**Flippen Elementary School**

**2023-24 Handbook**

A blue bird holding a letter

Description automatically generated with low confidence

**Flippen Elementary School**

**425 Peach Drive**

**McDonough, Georgia 30253**

**770-954-3522**

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

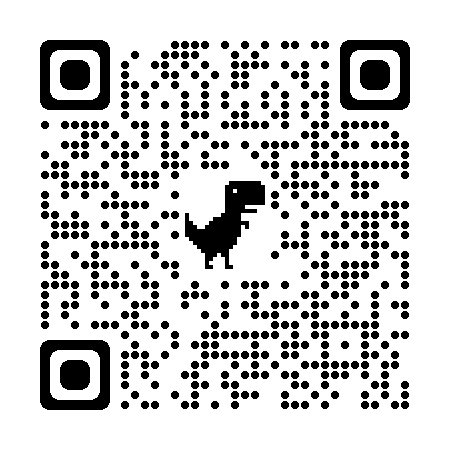
**School Hours: 7:35-2:15 p.m.**

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

**Breakfast: 7:10 a.m.-7:40 a.m.**

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

**HCS Student and Parent Handbook QR Code**



**2023-24 HENRY COUNTY SCHOOL STUDENT & PARENT HANDBOOK**

<https://schoolwires.henry.k12.ga.us/cms/lib/GA01000549/Centricity/Domain/1/2023-2024%20HCS%20Student%20Parent%20Handbook_v1.pdf>

**Welcome Letter from the Principal**

Dear Flippen Family,

Welcome to the 2023-2024 school year. We hope you relaxed and made special memories with your friends and families this summer. It is time to look forward to a wonderful new school year as we “Focus on Learning for Every Student.”

Flippen is such a special place to learn and grow. Our students are kind, supportive of one another, and eager to learn.  With our dedicated staff, we strive to connect with students to help them feel valued, accepted, and safe. The staff will continue guiding our mission to provide a rigorous, joyful, inclusive school environment. We aim to encourage active student engagement to foster a lifetime love for learning.

We are excited to return to our normal school operations this year. We know that we will need to continue to address unfinished learning by fostering a collaborative and supportive culture and focusing on learning to fill in gaps in knowledge. Instruction will provide students with endless opportunities, access, and desired outcomes.

Partnering with families is crucial to promoting a healthy school transition and a positive and supportive climate. We will continue to strongly emphasize social-emotional learning while focusing on building classroom community.  We encourage families to stay connected and informed by following our district and school websites and my Smore Newsletter and speaking with our staff. It will always be our pleasure to serve and support you.

Thank you, welcome back, and see you during **Open House on July 31st from 4-7 p.m.**

In Partnership,

Victoria Grubbs

Principal

**Flippen Elementary School**

**Administrative and Support Staff**

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

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**IMPORTANT INFORMATION**

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

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

Breakfast 7:10-7:40 a.m.

Dismissal 2:15 p.m.

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

SCHOOL PHONE NUMBER: 770-954-3522

SCHOOL FAX NUMBER: 770-954-3525

HENRY COUNTY SCHOOLS BUS TRANSPORTATION 770-957-2025

School Cafeteria Number: 770-954-3522

**Guidelines for Flippen Elementary School**

***The following safe arrival and dismissal plan requires cooperation from students, parents, and staff. Weather conditions, emergencies, and unanticipated events may necessitate all to exercise modifications and the direction of the school administration.***

**ARRIVAL:**

* Students arriving between 7:10 am and 7:35 am proceed directly to their classrooms or cafeteria for breakfast.
* Students arriving after 7:35 am report directly to classrooms.
* **Bus:** Our buses use the bus lane to drop off students.  Staff members assist students as they enter through the front doors of the building. No cars are allowed on the bus lane.
* **Parent Drop-Off (Walker):**  Parents/guardians walk to the front door and drop off their child beginning at 7:10 a.m. Staff members meet students at the doors and help them proceed inside. Parents may not walk their students to the classroom **after August 2nd. Parents may walk their children to the classroom on the first day of school.**
* Do not drop off students in the parking lot. This is unsafe for cars exiting the car lane.
* **Car Rider:**  Staff members assist in unloading students from cars. There is no need for parents/guardians to get out of their cars.  Students exit cars from the passenger side and enter the school through the front and side door.  Do not have students exit the car from the driver’s side.
* Students being dropped off after 7:40 am must be walked by a parent/guardian to the front entrance.
* Parents may not park in the bus, drop-off, or fire lanes.

**Dismissal**

* **Bus:** A staff person is assigned to each hall and escorts students via their assigned bus. The bus numbers are posted online through a live Google form, and the assigned hall staff person calls out the bus again as a second step. Students assemble in the hall and are then escorted to the bus lane. Staff members are on the bus ramp to collect and walk the students to the bus.
* **Parent Pick-Up:**  Parents/guardians may not check out any students after 2:00 p.m. They may check out their child before 2:00 and according to the contact information in Infinite Campus. Identification is required and verified in IC.
* **Car Rider:**  Students’ assigned car numbers are posted via the live Google documents. Students are dismissed to the hallway leading to the front doors by the parking lot.  Staff members assist students to the appropriate vehicles.
* **After-School Programs:**  Students attending an after-school program report to the gym, and their names are verified on the daycare log.  They are then loaded into their specified daycare van.

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

**TARDIES**

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

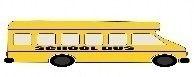
into the building and sign in students after 7:35 a.m. When a Henry County school bus is late,

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

**BUSSES**

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

**HERE COMES THE BUS**

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

**CARPOOL**

Carpool riders are dismissed at 2:15 through the carpool loop in the front of the building. Parents must have their carpool number in their window to receive their child and remain in the car. Parents must go to the front office if there is no carpool number.

**DAYCARE VANS**

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

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

**EARLY CHECK OUT**

If a student is to leave school early, we request that the parents send a note to the student’s teacher that morning. We do not accept transportation changes via phone or email to ensure student safety. Please contact the front office for further instructions if you have a last-minute transportation change. Students must be signed out from the front office by a parent or parent designee, and we must check that person’s identification in Infinite Campus. We will not release the students if the designee is not in Infinite Campus.

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

**BUS EXPECTATIONS**

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

**CHANGES IN TRANSPORTATION**:

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

**ATTENDANCE GUIDELINES**

**ILLNESS**

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

**ABSENCES / ASSIGNMENT REQUESTS BEFORE AN ABSENCE**

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

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

**Excused and Unexcused Absences, Policy JBD: Absences and Excuses**

Review the Board policy on excused absences.

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

**WRITTEN NOTES**

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

**EXTENDED ABSENCE**

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

**AWARD CEREMONY (SPRING)**

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

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

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

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

Siblings enrolled at Flippen Elementary School cannot attend each other’s awards day ceremonies. Siblings must remain in their classrooms and attend their awards day ceremony. Parents cannot check out a sibling to attend their sibling’s awards day ceremony.

**BIRTHDAY CELEBRATIONS/PARTIES**

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

**BREAKFAST AND LUNCH**

When students arrive at school, they can go to the cafeteria for breakfast or to their classroom at 7:10 a.m. We encourage all students to eat breakfast at school; if they don’t eat breakfast at home. Parents are not allowed to send students to school with breakfast items. Parents and students cannot bring food from outside vendors in the cafeteria.

**BUS STOP SAFETY**

**Video Cameras on Buses:**

Each bus may be equipped with a video camera. Students may be videoed on each trip. The videos provide a record of students’ behavior on the bus. Upon written request, a parent may make anappointment to view a tape of their child if a disciplinary issue has been identified.

**TRANSPORTATION TO AND FROM DESIGNATED STOPS**

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

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

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

A student eight years and under will be brought back to their school in the afternoon if a parent, guardian, or designee is not present at the bus stop to receive them or if they otherwise appear to have no appropriate supervisor. A bus driver must be able to identify the parent or designee. The driver will only release students at their designated bus stop. Please arrive at the bus stop 5 minutes before bus arrival. This requirement also applies to Special Needs Students who MUST have adult supervision during drop-off.

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

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

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

13 and older Generally, they can be left as babysitters, except for children in foster care. It is not recommended, however, that 13 years old babysit infants, small children, and children who require special needs attention due to medical conditions.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**CAFETERIA VISITORS AND PROCEDURES:**

• Parent Lunch visits begin on September 11, 2023

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

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

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

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

• Food from outside food from vendors, fast food chains, or restaurants is not permitted in the cafeteria. If you bring lunch, we will give you an alternative location to eat with your child.

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

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

**CAFETERIA EXPECTATIONS R.A.D**

**We always walk into the cafeteria.**

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

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

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

**We respect others at all times.**

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

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

**CAFETERIA FOOD SELECTIONS**

Students may purchase a complete, nutritional meal daily. Ice cream is sold on Fridays. If your student brings a lunch, please do not send glass water bottles or containers to lunch with your students.

**NUTRITIONAL MEAL PROGRAM**

• Breakfast will cost $1.25

• Lunch will cost $2.50

• If your family has a financial need, you may apply for free or reduced lunch (

• Flippen cafeteria provides several hot and cold choices.

• Milk is served with all meals.

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

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

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

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

**CLASSROOM OBSERVATIONS:**

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

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

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

3. Sign in at the office to be escorted to the classroom.

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

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

6. Remain nondisruptive to the instructional process.

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

**CLASS CHANGE/REQUESTS**

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

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

**CLASS LISTS FINALIZED**

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

**CLINIC**

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

**COMMUNICATION (Newsletter and Website)**

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

**CHAIN OF COMMAND**

Parents and teachers must work together to ensure that students have a positive and successful learning experience. To address questions and concerns quickly and effectively, all problems should be dealt with by the teacher, who is the closest person who has the most information and can resolve the issue first.

• If you have a curriculum or instructional question or concern, please contact the following person(s) in this order: classroom teacher, Instructional Improvement Coach (Math or Literary), the Assistant Principal if needed, then the Principal.

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

• If you have personnel concerns, please first direct your concern to the staff member in question. If no resolution can be made, or a conversation is deemed inappropriate, please contact the Assistant Principal or Principal.

• If you have a bus concern, please contact the bus driver first and then the Assistant Principal if needed.

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

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

• If you have medical concerns, please contact the clinic aide.

**COMMUNICATION BY EMAIL**

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

***Parents’ Right to Know***

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

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

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

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

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

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

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

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

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

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

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

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

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

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

***Disrupting Public School:***

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

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

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

*and aggravated nature.*

**CONFERENCES**

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

**CONTACT INFORMATION**

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

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

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

**DELIVERIES FOR STUDENTS AT SCHOOL**

We will not interrupt classes for student messages or deliveries. If a parent brings an item to school,

such as a lunch box, lunch money, or bookbag, the parent must leave the item(s) at the front desk.

An employee will take the approved item(s) to the student’s classroom and give the item(s) to the student. Any non-approved item will be returned to the parent (gifts, outside food vendors, balloons, flowers..). Students are encouraged to remember to bring the necessary items with them to school.

**DISCIPLINE**

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

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

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

**DRESS CODE:**

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

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

1. Extreme styles of clothing that, in the opinion of the principal or the principal’s designee, would interfere with learning, cause a disruption of the educational environment, or be a health or safety hazard, are not permitted. Clothing should be clean, neat, and worn properly (pants and skirts shall be worn at the waist). Clothing should not be too tight, too loose, too short, or too long and should not have inappropriate writing or pictures, including but not limited to, clothing which advertises alcohol, tobacco, drugs, any prohibited product, sex, depicts or suggests violence or which contains suggestive writings, pictures, or emblems that are inflammatory, vulgar, or discriminatory.

2. Hats, scarves, and other headpieces will not be worn within the school building unless approved for special occasions by the principal or the principal’s designee. Head wraps, scarves, or dress worn in observance of a cultural or religious tradition/belief are acceptable as long as it does not cause a disruption of the educational environment.

3. Pants and jeans with noticeable splits or holes that, in the opinion of the principal or the principal’s designee, would cause a disruption of the educational environment, would be a health hazard, or would interfere with the learning of other students, are prohibited.

4. Shorts, skirts, culottes, split skirts, or dresses must be reasonable in length and appropriate for school.

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

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

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

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

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

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

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

**ELECTRONIC DEVICES:**

Cell Phones Per Board Policy, using Personal Communication Devices during the school day is prohibited in PreK-5. Cell phones, tablets, watches, etc., except for their school-issued devices that are visible or turned on during the school day without teacher permission, will be confiscated, and the parent will need to pick them up from an administrator. Students are never allowed to record or video a student or staff member without permission from a teacher for academic purposes.

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

Delayed Start of the School Day In the event that it becomes necessary for the District to delay the start of the school day, schools may have a two (2) hour delay in the start time. As transportation buses serve all District schools within a community, the bell times for a two (2) hour delay schedule will be as follows: **Elementary schools will start at 9:45 a.m.**

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

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

**Cancellation of School / Modification of School Day**

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

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

**FIELD TRIPS**

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

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

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

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

**GRADING**

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

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

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

**Homework**

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

Kindergarten - Approximately 0-30 minutes (collectively). Assignments should be those that require little parental

assistance.

First Grade - Approximately 0-30 minutes (collectively). Assignments should be those that require little parental assistance.

Second Grade - Approximately 0-30 minutes (collectively).

Third Grade - Approximately 0-30 minutes (collectively).

Fourth Grade - Approximately 0-50 minutes (collectively).

Fifth Grade - Approximately 0-50 minutes (collectively).

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

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

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

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

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

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

homework by himself/herself, please contact the teacher.

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

• Homework designed to practice specific skills or concepts should be checked for accuracy (e.g., Addition facts: 6 + 5 = 11; 2 + 4 = 6). Practicing a skill incorrectly may foster habitual errors or misconceptions.

**7.  Makeup Work**

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

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

**GUIDANCE AND COUNSELING:**

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

**INFINITE CAMPUS:**

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

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

**INSTRUCTIONAL PROGRAM**

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

**LOST AND FOUND:**

Please label clothing and personal items with your child’s name. The lost and found area is located near the custodial suite. Unclaimed property is given to a local agency twice a year.

**PARENT TEACHER ASSOCIATION (PTA)**

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

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

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

participants. You may join PTA by paying $20.00.

**PARENT-TEACHER REQUESTS**

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

**RECESS**

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

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

***Flippen students will have 20 minutes of unstructured time or recess each day, absent from their PE day.***

**REGISTRATION**

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

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

the first time:

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

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

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

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

(beginning Fall 2000)

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

● Affidavit of Residency

● Valid photo ID from the parent and guardian

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

**REPORT CARDS/PROGRESS REPORTS:**

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

**SAFETY AND SECURITY:**

**CHECKOUTS/ DISMISSAL NO VISITORS / CHECKOUTS DURING DISMISSAL 2:00 PM – 2:15 PM:**

Students are not to be checked out during this time (not a new policy), and visitors will no longer be granted access to the building. Our staff must be focused on preparing students to dismiss safely.

If you are a volunteer, working with an after-school club, or have a scheduled meeting after-school, you must arrive before 2:00 PM or wait until after 2:20 PM. Emergencies will be the exception to this rule and must be approved by an administrator.

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

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

**SAFETY / EMERGENCY PLAN**

An individualized school emergency plan which outlines critical procedures and actions by the emergency team is in place for all Henry County Schools. It is reviewed before the school year and during the year with all staff members.

**SAFETY DRILLS**

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

**SCHOOL COUNCIL**

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

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

All address and phone number changes must be in writing and sent to the data clerk and the homeroom teacher. Students need at least two local emergency contacts in our school database.

**WITHDRAWAL PROCEDURES**

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

**TELEPHONE CALLS**

Teachers may not send students to use the front office telephone. Students are unable to call home,

except in cases of extreme emergency. The teacher will send the student to the clinic. If a medical emergency arises the Clinician will make the phone call. If any concern warrants a phone call, the teacher should email the parent or notify the front office.

Students cannot phone home for books, homework, signed papers, agendas, field trip

permission forms, etc. Our goal is to assist our children in the development of responsibility. Teachers

are unable to accept phone calls during instructional time. Parents may call and leave a message for

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

**TESTING:**

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

**Measure Academic Progress Assessment** Grades 1 and 5

The dates at this point are estimates. Fall, Winter, and Spring

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

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

**GKIDS Assessment Grade K** August through May

**District Common Assessments**

ELA and Math (weekly)

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

January – March

**VOLUNTEERS/VISITORS TO THE BUILDING:**

We welcome parent volunteers to Flippen. All parents will need to register if they wish to volunteer for the 2023-2024 school year. All approved volunteers must re-apply for volunteer status every three calendar years. All visitors and volunteers who enter the school must bring their government-issued identification to sign in at the office. A printed visitor or volunteer badge will be issued and must be worn during your time at our school.

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

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

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