achieves the standard.
- X indicates standard is not assessed at this time.
- S, P, N for work habits and special areas.

Offer parent conferences two times a year (October, March); Parent Newsletter four times a year.

### 3-5

Teach/Assess based on required State standards.

Grades 3 - 5: Teachers will not enter in gradebook a grade less than 40 for any work attempted.

### **The daily grading system consists of two types of learning categories and will be determined as follows:**

1. Major Assessments - 55% (may include: unit tests, mid-unit tests, major projects, essays, performance tasks, post-tests, etc.)
  2. Minor Assessments - 45% (may include: homework, quizzes, minor projects, minor writing assignments, vocabulary quizzes etc.)
- A indicates Outstanding (90 – 100)

- B indicates Excellent (80 – 89)
- C indicates Satisfactory (70 – 79)
- F indicates Not Passing (Below 70)
- NE indicates Not Evaluated at this time
- S, N, U for participation, conduct, and work habits.
- Separate grades and social/work skills (homework, behavior, neatness, etc.).
- Eliminate the use of 0's.
- Avoid averaging the entire 8 weeks worth of work.
- Report most recent student work in a unit, concept taught, etc.

### **Other**

Grades will not be given for district diagnostic assessments.  
Honor Roll and Principals' List will apply to grades 3-5 only.

## **DESCRIPTION OF INSTRUCTIONAL STRATEGIES & PROGRAMS**

### **Standards Based Instructional Framework**

The Georgia Standards of Excellence provide clear expectations for assessment, instruction, and student work. They define the level of work that demonstrates achievement of the standards, enabling a teacher to know "how good is good enough. The performance standards isolate and identify the skills needed to use the knowledge and skills to problem solve, reason, communicate, and make connections with other information.

### **Parallel Block Scheduling**

Parallel Block Scheduling is a highly successful research based strategy for scheduling instructional time at the elementary level. It allows for whole group, on grade level instruction as well as small group skill level instruction for all children each day.

Clearview utilizes this model in grades

K-5. Parallel block scheduling promotes the following:

- Whole group on grade level instruction
- Small group skill level instruction with teacher for all students
- Common planning time for teachers for improved collaboration of standards based instruction
- More direct teacher time with students
- Extension and enrichment activities for all students

### **Georgia Standards of Excellence**

The Georgia Standards of Excellence provide a consistent, clear understanding of what students are expected to learn in each grade level, so teachers and parents know what they need to do to help them. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. Common standards will help ensure that students are receiving a high quality education consistently, from school to school and state to state. Common standards will provide a greater opportunity to share experiences and best practices within and across states that will improve our ability to best serve the needs of students.

### **College and Career Ready Performance Index (CCRPI)**

- Overall score based on weighted average of
  - Content Mastery
  - Progress
  - Closing the Gaps
  - Readiness

### **TIER 2 AND TIER 3 TEAMS**

The Tier 2 and Tier 3 Teams assist students experiencing academic and/or behavioral difficulties in school. The teams offer educational strategies including behavior management techniques, curriculum modifications, peer tutoring, special materials, counseling, etc. These strategies are unique for each student and meet the needs of the individual learner.

### **TITLE I**

Clearview Elementary receives Federal Funds to support student achievement for all students. These funds supplement the regular school program by providing staff development, additional staff, instructional aides, technology, and support for parenting and parental involvement. A comprehensive plan which includes a needs assessment, long range plans, and specific strategies to strengthen student achievement is available to parents upon request

### **Title II, Part A Information/Guarantee of Receipt of Handbook**

All schools in the Troup County School System provide students and parents with a handbook delineating federal, state, district, and school rules/regulations and provide stakeholders with “right to know” information, including parents’ right to know the qualifications of their child(ren)’s teachers. Parents will receive a Parent Acknowledgement form at registration. Schools maintain the signed acknowledgement forms on file as documentation of receipt of handbook. A copy of the forms and handbooks containing the above information is kept on file in the Federal Programs Office.

### **Written Complaint Procedures**

Any individual, organization or agency (“complainant”) may file a complaint with the Troup County School System Board of Education if that individual, organization or agency believes and alleges that a violation of a Federal statute or regulation that applies to a program under the Every Student Succeeds Act (ESSA) has occurred. The complaint must

allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

### **Federal Programs for Which Complaints Can Be Filed**

1. Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies
2. Title I, Part C: Education of Migrant Children
3. Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
4. Title II, Part A: Teacher and Principal Training and Recruiting Fund
5. Title II, Part D: Enhancing Education Through Technology
6. Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement
7. Title IV, Part B: 21st Century Community Learning Centers
8. Title VI, Part A, Subpart I: Section 6111: State Assessment Program
9. Title VI, Part A, Subpart I: Section 6112: Enhanced Assessment Instruments Competitive Grant Program
10. Title VI, Part B, Subpart 2: Rural and Low-Income Schools
11. Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children
12. Title IX, Part A: McKinney-Vento Homeless Assistance Act – Education for Homeless Children and Youth

Complaint forms are located on the website and available at all Troup County School System schools and offices.

### **Media Consent Form and Release**

This release applies to students being photographed, videotaped, audio taped and interviewed in connection with school activities and events.

I hereby CONSENT to have my child photographed, videotaped, audio taped and/or interviewed by the school staff or the news media on the school premises when school is in session or when my child is under the supervision of the school staff members. Additionally, I hereby give the school my consent to use creative work(s) generated and /or authored by my child on the internet, and educational CD, or any other electronic/digital media. I understand my child will be identified by first and last name, grade, and school, as the author of said work.

I also consent to the school's use of my child's photography, likeness, or voice on the Internet, and educational CD, or any other electronic/digital media. As the child's parent or legal guardian, I agree to release and hold harmless the school and the Local School Board, its members, officers, volunteers, and employees from and against any and all claims that shall arise out of or by reason of, or be caused by the use of my child's creative work(s), photographed, likeness, or voice on television, radio, motion pictures, the print medium, the Internet or any other electronic/digital medium.

It is further understood and I do agree that no monies or other consideration in any form, including reimbursement for any expenses incurred by me or my child, will become due to me or my child at any time because of my child's participation in any of the above activities or the above – described us of my child's creative work(s), photographed, likeness or voice.

### **RECOGNITIONS, AWARDS AND YEAR END HONORS**

Everyone is recognized on Honor's Day. Additional awards are typically presented for specific grade levels. The following student achievement awards will be presented at the end-of-the-year Honors Day Programs:

**Academic Principal's List** - For students in grades 3-5 who obtained All As on each quarter report card.

**Academic Honor Roll** - For students in grades 3-5 who have obtained all A's and B's on each quarter report card

**Year-End Awards:** Students who earn A's or A's and B's in all subjects for each quarter report card.

**Perfect Attendance** - For all students who are present every day with no more than 3 tardies and/or early dismissals for the year.

**Citizenship** - 1 boy and 1 girl from each homeroom in grades K-5 who have an S in conduct for each quarter and no disciplinary referrals to the office for the year. These students should have a positive attitude and model good behavior at all times by being respectful, helpful, and courteous. These students will be selected by their peers and/or teacher.

**Lexile Award** -For students who are recognized in each grade level for progress and/or the highest overall Lexile growth.

**Academic Assessment Growth-** For students who are recognized in each grade level for progress/growth in Reading and Math diagnostic assessments

**Art** - For the outstanding art student in grades K-5.

**Music** - For the outstanding music students in grades K-5.

**Physical Education** - 1 student in grades K-5 will be recognized for being the outstanding physical education student.

**Other Awards-**presented based on individual grade levels and content areas.



### **AFTER SCHOOL ENRICHMENT PROGRAM (A.C.E.)**

The After Class Enrichment Program (ACE) is a project of the Troup County School System. Students must be properly registered and all fees must be **pre-paid** in order for the student to participate. **Parents neglecting to prepay for the program will result in their child being dismissed from ACE until all fees are paid.** The purpose of the program is to provide enrichment activities for children in a safe, supervised, and relaxed environment. ACE is available to each Troup County elementary student in Pre-K through fifth grades. Hours for the program begin 15 minutes after dismissal each school day and end promptly at 6:00 p.m. Each child is provided a snack, supervised physical activities, supervised study and homework time, as well other supervised activities.

The cost for students participating in ACE is \$7.00 per day. Two or more children from the same family qualify for a discount. One child pays full price, while others from the family pay \$5.00 each per day. It is requested that payment be made the first of the month or each Monday or Friday for the next week. Make checks payable to Clearview Elementary ACE. **Payment must be made in advance weekly or daily, prior to**

**child/children staying for ACE. If a child is picked up after 6:00 p.m., there will be a late fee of \$10.00.** Excessive late pick-ups will result in dismissal from the program.

### **ACE BEHAVIOR**

The ACE Program is a privilege. We strive to promote an atmosphere conducive to safety and appropriate behavior. Parents will be notified if their child violates the rules. Students who do not obey the rules will be dismissed from the program.

### **DRESS CODE**

Clearview Elementary School's dress standards promote the safety, modesty and comfort of students and are designed with their well-being in mind. Research also indicates that there is a distinct relationship between students' attire and their classroom behavior, attitude and achievement. Any attire deemed inappropriate will be called to the attention of both parent and student. Consequences for improper dress will result in parents being notified by phone or written message. The administration will have the final decision on appropriate length of dresses, skirts, shorts or pants. Parents may be asked to bring a change of clothing if needed. We look forward to working with you and your child. If you have any questions or comments, please feel free to contact the office.

1. Shirts should be long enough so when arms are raised no midriff shows.
2. Shoulder straps on shirts must be at least 2 inches in width.
3. Sundresses must be worn with shirts underneath.
4. Shorts and skirts must be closer to the knee than above in length.
5. All pants must be secured at the waist with a belt as needed so as not to show underwear (bustin' slack).
6. Shoes should be secured around the foot/heel and shoe laces tied. No flips flops other than designated flip flop days.
7. Heel height should be appropriate for child play at school (2 inches or above are not allowed).
8. Appropriate shoes must be worn for PE or recess to participate.
9. Parents will be notified if a student wears inappropriate attire.

### **DRESS CODE: Examples of What Is Not Allowed**

1. Low cut or off the shoulder blouse
2. Inappropriately fitted jogging or sweat suits
3. Flip flops, slides, cleats, roller blades, Heelys
4. Spaghetti strap shirts, tank tops, midriff blouses
5. Jams or boxer shorts
6. Picks, sweatbands, hats or headgear
7. T-shirts with inappropriate pictures or writing
8. Mini-skirts or mini-length dresses
9. PURSES/POCKETBOOKS...we ask that students refrain from



carrying purses/pocketbooks throughout the school day. This will assist with occurrences such as (but not limited to) students going back and forth to classes for forgotten purses, missing items or unauthorized snacks or cell phone use. However, we will certainly work with students and families for special circumstances.

### **FIRE/TORNADO/CODE RED DRILLS**

Fire/tornado/code red drills are necessary for the safety of the students, staff and faculty. Everyone should know the specific directions for reaching a point of safety from any area of the school building. Code Red drills are practiced in the event that a "Lock Down" is needed.

### **IMMUNIZATION CERTIFICATE**

The Georgia General Assembly requires that all school children have an up-to-date record of immunization on file at the school. New students to Troup County Schools will have a new immunization form #3231. Students not having this form on file after having ample time to complete it, will be unable to attend school until the form is received in the office.

### **SCHOOL NURSE**

Our school nurse is available between 7:00 – 2:00 p.m. She may be contacted by calling our school office at 706-812-7968.

### **ACCIDENTS**

In the case of a minor injury at school, the student will be administered first aid. In the event of a serious accident, the parents will be notified immediately. If the parents are not available, we will call the emergency number listed on the child's registration form or Emergency Medical Services.

### **HEALTH CHECKS**

Health checks occur periodically at the school for vision, hearing, and scalp/skin problems. Parents will be contacted when problems are discovered.

### **MEDICATION**

If students are unable to attend school without medication(s) for treatment of injuries, illness or chronic conditions, the following procedures **must** be followed.

- The parent should bring all prescription and non-prescription medication to the school. All prescription medicine must be contained in the original prescription bottle, properly labeled by the pharmacist with the following information:
  - o Name of the patient...not sister's or brother's medicine
  - o Name of the physician
  - o Name of the pharmacy
  - o Doctor's order of administration
- The parent **must** fill out a permission form **before** medication can be administered.



□ Forms are available in the office as needed.

The administration of medication will be supervised by the principal designee at the school. **We are prohibited from administering any medication to students unless the above procedure has been followed.**

### PARENT/TEACHER CONFERENCES

One of the keys to an effective learning environment is open communication between school and home. Parents are urged to contact the school whenever the need arises. Teachers may be contacted by note or telephone. If you call during the instructional time of the day, the office will be glad to give the teacher a message to return your call in order to set up an appointment. If you wish to schedule a conference with your child's teacher, please call ahead and make an appointment. Parent/teacher conferences will also be scheduled during the school year by the teacher to report on your child's progress. Please make every effort to attend these conferences. Conferences requested by parents must be scheduled through the office with our secretaries: 706-812-7968. School conference months are October-November and March.

### SCHOOL VISITORS

We encourage you to visit our school and become involved. You are always welcome. However, the safety and well-being of your child is a top priority; therefore, **all** visitors are to report to the office and sign-in. A visitor's pass will be issued. As a safety precaution, any person not wearing a visitor's pass will be asked to go to the office and obtain one.

### CLASSROOM VISITS

Parents are welcome to visit classrooms to observe his/her child in class. However, permission to do so much be granted and arranged with an administrator prior to the visit. We take pride in protecting our student's instructional time. 😊

### PARTIES & SNACKS

Troup County Schools welcomes parental involvement in organizing class parties and special events. These festive occasions often include snacks for students to enjoy. Due to food safety concerns and special dietary needs and allergies of some students, all snacks distributed for classroom parties or special events must be pre-packaged and display ingredients. This applies to beverages as well. Thank you for helping us keep our children safe.

Two class parties/celebrations are scheduled during the year:

1. Christmas Party
2. Valentines Party

Teachers/parent volunteers will contact parents to serve as helpers for these parties. Parents are encouraged to wait until contacted before sending any food items to school.

### BIRTHDAYS, BALLOONS, FLOWERS, ETC.

All students will be recognized on the morning broadcast during the month of their birthday and on the CVES birthday board. **While birthday parties are not permitted, parents may bring birthday treats for the class if it is prearranged with the teacher. However, **STUDENTS MAY NOT RECEIVE BALLOONS, FLOWERS, OR OTHER SPECIAL DELIVERIES AT SCHOOL.** These items can be disruptive to instruction/the classroom and cannot be taken home on the bus.**

Reminder as indicated in the **Parties & Snacks** section... due to food safety concerns and special dietary needs and allergies of some students, all snacks distributed for classroom parties or special events must be pre-packaged and display ingredients. This applies to beverages as well. Thank you for helping us keep our children safe.

### LOST OR EXCHANGED ARTICLES

Students should **not** bring valuable articles to school. The school cannot be responsible for lost items. Students should **not** exchange articles with other students. Please put your child's name in jackets, caps, book bags, etc.

Students will **not** be issued new textbooks or library books until retribution is made for the lost item.

### TOYS, DISTRACTING ITEMS FROM HOME

Students are not to bring iPods, CD players, video games, Pokemon Cards, toys, etc. to school. These items will be taken up and returned to parents only.

### SCHOOL SUPPLIES

All textbooks and basic instructional materials are furnished by the Troup County Board of Education. There will be a charge for lost or damaged books (library books or Troup County Textbooks) or Chromebooks/chargers.

### USE OF TELEPHONE

Students will be allowed to use the phone **only** in case of an urgent or emergency situation. Please furnish the school with an up to date phone number for emergency situations.

### CELL PHONES

Use of cell phones are not permissible at school. Any cell phones that are brought to school and/or visible and or heard during the school day will be taken from the student and turned into the front office. We realize that our students in 4<sup>th</sup> and 5<sup>th</sup> grades may need to have cell phones to be able to communicate with parents after school hours. For this reason, as long as cell phones are turned off and not visible or in use at school during the school day, this is acceptable. If cell phones have to be taken up, they may be picked up by parents only from the front office for the first and second offenses.

### PLAYGROUND SAFETY

We feel very fortunate to have our wonderful playground facilities here at Clearview. It provides opportunities for socialization, fitness, and fun for our students. Along with any playground or play activity comes a certain amount of risk. As a staff we have prepared ourselves for this by developing guidelines and training for our staff and students in using the playground area and equipment.

### REPORTING STUDENT PROGRESS

Home/School Communication is extremely important, particularly in regard to student performance. We feel that the teacher and parent share a joint responsibility for this communication. Clearview's formal reporting procedures include:

1. **TUESDAY** will be our formal communication day for parents. Your child should bring home their completed and graded class work, tests, and any other progress made in the classroom in a folder every Tuesday unless otherwise notified. Also look for a classroom **newsletters**, announcements, flyers, and any other important dates and information. Parents should review the folders with their child, sign, and return them to their child's teacher the following day. By reviewing the child's work, a minor problem may be identified and solved before it becomes a major problem.
2. **Progress Reports** are sent home for students in grades 3 - 5 at the midpoint of each quarter.
3. **Report Cards** are sent home at the end of each quarter with Kindergarten – 5<sup>th</sup> grade students. These should be signed and sent back to school the next day.

### HOMEWORK POLICY

Education is a lifelong process. It takes place in all environments: the home and community, as well as in school. Practice of newly learned skills is extremely

important. Clearview Elementary School recognizes the need for a healthy balance between work and play for students. Homework should:

1. Emphasize the partnership between home and school;
2. Develop two-way communication which would update both teacher and parent on whether the student's potential is being achieved;
3. Develop responsibility through time-management and through encouraging good work habits;
4. Allow the student opportunities for review, drill and practice of previously taught concepts

### **Student Code of Conduct- JCDA-R(2)**

The TroupCountyBoardof Educationstrongly believes that appropriate behavior and conduct of all students in the TroupCounty Schools is necessary to create a proper learning environment,to maintain good order and discipline, and to teach and instill in all students the attitude of being law abiding citizens. The rules, regulations, and due process procedures set forth here in are designed to guide all students in the exercise of their duty of appropriate behavior.

#### **B. EFFECTIVE TIME AND LOCATION**

**These rules are effective during the following times and in the following places:**

1. On the school grounds during and immediately before or immediately after school hours or off school grounds while enroute to or from school.
  2. On the school grounds at any other time when the school is being used by a school group or at school related functions.
  3. Off the school grounds at a school activity, function, or event.
  4. Enroute to and from school on a school bus or other school vehicle or while waiting off school grounds at a designated school bus stop for a school bus to transport a student to or from school or a school activity.
  5. Off school grounds when the prohibited conduct is directed, because of a school-related connection, against the person, family, property, privacy or tranquility of an employee of the Troup County Board of Education.
  6. Apply to conduct by student whether directed to or committed upon another student or a teacher, administrator, or other school personnel or toward persons attending school related functions.
  7. Apply to any off-campus behavior of a student which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at school or which disrupts the educational process.
- These offenses are applicable to include acts against students, teachers, administrators, bus drivers, or other

school personnel, as well as persons legitimately on school property or attending school related functions

### **C. STUDENT BEHAVIOR CODE**

Accordingly, the following listing of offenses and conduct are declared to be prohibited by all students enrolled in the Troup County Schools. Violation of this policy shall result in disciplinary actions and may include appropriate hearings and review, and the suspension, short or long term, or the expulsion of a student from the school in accordance with Troup County Board of Education policies.

Codes 00 - 44 in the following list of offenses are aligned to the Georgia Department of Education Discipline Matrix utilized for state reporting purposes. Codes 45 - 50 are TCSS disciplinary codes to provide clarity for additional behaviors. For state reporting purposes these codes have been aligned to state codes. Board Regulation JCDA-R(2): Student Code of Conduct  
Status: ADOPTED

### **Progressive Discipline Process**

Progressive Discipline is a systematic approach utilizing a continuum of interventions, supports, and consequences. The purpose of the progressive discipline model is to make every reasonable effort to correct inappropriate student behavior with logical consequences and restorative responses. Administrators will use a range of identified behaviors along with a range of possible responses that support the corrective action of the behavior. This process creates an environment where the degree of discipline corresponds with the severity of the behavior leading to the discipline, and follows all due process procedures. Determining the most appropriate disciplinary response for a given circumstance involves the exercise of discretion. Progressive discipline can include prevention measures, early and ongoing interventions, short or long term suspension, or other disciplinary responses to address inappropriate behavior. All interventions and disciplinary responses should be selected and implemented to assist students in understanding why the behavior is unacceptable, take responsibility for their action, and understand how they could approach the situation differently to avoid repeated inappropriate behaviors which may result in more serious consequences.



## Clearview Elementary School-Wide Discipline

The goal of Clearview Elementary School is to provide a safe, secure, and productive learning environment for all individuals. School discipline is a joint effort by the staff, students, parents and community. The cooperation of this partnership at Clearview is to encourage and teach children respect for themselves and for others. By working together, we can provide a safe and pleasant environment where our students can learn. Our discipline plan is designed to help children develop into self-disciplined and self-reliant students capable of making appropriate choices for **situations** as they occur.

## School-Wide Expectations

1. I will be responsible.
2. I will be respectful.
3. I will be a role model.

## Vision

To build positive relationships with students in a caring atmosphere that is based on kindness, dignity, and mutual respect in a safe and welcoming school environment for all students, faculty, staff, and families by promoting a common culture, vision, and language.

- Fostering positive relationships among faculty, staff, students, families and community
- Developing an effective and efficient school-wide behavior system
- Implementing clearly defined procedures and behavior expectations and practical, supportive consequences for inappropriate behavior that are teacher and student managed
- Use of behavior data to drive decision making
- Acknowledgement and recognition of appropriate behavior
- Providing a safe and secure environment that promotes student learning

## **BULLYING**

Bullying is a serious offense and will not be tolerated. Students demonstrating bullying behaviors will be given consequences accordingly. Parents will be notified of such occurrences via the Clearview Bullying Parent Communication Form.

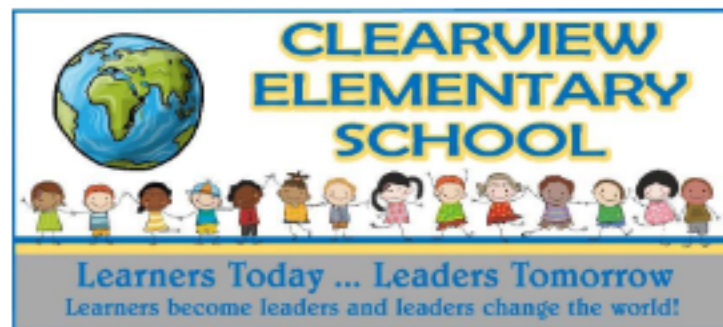
## **Character Qualities**

Character qualities will be taught in order for children to become productive learners and responsible members of the school community.

Creativity- Using your imagination to do something new; Friendship- Using words and actions to show others you care; Integrity- Choosing to be truthful in whatever you say and do.; Gratitude- Letting others know you see how they've helped you.; Generosity- Making someone's day by giving something away.; Responsibility- Proving you can be trusted with what is expected of you.; Kindness- Showing others they are valuable by how you treat them.; Peace- Proving you care more about each other than winning an argument.; Patience- Waiting until later for what you want now.; Commitment- Making a plan and putting it into practice.

# CLEARVIEW ELEMENTARY BEHAVIOR EXPECTATIONS

	Be Respectful	Be Responsible	Be a Leader (Role Model)
<b>Classroom</b>	<ul style="list-style-type: none"> <li>Use kind words and actions</li> <li>Follow directions</li> <li>Use appropriate voice levels</li> </ul>	<ul style="list-style-type: none"> <li>Bring all supplies</li> <li>Turn work in on time</li> <li>Take care of classroom materials</li> </ul>	<ul style="list-style-type: none"> <li>Stay on task</li> <li>Participate actively</li> <li>Complete all work</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>Remain silent (Voice Level 0)</li> <li>Follow adult directions</li> <li>Stay in your own personal space</li> <li>Be mindful of work on the walls and learning happening in other classrooms</li> </ul>	<ul style="list-style-type: none"> <li>Walk in a straight line on the right-hand side colored line</li> <li>Face forward</li> <li>Keep hands, feet, and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>Go back to class quickly</li> <li>Have a pass when in hallway independently</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>When music is on, remain quiet to focus on eating</li> <li>When music is off, use appropriate voice level (Voice Level 0-1) when talking to friends near you</li> <li>Raise your hand for help</li> <li>Follow adults' directions</li> </ul>	<ul style="list-style-type: none"> <li>Wait in line quietly</li> <li>All</li> <li>Eat</li> <li>Sta</li> </ul>	<ul style="list-style-type: none"> <li>Enter and exit the lunchroom silently (Voice Level 0)</li> </ul>
<b>Media Center</b>	<ul style="list-style-type: none"> <li>Use quiet voices (Voice Levels 0-1)</li> <li>Take care of the books</li> </ul>	<ul style="list-style-type: none"> <li>Use</li> <li>Use</li> <li>Che</li> </ul>	
<b>Learning Lab</b>	<ul style="list-style-type: none"> <li>Use quiet voices (Voice Levels 0-1)</li> <li>Only work with your assigned materials</li> <li>Raise your hand for help</li> </ul>	<ul style="list-style-type: none"> <li>Onl</li> <li>Tre</li> <li>Clo</li> <li>exit</li> </ul>	
<b>Restroom</b>	<ul style="list-style-type: none"> <li>Wait your turn</li> <li>Flush the toilet</li> </ul>	<ul style="list-style-type: none"> <li>Get</li> <li>Wa</li> <li>Thr</li> </ul>	
<b>Assembly</b>	<ul style="list-style-type: none"> <li>Keep eyes on the speaker and remain silent when speaker is talking</li> </ul>	<ul style="list-style-type: none"> <li>Sta</li> </ul>	
<b>Bus</b>	<ul style="list-style-type: none"> <li>Stay with your teacher until given directions to enter the bus</li> <li>Greet the driver</li> <li>Use kind words</li> <li>Keep hands, feet, and objects to self</li> <li>Use appropriate voice level</li> </ul>	<ul style="list-style-type: none"> <li>Wa</li> <li>Be</li> <li>Sta</li> <li>Ke</li> </ul>	
<b>Car Riders</b>	<ul style="list-style-type: none"> <li>Walk silently and orderly to car rider dismissal area</li> </ul>	<ul style="list-style-type: none"> <li>Sto</li> </ul>	
<b>Playground</b>	<ul style="list-style-type: none"> <li>Use kind words</li> <li>Keep hands, feet, and objects to self</li> <li>Follow the rules of the game</li> </ul>	<ul style="list-style-type: none"> <li>Tak</li> <li>Ref</li> <li>Sta</li> </ul>	



## Clearview Elementary School Parent & Family Engagement Policy & Plan for Shared Student Success

2023-2024 School Year  
 Shannah Mabry, Principal  
 1905 South Davis Road  
 (706) 812-7968  
[www.troup.org/18/Home](http://www.troup.org/18/Home)  
 Plan Revised: March 16, 2023

### What is Title I?

Clearview Elementary is identified as a Title I school as part of the Every Student Succeeds Act (ESSA). Title

### What

This is provide students families improve CVES w plan an school

### How

CVES w Forum school budget Addition during Area. T submit year w

### Who

All stud are enc describ











**CLEARVIEW  
ELEMENTARY  
SCHOOL**



## **Centro de Recursos Para Padres**

Nuestro centro de recursos para padres está en el  
vestíbulo delantero de Clearview Elementary. No dude





*Thank You*

