



2022-2023
Flippen
Elementary

Student & Parent
Welcome Packet

Please read this packet, sign the last page, and return it to your student's teacher.

We are looking forward to a great year!



Flippen Elementary
425 Peach Drive
McDonough, GA 30253
770-954-3522 fax 770-954-3525

Dr. Toni L. M. Obenauf, Ed. D. – Principal
Dr. Renee Prior – Assistant Principal

Procedural Guidelines 2022-2023

(Distribution Date: The week of August 1-5, 2022 via in person and digitally)

Dear Flippen Elementary Families,

It is with great pleasure that I welcome you to another fabulous year at Flippen Elementary! In order to create a productive, educational environment, there are several important areas that need your attention.

- **Arrival time to school is no earlier than 7:00 a.m.** Students may not be dropped off at school before 7:00 a.m. because there are no staff members available to monitor their safety. Parents may drop students off anywhere along the sidewalk in the front of the school. There can be no drop-offs in the middle lane, in the front parking lot, or in the bus lane. The bus lane is reserved for our school buses and day care vans ONLY.
- **Breakfast will be served at 7:00 a.m. and end at 7:35 a.m.** Students arriving to school between 7:00 & 7:25 a.m. may proceed to breakfast or to their homeroom classroom. All students arriving after 7:25 a.m. must report directly to homeroom.
- **Your student is considered tardy if they are not in their classroom at 7:35 a.m.** If you are dropping your student(s) off at school after 7:34 a.m., a parent/adult must come into the office with the student(s) and sign them in to school. The security doors are closed each morning at 7:34 a.m. Students may not run down the halls to get to class. This creates a safety concern. Please give your student time to *walk* to class by dropping them off no later than 7:33 a.m. *Tardy is defined as the failure by a student to be in the assigned classroom or instructional space at the assigned time, 7:35 a.m.*
- **Creating responsible, mature, well-rounded students is important.** We appreciate your help by encouraging students to walk to class each and every day without parent assistance. Our halls are lined with professionals who will monitor and assist any student as needed.
- **Interruptions to the learning environment must be kept to a minimum.** We have an open-door policy, and we welcome all parents, family members, and community stakeholders to our school. However, you must have an appointment or have an approved need to be in the building. Random visits to classrooms or any area of the building are not permitted.
- **Communication.** Teachers have duties and responsibilities beginning each morning at 7:00 a.m. continuing until all students are dismissed around 3:30 p.m. They also have meetings after school many days of the week. They have limited opportunities to speak with parents during the school day. They will respond to phone calls, emails, and messages within 24 hours. We appreciate your anticipated understanding as it supports our students' academic progress, safety, and security.
- **Checking a student out from school.** Picture ID's will be checked when a student is being signed out for the day. For the safety of our students, no one will be allowed to check out a student unless they are on the student's information card, or the school receives written permission from an enrolling parent or guardian. (See GA Law below)

Per Georgia Law, O.C.G.A. 20-2-1180, Subsection C, "Upon entering any elementary or secondary school building between the official starting time and the official dismissal time, any person who is not a student at such school, an employee of the school or school system, a school board member, an approved volunteer following the established guidelines of the school, or a person who has been invited to or otherwise authorized to be at the school by a principal, teacher, counselor, or other authorized employee of the school shall check in at the designated location as stated on posted signs and provide a reason for his or her presence at the school." Therefore, for the safety and well-being of our students, faculty, and staff, ALL visitors must report to the school office, show ID, register through the computerized visitor program at the front counter, and retrieve a visitor's pass prior to entering any hallway, classroom, or other area of the school grounds. Parents will be permitted to visit classrooms when a conference with the teacher or an observation in the classroom has been pre-arranged or when approval has been given by an administrator. This policy will be strictly enforced to protect our students and the learning environment. After the visit has concluded, visitors should sign out in the office. This allows the school administration to track visitors in the event of an emergency. All visitors must be approved through the office.

- **Transportation Changes:** Per the Henry County Schools Student and Parent Handbook, "Students may not make changes in the way they usually go home unless they have a note signed and dated by the enrolling parent. Parents should give specific dates and instructions to explain any change to the way their student should be transported home. The principal or assistant principal must approve the note." Emails, faxes, texts, DOJO messages, and phone calls are not acceptable methods for transportation changes. If you have an emergency and are unable to come to the school to write a note, you must speak to an administrator in order to decide on a plan of action.

For any transportation changes, a note must be sent to your student's homeroom teacher. The note must contain the following information:

- Student's Legal First and Last Name
 - Description of the Transportation Change (Car Rider, Bus Rider, Walker, After School, Daycare, etc.)
 - Duration of change including dates (Is this a permanent change or only for a specific day or two?)
 - Homeroom Teacher's Name
 - **Enrolling Parent's/Guardian's Signature** with Date and daytime phone number
- **Lunch: ONLY when we are on Level 1 again:** Parents may sign-in at the front office and wait at the designated location in order to eat lunch with their student. We reserve the first few weeks of school for students to eat in the lunchroom in order to learn the expectations for procedures and PBIS behaviors. Parents may begin eating lunch with students on Monday, September 26 for kindergarten and 1st grade students and Tuesday, Sept. 6 for 2nd through 5th grade students.
 - **Lunch is a short time for students and even shorter for teachers.** Due to disruptions, the number of office staff members, and time limitations in the office, we will no longer allow lunches to be dropped off in the front office. Students must purchase a lunch at parent's expense from the cafeteria if they do not bring a lunch from home.
 - **Managing cafeteria expectations is very important.** We encourage parents to pay for lunches using [MYSCHOOLBUCKS website](#). Sending cash is discouraged for many reasons.
 - **The Henry County Schools policy for birthday celebrations** (food items, balloons, toys, multiple family members coming to eat lunch, etc.) **is that they do not take place at school.** Please do not plan a celebration for your child at school for their birthday. Additionally, as we deal with increased concerns over food allergies, medical concerns, religious beliefs, etc. we feel it is necessary to protect this growing population of students and prohibit parents/students from sharing food (treats, pizza, drinks, cupcakes, cookies, donuts, etc.) at school during lunch. Thus, **parents may only bring food for their own child/student once**

they are able to eat lunch with students again. Please keep in mind that we do sell ice cream meeting the national nutrition standards, which offers special options to students with food allergies. You are welcome to purchase a class set of ice cream passes through the teacher or bookkeeper so your child can share a treat with their classmates on their birthday.

- **The school day ends at 2:15 p.m.** Dismissal can be a hectic time. Therefore, if you need to check out your student(s) prior to our regular dismissal, you will need to do so before 2:00 p.m. as this is when we begin our school wide procedures for ensuring that every student is in the correct location for dismissal. After 2:00 p.m., we will be unable to accommodate your request to check out your child/children. Parents can pick up car riders in the front car rider pick up line. Please have your car rider vehicle tag visible in your windshield. If you forget your car rider vehicle tag, you will need to park and go into the front office with your picture ID. Your identification will be checked and approved. A temporary car pass will be provided so you can get in the car rider line in order to pick up your student. Parents should never drive through the bus lane nor pick up their child in the bus lane. Walker passes can be provided for those who walk from a nearby neighborhood. You may not park at the road and walk to retrieve your student.
- **Car Rider Procedures**

Please refrain from cell phone use during drop off and pick-up times!

Morning Drop-Off:

- ✓ Drop off time in the morning begins at 7:00 a.m.
- ✓ All students must be dropped off at the sidewalk in the lane closest to the building. ***Students may not be dropped off in the middle lane, parking lot, or far lane from the building.***
- ✓ If you are parking to drop your student off, you must walk them to the designated staff member assigned to the flagpole area before leaving them.
- ✓ When dropping off, pull up all the way to the sign that says, "Pull All the Way Forward". We ask that you pull as far forward as possible in the drop off lane so that more students may be dropped off at one time. If you help us with this procedure, our car rider line will move faster and more efficiently. **Do not stop on the crosswalk area.** We also ask that you do not block the handicap parking spaces. These spaces are reserved for persons with qualified needs ONLY. As a reminder, the faculty and staff members working in the car rider line are following school and county procedures. Please show patience, kindness and respect as they continue to support the best interest and safety of our students.
- ✓ ***If your student is unable to get out of the car on their own, you need to park and assist them. Do not hold up the car rider line for this purpose. If you have to put your car in park, get out, walk around, etc. to assist your student out of the car, you need to park in a parking space and walk your student to the staff member on duty at the flagpole.***
- ✓ Students may enter the building at both sets of front doors.
- ✓ **Watch staff members for stopping and moving your vehicle, not pedestrians who are walking students to the front doors.** Stopping for them will slow down the drop off procedure. We have staff members in place to help keep all students and adults safe in the drop off area. We need your help to watch for them to stop traffic when you are crossing the driving area as well as when you are driving through.

Feel free to blow your horn at any cars not following the procedures. This will alert us to an area of needed focus at that moment.

Afternoon Pick-Up:

- ✓ Students must be picked up in the car rider lane closest to the front doors. The car rider line begins close to 2:30 p.m. daily. **Buses roll out first!**
 - ✓ Car tags need to be visible in your car, and students need book bags daily to display their car tags.
 - ✓ Children *must* be picked up **no later than 2:45 p.m. daily**. We encourage you to be in line before this time.
 - ✓ **NO CHECKOUTS after 2:00 p.m.** Checking students out after 2:00 p.m. is very difficult, and it can create security concerns for our students. At 2:00 p.m., teachers are preparing students for dismissal. Students are writing homework assignments, coming back from specials, cleaning up their work areas, etc. Students should be checked out before 2:00 p.m., and the person checking the student out must be listed on the yellow student information card and prepared to show a picture I.D.
 - ✓ Parents should listen carefully for the color of the column to which they should pull up to in order to pick up their children.
 - ✓ *Parents will not be allowed to walk up to the school to pick up their students from the car rider area. If this does occur, you will be instructed to return to your car and drive to the rear of the car rider line in order to safely and securely pick up your student. Parents are not permitted to wait in the lobby, on the sidewalk, or by the flagpole prior to or during dismissal.*
 - ✓ Walking students should be picked up using the specific "Walking Pass" presented to parents. Parents of walking students should utilize the front sidewalk area for pick up. Parents of walking students should have a "Walking Pass" to present to a staff member on duty.
 - ✓ Parents should never walk to the bus lane during bus dismissal. If you need your child, you must report to the front office. A bus duty personnel member will be radioed to retrieve your child from the bus in emergency situations ONLY.
 - ✓ Walking parents may not drive to the front road area then walk to the school to retrieve their student. You must actually walk from the nearby neighborhood areas to be considered a walker. If you drive up to the front road area and walk, you will be required to go to the front office and retrieve a temporary car rider pass for each day this occurs. Your ID will be required as well.
- **Volunteering at school.** Please call your student's teacher or the media specialist to ask about volunteering. **Volunteers must complete a background check (every 3 years or every year for overnight trips), sign the current Henry County Schools Student and Parent Handbook acknowledgment form and the FLES Student & Parent Welcome Packet form.**

The aforementioned procedures are in place to create a safe, secure, and orderly learning environment for our students, faculty, and staff. Your cooperation in adhering to these procedures is greatly appreciated. Please refer to the current Henry County Schools Student and Parent Handbook for other important information pertaining to this school year. You may also contact an administrator as needed. We would like your input so please, if you see something concerning, say something.

More information can be found in the 2022-2023 Henry County Student & Parent Handbook located on the [district webpage](#).

We look forward to having you and your child as part of the Flippen Elementary family for the upcoming school year. At any time, if you have praises, suggestions, questions, or concerns please do not hesitate to contact us.

Educationally,



Toni L. M. Obenauf, Ed. D.

FLES Curriculum Nights

Join us to learn about the 2022-2023 school year expectations relating to: Academics, Grading Systems, Homework, Positive Behavior Supports, Consequences (positive and negative), Clubs, Communication, Awards, Specials, Breakfast and Lunch, etc.

5th Grade will be Thursday, August 4, 2022 @ 6:00 to 7:00 p.m. in the School Cafeteria

1st-4th Grades will be Tuesday, August 9, 2022 from 6:00 to 7:30 p.m.
Rotating every 25 minutes

There will be three meeting times for those who have more than one student in 1st through 4th grades. We will announce to rotate to the next meeting every 25 minutes. Meetings will begin at 6, 6:30, & 7!

1st Grade: Music Room.....2nd Grade: Cafeteria

3rd Grade: Art Room.....4th Grade: Media Center

Kindergarten will be Thursday, August 11, 2022

Program begins at 6:00 p.m. in Rm 208. Please arrive on time.



FLES No Personal Device Policy

**FLIPPEN ELEMENTARY SCHOOL
IS A PERSONAL DEVICE FREE SCHOOL**



Personal devices ARE NOT TO BE “ON”, USED, AND/OR DISPLAYED DURING THE SCHOOL DAY. Personal devices (ipads, phones, smart watches, any device you can power on and off brought from home, etc.) SHOULD BE STORED IN YOUR BOOKBAG at all times.

1. **Cellular phones and all personal devices from home** must be powered off and put away during school hours.
 - a. School hours begin when a student arrives on the school bus and/or in the school building
 - b. When a student's cell phone/personal device is taken up by school personnel and placed with an administrator due to misuse, the responsibility is with the student, not school staff members
 - c. A parent/guardian or designee must pick up cell phones and devices taken up during the day
2. Cell phones/devices should be powered **off** upon arrival to school, and students should store them in their book bag upon arriving to the bus or school
 - a. Cell phones/personal devices a student chooses to bring to school are the student's responsibility
 - i. We do not recommend leaving a phone or device in a book bag, but you may not have them on your person. **It is best to leave them home!**
 - b. If a phone rings during class, the teacher will invoke the No Cell Phone/Personal Device Policy
 - c. **"Forgetting" to turn off cell phones/personal devices is not an excuse**
3. Use of a cell phone/personal device during school hours or while traveling on school transportation (i.e. texting, social media posting, calling, videoing, etc.) will be considered inappropriate usage and appropriate disciplinary action will be taken.
4. If a student violates the cell phone/personal device policy, the teacher or school staff shall confiscate the cell phone/personal device and place it with an administrator:
 - a. **First offense**- the phone/personal device is taken away until the end of the day then returned to the student to take home; the parent is contacted; communication is input into the contact log in IC
 - b. **Second offense**- the phone/device must be picked up by a parent or guardian from the office and a classroom referral will be created and presented to the parent
 - c. **Third offense**- parent must pick up the device and an office referral will be completed
 - d. **Additional offenses** - students who do not adhere to these guidelines will be subject to other disciplinary actions

Please Note:

- A student is required to hand over the cell phone/personal device and all its individual parts, including but not limited to the battery and memory card(s), to a teacher or school staff member when requested
- Failure to do so will result in discipline action
- The student assumes all risks in bringing such cell phones and other personal devices onto school property (building or busses) or to school related functions such as clubs or ASEP

**We look forward to your anticipated support in
this most important matter!**

School Clubs



FLES sponsors various clubs for our students' enrichment throughout the school year. You will receive information as clubs form if they are appropriate for your student's grade level. Please do not hesitate to contact the club sponsor if you have any questions. Note that your child must have your permission to participate in any club. Signing the form in the student handbook does not qualify any student for club participation.



We are not always sure of the clubs being offered from year to year due to specific requirements involved.



POSSIBLE clubs that may be offered at some point during the school year are: Reading Bowl, BETA, Cheer, Chorus, Drama, Robotics, GRACE, etc.





Flippen Elementary School

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Dr. Toni Obenauf
Principal

Dr. Renee Prior
Assistant Principal

Dear Student/s and Parent/s:

We are excited to begin the new school year at Flippen Elementary and we are fortunate to have excellent families who care deeply for their student's educational success. Our staff compiled with highly qualified educators who love children and only desire the best for them, cannot wait to work with students in person again. A significant part of our students' academic success correlates directly to the exemplary behavior they exhibit.

We would like to share details of the school wide discipline program. Administrators, teachers, counselors, and other staff members encourage and recognize appropriate student behavior that is beneficial to the learning environment. In order to create this environment, we have adopted a positive behavior support program that we affectionately call the "B-RAD" program.

R.A.D. stands for Respectful, Accountable, and Dependable. See the B-RAD Matrix for expected behaviors. Please help us reinforce the positive behaviors listed, at home and at school. Our goal is for all students to know what "R.A.D." behavior looks like!

During the first few weeks of school, students will be given instructions concerning these valuable behavior traits and how to earn "GOTCHA Bucks" for exhibiting appropriate behaviors. Students who receive "GOTCHA Bucks" will have special opportunities to receive incentives, activities, and school-wide recognition on the morning announcements each week throughout the school year. Our hope is that being Respectful, Accountable, and Dependable will be contagious!

All teachers have implemented a school-wide Positive Behavior Incentive data collection tool called Class DoJo. Teachers will use Class DoJo as a communication platform to create positive learning environments. Class DoJo provides immediate notification when students earn, or lose points based on grade level/classroom expectations. Using Class DoJo, students earning positive points of 90% or above during a nine-week grading period will earn a Falcon Celebration. This celebration may be a movie/snack, games, dance, recognition, etc. Students will earn points based on behavior expectations. Class DoJo follows the FLES Positive Behavior Support B-RAD program. It is an opportunity to recognize students' maintaining and improving expected behaviors. Providing immediate notification to parents also encourages open communication so parents have a better understanding of students' progress each day. The PBIS team reviews behavior and attendance data monthly. New positive incentives may be created at any time based on the needs of our students in the areas of academics, behavior, or attendance. We are looking forward to celebrating our students' success.

New to FLES last year was the House System.

- The house system is a unique and creative multi-age group approach to building a community that will strengthen the social and academic lives of students



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- Students are able to interact with peers from other grade levels
- Older students become support systems to younger students
- Community extends to teachers and staff as well. Every adult will be encouraged to participate in the house system as it gives them an opportunity to form strong bonds with a smaller group of students in their House
- Enables a playful sense of competition with students in other houses

We are excited for this new, fun behavior management, culture & climate building program.



Brad says, "It is your responsibility to be Respectful, Accountable, and Dependable at all times." Always follow the

We are also continuing Second Step. Second Step is a program rooted in social-emotional learning (SEL) that helps transform schools into supportive, successful learning environments uniquely equipped to encourage children to thrive. Classrooms will build a community based on family and character, which in turn, will create supportive, collaborative learning environments.

Parent Pledge: *I have read, reviewed and understand the Positive Behavior Incentive system. As a parent of a student at Flippen Elementary, I plan to support your efforts to have a safe and conducive learning environment for my child.*

Student Pledge: *I have read, reviewed and understand the Positive Behavior Incentive system. As a student at Flippen Elementary, I will perform my duties as a responsible student daily, which includes completing all assignments and consistently improving my behavior. I will honor the B-RAD discipline plan at all times during work and play at FLES.*

"Focusing on Learning for Every Student"
#FlippenFabulous



Brad Says: "BE RAD"

Be	Respectful	Accountable	Dependable
Classroom 	<ul style="list-style-type: none"> • Use kind words • Use quiet voices • Keep hands, feet, objects to self 	<ul style="list-style-type: none"> • Clean up your area • Remain seated properly • Watch for stop 	<ul style="list-style-type: none"> • Be on time to your stop • Listen to bus driver • Report problems
Bus 	<ul style="list-style-type: none"> • Always walk • Stay in line • Wait your turn • Be kind to staff and peers 	<ul style="list-style-type: none"> • Get all materials needed for eating • Stay in seat until dismissed • Pick up your trash • Line up quietly to leave • Wait your turn 	<ul style="list-style-type: none"> • Use quiet voice when music is off • Be silent when music is on • Eat only your food • Practice good table manners
Cafeteria 	<ul style="list-style-type: none"> • Be quiet/silent • Walk on 3rd block on right side • Eyes forward • Keep hands, feet, objects to self 	<ul style="list-style-type: none"> • Follow directions • Walk at all times • Walk in a single file line 	<ul style="list-style-type: none"> • Go directly to your destination • Take the shortest route • Avoid touching walls and boards
Hall 	<ul style="list-style-type: none"> • Wait your turn • Keep hands and feet to self • Respect privacy • Leave restroom clean 	<ul style="list-style-type: none"> • Be quiet • Flush before you leave • Use 2 pumps of soap • Keep water and soap in sink 	<ul style="list-style-type: none"> • Use restroom quickly • Use facilities correctly • Return to class • Report any problems
Restroom 	<ul style="list-style-type: none"> • Include others • Be kind • Take turns 	<ul style="list-style-type: none"> • Use equipment as taught • Report problems to adult 	<ul style="list-style-type: none"> • Stay in the playground area • Listen and watch for adult signal • Play safe (No football)
Playground 			



Flippen Elementary School
PBIS
Student Reflection Form



Student Name: _____

Date: _____ /Time of Incident: _____

Referring Teacher: _____

Incident Location: _____

1. Which school rule did you break? (circle)

Be Respectful

Be Accountable

Be Dependable

2. What did you want? (Check all that apply):

- ☐ I wanted attention from an adult.
- ☐ I wanted attention from another student.
- ☐ I wanted to let someone know that I am mad with him or her.
- ☐ I wanted to avoid doing my schoolwork.
- ☐ I wanted to be in control of the situation.
- ☐ I wanted to cause others problems because I do not think they like me.
- ☐ I wanted something that someone else has.
- ☐ I wanted _____.

3. This is what happened: _____

4. This is what I could have done to make a better choice: _____

5. This is what I will do next time: _____

6. Are you going to change your behavior? (circle) YES NO

Student Signature Date

Administrator Signature Date

FLIPPEN ELEMENTARY SCHOOL PBIS INTERVENTION FORM (Classroom Referral)*Office: 770-954-3522 * Fax: 770-954-3525***Dear Parent(s) and/or Guardian(s):****Classroom Referral #**

We, respectfully, request your support to resolve the behavior(s) identified on this PBIS Intervention Form. This form is used to document classroom behavior incidents. Your child has been given a warning. He/She has also been retaught the expectation and specific rule concerning the infraction prior to recording details on this form.

This is not an office referral; however, continuation of inappropriate behavior(s) may result in an office referral.

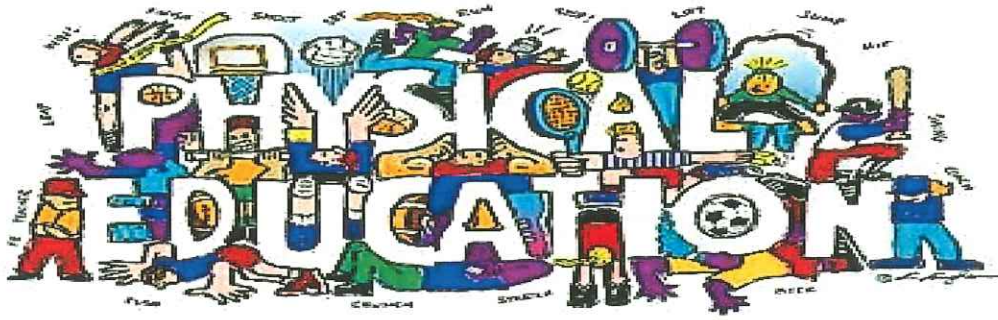
Name: _____ **Grade:** _____ **Time:** _____**Referring Teacher:** _____ **Date:** _____**Location:** Classroom Playground Hallway Cafeteria Restroom Gym
Media Center Other _____

Problem Behaviors	Possible Motivation	Others Involved
Inappropriate language Physical contact Defiance Disrespect Disruption Property misuse Lying/cheating Dress code violation Other _____	Peer attention Adult attention Obtain items/activities Avoid tasks/work/activities Avoid peers Avoid adults Don't know Other _____	None Peers Staff Teacher Substitute Other _____
Teacher Actions		
Reteach behavior _____ Conference with student _____ Parent contact via _____ Parent/Student Conference _____	Loss of Privilege _____ Check in with other staff _____ Time in another class _____ Time in Recovery ZEN room _____	

Comments:

Parent Signature: _____ **Date:** _____

Sent to parent on _____ via: hard copy with student email regular mail certified mail



Greetings Parents,

As we begin the new school year, I am excited about all of the wonderful activities and games that will occur in Physical Education. This year your students will be coached by Michael Pietrowski (Coach P) and I am honored to be your child's PE instructor at Flippen. My mission is to teach the importance of exercise, and motivate students to participate in a lifetime of physical activity by exploring all avenues for health awareness and wellness. In order for students to have the best PE experience possible here are a few things that you need to know and ways you can help:

- *It is very important for each student to be prepared for class and dressed in the proper gym attire when coming to PE. Please help your child remember his/her PE schedule and to dress accordingly. Wearing tennis shoes is a must for your child's safety and success. Please remember "No Crocs, No Sandals, and No Boots." STUDENTS MUST WEAR SNEAKERS OR TENNIS SHOES TO PARTICIPATE IN PE CLASS. Also, if your daughter wears a dress on PE day, please have her wear a pair of shorts. It is very important for all students to be "dressed for success" on PE day. I encourage students to keep play shoes at school for Recess and Gym.*
- As a part of each child's P.E. program, all schools throughout the state of Georgia will be participating in the FITNESSGRAM fitness assessment designed to measure health-related fitness for youth in grades two through twelve. Kindergarten students will be assessed on the chosen assessment per county requirements. First, Second and Third Grade Students will participate in FITNESSGRAM height and weight.
- Leading up to the FITNESSGRAM assessment Fourth and Fifth grade classes will be spending a portion of their class time practicing the various areas of the FITNESSGRAM assessment. Each student in Fourth and Fifth grade will be assessed using the following assessment components: PACER, Curl-Up, Push-Up, Back-Saver Sit and Reach, Height/Weight. I ask that you encourage your child to participate with his/her best effort and to the best of his/her ability.
- For more information regarding the FITNESSGRAM assessment, please go to the Georgia Department of Education and do a search for FITNESSGRAM.
- *PE homework is given every day. Each student should participate in 60 Min of play a day!*

A confidential FITNESSGRAM report will go home with each student in Fourth and Fifth students at the end of the year. This report will include each child's scores and information on the FITNESSGRAM Healthy Fitness Zones. The Healthy Fitness Zone represents the level of fitness needed for good health. This report will also provide families with suggestions and resources to support the needs of each individual student. It is truly my pleasure to teach your children. If you have questions please contact me anytime mpietrowski@henry.k12.ga.us or visit Coach Pietrowski's teacher site located on the Flippen webpage for other PE related updates. Have a healthy and fun year! Go Falcons!

Healthfully Yours,

Coach Pietrowski

Submitted during the following school year: 21/22 22/23 23/24

AUTHORIZATION OF RELEASE OF CRIMINAL BACKGROUND INFORMATION

- Mentor/Volunteer/Chaperone Consent Form -

School: Flippen Elementary

School Contact: Tiffany Raines

***** Please allow 2-3 weeks for results *****

To the Sheriff's Department of Henry County:

I hereby authorize any clerk, officer, judge, custodian, or other person to give to the Henry County Schools, 33 North Zack Hinton Parkway, McDonough, Georgia, 30253, any and all information in their possession regarding my motor vehicle record, and any criminal history or record pertaining to me, which may be on file with any criminal justice agency, court, or the GCIC/NCIC, or other information requested upon presentation of this authorization or any reproduced copy thereof. (O.C.G.A. 35-3-35/35-3-6.) I further give my continuing consent, for officials of Henry County Schools to access such information throughout the course of my service at intervals, should the Henry County Schools deem further background checks appropriate.

ALL REQUESTED INFORMATION MUST BE SUBMITTED AND MUST BE LEGIBLE. THE SHERIFF'S DEPARTMENT WILL NOT PROCESS INCOMPLETE REQUESTS, AND INCOMPLETE FORMS WILL BE RETURNED TO THE SCHOOL.

Print Full Name (First, Middle, Last)

Social Security Number (Full Number)

Street Address

City

State

Zip Code

Sex

Race

Date of Birth
(MM/DD/YYYY)

Driver's License Number/State

Signature

Date

Sworn to and subscribed before me this _____ day of _____, _____

Notary Public

For HR use only:

Infinite Campus

Parent Portal Access Information

To:

Parent/Guardian of:

School: Flippen Elementary School

Grade/s:

Below you will find directions on how to access the Campus Portal so that you can view student grades and attendance. The activation key for new accounts is listed below. If you have already created an account for any other children in your household and you do not remember your username and/or password, please click the "Forgot Username?" or "Forgot Password?" tab on the Infinite Campus Parent Portal webpage.

If you have additional questions, please visit www.henry.k12.ga.us/campusportal. You will find a FAQ section and answers to other questions you may have.

Activation Key:

Student/s I.D. Number:

Logging in to the Campus Portal

Using the Activation Key to Create Usernames and Passwords

The **Activation Key** is only needed the first time the user accesses the portal. After that, the activation key will not work, and the username that was created should be used to log into the Portal.

1. Go to <https://campus.henry.k12.ga.us/campus/portal/henry.jsp>
2. Click on the orange **HELP** link.
3. Choose the **Click Here** link beside the option "**If you have been assigned a Campus Portal Activation Key.**"
4. Enter your personal **Activation Key** (listed above) and then click **Submit**.
5. Create and enter a **Username**.
6. Create and enter a **Password**.
7. Verify the password by entering it again and then click the **Create Account** button.
8. After your account is successfully created an account creation confirmation message will appear. Select the **Click here** option to log into your account.
9. Login with your newly created **username** and **password** and then explore the IC Portal.



District Code: WDWPGP

Flippen Elementary School

Transportation Changes



Today's Date: _____

Effective Date: _____

*Is this a **permanent** change. YES / NO (please circle one)

Student Name: _____ Age* _____

Teacher: _____ Grade _____

***Please check the form of transportation your child will take.**

*****Please only check 1 mode of transportation.*****

_____ Car Rider Do you have a car rider number?: _____

_____ Bus Rider Bus Number: _____

Address: _____

_____ Day Care: _____

Name of Daycare

_____ Walker Do you have a walker tag? _____

_____ After School Enrichment Program (**Student stays at school**).

Parent Signature: _____

Revised 04/20

Enrolling Parent Only.

*Student must be age 8 or older to be let off bus alone



Office use only:

Approved: _____

Not Approved: _____

Office initials: _____

Administration initials: _____



Student Health & Medication Authorization Form

Complete all sections of this form and submit to the school office
if your child has an ongoing health issue and/or requires medication.

Medication Authorization (please print)

Student's name: _____

Birthdate: _____ M _____ F _____

Grade: _____ HR Teacher: _____

Condition requiring medicine: _____

Name of medicine: _____

Dosage: _____

Route (circle one): by mouth; in eye (Right, Left, both); in ear
(Right, Left, both); topical; other _____

Instructions: _____

Storage requirements: _____ none _____ refrigerate

Side effects: _____

Physician: _____

Physician phone: _____

Parent/Guardian: _____

Parent/Guardian phone: Home# _____

Work# _____ Cell# _____

Other# _____

Student Health Information

Does your child have ANY history of ... (check all that apply):

- | | |
|--------------------------|--------------------------|
| ____ Allergies | ____ Asthma |
| ____ Food Allergies | ____ Seizures |
| ____ Diabetes | ____ Cancer |
| ____ Sickle Cell Disease | ____ Physical Impairment |

Give details: _____

Does your child ... (check all that apply):

- | | |
|---|-----------------|
| ____ Use an inhaler | Frequency _____ |
| ____ Use an EpiPen | |
| ____ Take prescribed medication(s) routinely | |
| ____ Require special seating in the classroom | |
| ____ Have any condition that limits participation in P.E. | |
- Give details: _____

Any other health conditions: _____

☐ Check here if this medicine is ONLY for a field trip.

Name/location/date of field trip: _____

I authorize the principal or his/her designee to give medicine to my child according to the label directions. I authorize the principal or his/her designee to contact my child's physician if additional information regarding medication is needed.

Parent/Guardian Signature _____ Date _____

When possible, please give medicine doses at home before or after school. The first dose of a new medication should be given at home so parents can monitor for potential side effects or adverse reactions.

PLEASE NOTE

The principal or his/her designee will dispense medicine to students according to the following guidelines:

Medicine cannot be given without written permission and instructions from the parent/guardian. A new Medication Authorization must be completed whenever a new medicine or new dosage is to be given to the student.

The parent must bring medicine and related equipment to the principal or his/her designee. The student must not be in possession of medicine unless approved by the principal. All medication must be kept in the school office.

Prescription medicine, including inhalers, must be in the original labeled container. (Please ask your pharmacist for an extra label to be placed on the inhaler itself). Over-the-counter medicine must be in the original unopened container and marked with the student's name. Sample medications can only be given when accompanied by a note signed by the physician indicating sample medicine is for the student's use and with medicine administration directions.

The parent should pick up unused medicine from the principal or his/her designee. Any medicine not picked up will be discarded at the end of each school year. Medicine will not be sent home with the student.

If the student is injured or becomes ill while at school, the principal or his/her designee will attempt to notify the parent/guardian and act according to their directions. If the parent cannot be reached, the principal will take the actions necessary to protect the health and well-being of the student.

To be completed by School Personnel:

Date received: _____ Name of Medication: _____ # doses received (prescription meds): _____

Form Rev 5/2016

Medicine picked up FROM school by: _____ Parent /Guardian (Please print) _____ # doses returned to parent (prescription meds) _____

Parent /Guardian Signature _____

Date _____



POLICY UNPACKED



ATTENTION PARENTS

CHECK ACCEPTANCE POLICY

For Flippen Elementary & All Henry County Schools

We will only accept checks with the following information on the face of the check:

Name

Address

Telephone Number

If your check does not have all the above,
you should write in the missing information.

Checks that are received without the required
information will not be accepted and
WILL BE RETURNED to you.

Any questions please contact our school bookkeeper at 770-954-3522.

Thank You!

FLES POLICY MEMO



NO STUDENT LUNCH DROP OFF ALLOWED

In the past years, we have experienced a dramatic increase in the volume of lunches and/or food items dropped off for students to consume during their assigned lunch period. On the surface, this may not seem to be a significant issue. However, it has in fact become a substantial one for several reasons. First, the sheer volume of lunches has resulted in a management issue for space and storage of lunches. Second, another management issue relates to ensuring students receive their lunches on time. In the past, we called classrooms to let students know a lunch was in the office. This practice has become a disruption to classroom instruction, student learning, and the required responsibilities happening in the office daily. Simply put, there are too many instructional and school management activities occurring during the school day to prioritize the lunch distribution process.

With that said, effective this school year and all school years after, the following procedures will be in place regarding student lunches:

- ✓ Parents must send lunches with students
- ✓ You may drop lunches off before 7:35 a.m. and we will call the student to the office to retrieve the lunch. We will not interrupt instruction after 7:35 a.m.
- ✓ Students must pick up a school lunch at your expense if they do not bring a lunch from home

Some additional reminders regarding lunches and/or food in general include the following:

- Parents may eat lunch with their own student in a designated area, **if we are on Level 1.**
- Parents may only bring lunch and/or other food items for their OWN student. This is due to serious concerns of food allergies, medical situations, legal access to students, and other similar concerns.
- In light of the above, and due to the volume of students in our classes, bringing cupcakes, cookies, any food items, etc. for other students is NOT allowed. To re-state, parents may only bring food for their own student. **NO FOOD ITEMS may be shared** with other students. We do have ice cream for sale daily in the cafeteria as an alternative option. **Ice cream for the class must be purchased through the classroom teacher or the bookkeeper.** This information is intended to provide safety and privacy of all students at FLES. If you have questions or concerns regarding this policy, please do not hesitate to contact our front office at 770-954-3522.

Parent Café Communication

The student-parent café is available by the windows in front of the media center this year once we are back on Level 1.

Things to know:

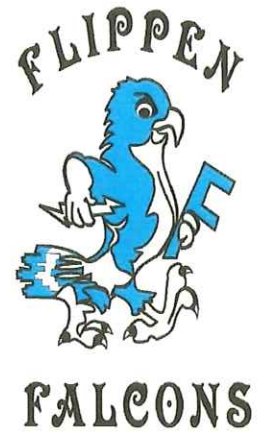
- You must be approved by the enrolling parent to eat lunch with a student
- You must sign in with valid picture identification
- If you arrive late and the student has already gone through the lunch line, you will be responsible for the lunch fee that day (please note, we are not responsible for random schedule changes during the school day)
- Visitors must stay in the designated café location at all times
- This is not a time for conferencing with your student's teacher (you may leave a note in the front office if you need to set up a conference)
- We ask that you clean up your area before heading out
- Due to safety and disruptions, visitors may not escort students back to class
- We do not supply napkins, utensils, etc. unless purchasing a lunch at school
- Parents may pay for lunch in various ways
 - Send money with student
 - Pay online at www.MySchoolBucks.COM
- Pay in the school front office (NO CHANGE PROVIDED)
- Sign out in the office before leaving the building

Administration reserves the right to revoke lunch privileges, if necessary due to disruptions or complications hindering the normal procedures of the school day or the function/adjustment for a student.

FLIPPEN ELEMENTARY

Classroom Observation Procedures

The faculty and administration of Flippen Elementary welcomes you to our school. We truly believe that Flippen Elementary is wonderful, and we thank you for your interest in the instructional program that we offer for our students. We hope that your visit today is a rewarding experience; one that provides you with a greater insight into the skill, professionalism, and dedication that our teachers display. Because of our desire to insure that the instructional process is not disturbed, we have several requirements that we ask all visitors to comply with during their time in the classroom. We appreciate your cooperation with these guidelines and thank you again for your interest in our instructional program.



IT IS OUR WISH THAT ALL VISITORS COMPLY WITH THE FOLLOWING GUIDELINES TO PROTECT THE LEARNING ENVIRONMENT AND PREVENT DISRUPTIONS THAT ARE DETRIMENTAL TO STUDENT LEARNING.

1. Complete this form with the classroom teacher's assistance.
2. Visits should be prearranged (preferably with 24-hour notice).
3. Sign-in at the main office upon arrival and wear your visitor sticker in a visible location.
4. Visitations will not be allowed if the classroom selected for visitations is involved with testing.
5. Visits should be limited to approximately 20 minutes.
6. Visitors should enter classrooms at the specified time.
7. Visitors are asked to sit in the rear of the classroom as far away from students as possible.
8. Visitors are asked not to carry on any dialogue with the teacher or with any student during the visitation.
9. Visitors are asked to make sure electronic devices are turned off before entering the class.
10. At the completion of the visit, visitors are asked to return to the main office to sign out.
11. Visitors who wish to schedule a parent-teacher conference may do so through the front office before leaving, via email to the teacher, or voicemail message.
12. Photography and/or videoing is NOT ALLOWED during classroom observations.

Thank you for your anticipated cooperation with these guidelines and procedures.

Date & time of visit **scheduled with teacher:** _____

Print Teacher Name: _____ Teacher signature: _____

Name of Flippen Elementary Student: _____

Parent name **printed:** _____ Parent **signature:** _____

I understand that information relating to all students is confidential and is protected by state and federal regulations. Failure to protect the right of confidentiality of other students may result in the denial of future requests to observe in the school.

Request Approved: _____ Request Denied: _____ Reason: _____

Administrator signature: _____



FLES STUDENT AWARDS



K – 4th grades will have award ceremonies in their classrooms or outside during Family Fun Days. 5th grade will have an award ceremony on the stage in the cafeteria. Awards are based on academic performance, attendance, learning behaviors/skills, etc.

Standards Based Awards

Perfect Attendance: A certificate **WITH A SEAL** will be presented to students that have no absences and 2 or less tardies/early checkouts or a combination of the two.

Perfect Attendance: A certificate **WITHOUT A SEAL** will be presented to students that have no absences and 3 or more tardies/early checkouts or a combination of the two.

President's Award: Top 6 highest academic performing students in each 5th grade class ONLY. (Gold Seal)

Principal's Honor Roll: A certificate **WITH A SEAL** will be presented to students with **all 90 or above scores** in the Elementary Final Grades box for all subjects and all EX's in the Learning Behaviors box.

Principal's Honor Roll: A Certificate **WITHOUT A SEAL** will be presented to students with **all 90 or above scores** in the Elementary Final Grades box for all subjects and all PR's or below in the Learning Behaviors box.

A-B Honor Roll: A certificate **WITH A SEAL** will be presented to students with at least one 90-100 score and 80-89 scores in the Elementary Final Grades box and all PR or EX's in the Learning Behaviors box.

A-B Honor Roll: A certificate **WITHOUT A SEAL** will be presented to students with at least one 90-100 score and 80-89 scores in the Elementary Final Grades box and PR, AP, LP, or IP scores in the Learning Behaviors box.

Flippen Falcon Award: For **hard work** throughout the school year) The student must have put forth "over & beyond" effort in all areas. **This award should not be given to students who have already received Principal's Honor Roll, A-B Honor Roll, or President's Awards.**

ELA MAP Growth Award (1st – 5th): A certificate will be presented to students who have met their projected growth goal on ELA MAP.

Math MAP Growth Award (1st – 5th): A certificate will be presented to students who have met their projected growth goal on Math MAP.

F&P Reading Growth Level (K - 5th): A certificate will be given to students who have mastered the end of the year reading level or higher for their current grade level.

Kindergarten ONLY Sight Words: Teachers will determine who gets this award based on guidelines they determine.

The faculty and staff reserve the right to add or change awards at any time during the school year based on recommendations from a professional learning community and data presented.

SAFE HENRY

Working Together Everyday to Ensure a Safe and Secure Henry County Schools



SAFETY ROUTINES

District-Wide Drill Participation

Henry County Families:

As part of the HCS process to ensure a safe and secure learning environment, all schools participate in required monthly safety drills. These required drills include:



Fire Drill/Evacuation Drill

This drill is used when a situation requires an evacuation from the building such as a fire alarm. All school staff, students, and visitors, will evacuate the building.



Severe Weather Drill

This drill is used for weather related warnings such as a tornado watch or severe thunderstorm. During this drill all school staff, students, and visitors, will assume a safe position within the school building.



Lockdown Drill

This drill is used for a more significant event in the school environment. During a lockdown drill all school staff, students, and visitors, will assume a safe position within the school building.

School leaders determine specific dates and times for the drills in accordance with state codes and individual school needs. Teachers and administrators have specific talking points to use before and after safety drills and additional supports for our primary students. If you, or your child, have any concerns or questions about our safety routines please contact your school.

Thank you for the support and confidence you place in Henry County Schools daily to ensure that we provide a safe and secure learning environment for all students.

www.henry.k12.ga.us

2022-2023 Flippen Elementary

Student & Parent Welcome Packet Sign-off Form

Return this form to your student's teacher.

Student: _____ Teacher: _____

Parent Print Name: _____

My signature verifies I have received the FLES Student & Parent Packet. I will read and review this information with my student. I understand we are responsible for following the guidelines presented in this packet.

Parent Signature: _____ Date: _____

Items included are:

- ✓ Procedural Guidelines Letter
- ✓ Curriculum Nights
- ✓ No Personal Device Policy
- ✓ School Clubs
- ✓ PBIS Letter
- ✓ PBIS B-RAD Matrix
- ✓ Student Reflection Form
- ✓ Classroom Referral Form
- ✓ Physical Education Letter
- ✓ Background Check
- ✓ Infinite Campus Portal Sign-up
- ✓ Student Health & Medication Authorization Form
- ✓ Transportation Change Form
- ✓ Check Acceptance Policy
- ✓ Student Lunch Drop Off
- ✓ Parent Café Communication
- ✓ Classroom Observation Procedures
- ✓ Student Awards
- ✓ Safety Routines

**COMPLETE,
SIGN, &
RETURN by
August 12, 2022
or immediately
after enrolling
your student.**

You may contact your student's teacher or the front office with any questions throughout the school year at 770-954-3522. We are looking forward to a great year!