

Country Club Elementary School - Student Handbook 2009-2010

Attire - Both teachers and parent groups have come to an agreement as to what is appropriate attire for Country Club School. A common concern is that apparel should be age appropriate and suitable for school activities. Fashions vary. Some fashions are unsuitable for elementary school activities. We feel there should be a distinction between school clothes and what is worn for play or for dressing up. We ask parent support in sending your child to school in appropriate apparel.

When dressing remember:

1. School clothes should be neat and clean.
2. Students should not wear clothes that cannot be worn for P.E. activities. Appropriate shoes should be worn on P.E. days.
3. Recess Policy - We will have the students go outside for recess every day even if it is sprinkling. So please on rainy days, send your student to school with a rain jacket and make sure his/her name is on the jacket.
4. Minimum length of shorts and skirts is mid-thigh.
5. **The following are not allowed:**
 - a. Sagging pants
 - b. Open backed sandals (must have a heel strap), or high heels.
 - c. Dangling earrings, miniskirts, long necklaces, wallet chains and multiple bracelets.
 - d. T-shirts displaying inappropriate logos.
 - e. Tank, halter, strapless or spaghetti strap tops, over sized armhole shirts, or shirts which expose the waist or midriff.
 - f. Heelys.
 - g. Caps or hats (except while outside).
 - h. Perfume or make up.

Parents will be notified of concerns regarding dress by telephone or a note from the classroom teacher or principal and/or given an appropriate shirt to wear for the remainder of the day.

Arrivals/Departures - Students may not arrive more than 10 minutes before the start of school. The school does not have supervision prior to this time and cannot take care of children before then. Students should be picked up promptly. Kindergarten students, should not arrive before their designated time.

BEHAVIORIAL EXPECTATIONS:

Discipline/School - The discipline of students at Country Club School is a responsibility shared by the classroom teacher, principal, support personnel and parents. The goal is to teach self-discipline and responsibility. School rules are established to ensure that all students can safely and productively pursue their job of learning within the school environment.

Disciplinary Procedures - In order to provide consistency and promote good problem-solving skills, the following actions may be taken:

1. A conference with the child reminding him/her of the school rules.
2. Detention for the remainder of a recess period.
3. A phone call home.
4. A letter of apology written by the student and co-signed by the parents.
5. Assisting with school wide clean up during recess or after school.
6. Detention from school for the remainder of the school day.
7. Formal suspension from school.
8. Other disciplinary measures may be assigned as appropriate.

General School Rule - We are proud of our school. We want our students to grow up to become caring and responsible citizens. Our MAIN RULE on campus is the GOLDEN RULE, "Do Unto Others As You Would Want Others To Do Unto You."

1. Classrooms will not be opened after the teacher has left school at the end of the day.
2. Students may not leave school until the end of the instructional day.
3. Running is not permitted inside courtyards, parking lot, or other classroom walkways.
4. Bicycles/scooters must be walked in front of the school and on school grounds, then locked in the bike racks.
5. Animals may not be brought to school without permission of the principal.
6. Climbing is allowed only on playground equipment designated for that purpose.
7. Play away from windows and buildings.
8. Students are to obey yard supervisors and others in authority.
9. Rules of good sportsmanship are to be practiced.
10. Contact sports or rough play is not allowed.
11. Students are to use all equipment safely and appropriately. They are to play in designated areas only! (Bathrooms and the courtyard are not play areas.)
12. Inappropriate language is not permitted. Students are expected to treat each other with respect and to conduct themselves in a manner that is not harmful to themselves or others.
13. Students are not permitted in classrooms at recess unless a teacher is present.
14. The kindergarten yard is off limits to anyone not currently enrolled in these classes.

The following are not allowed at Country Club:

- a. Littering
- b. Throwing of sand, rocks or other objects
- c. Gum
- d. Skateboards
- e. Toys and trinkets
- f. Electronic devices and laser pointers
- g. Trading cards or game cards
- h. Knives, or any dangerous objects
- i. Bats and hardballs
- j. Balls smaller than 4" in diameter
- k. Yo Yos are not allowed to be used on the playground

Lunch Time Rules:

1. Pushing, shoving or cutting in line is not permitted. LINE UP QUIETLY! Walk in and out of the lunch area.
2. Speak quietly during lunch.
3. Students must clean up his/her own area after eating.
4. Good manners must be used at all times.
5. Students may not leave their seats at lunch unless the noon supervisor excuses them.

Consequences for severe behavior (such as throwing food) could lead to loss of the privilege of eating lunch at school and/or work detail.

Playground Rules:

1. Students must keep their hands to themselves. No hitting, pushing, kicking, etc.
2. Students must stay on the playground.
3. Students are not to play in the courtyard or bathrooms.
4. Students must stay at least 10 feet away from the backyard fences and not climb on any trees.
5. P.E. equipment and playground areas are to be shared.

6. Playground balls and jump ropes have to be shared by all students.
7. No Tug of War, Red Rover, Butts Up.
8. No cartwheels.
9. They may not throw balls on top of or on the buildings.
10. No jumping from swings. No twisting swings. Must count 25 swings before changing.
11. No climbing on outside of tube slides.
12. No one is allowed in the bike rack area during school hours.
13. Students are not allowed behind Kid's Country.
14. No gymnastics allowed on the bars.
15. Students are to stay out of areas designated "off limits."

Bicycles - Bicycle riders must observe all traffic laws and are required to wear helmets. Bicycles are to be ridden in single file the same direction as automobile traffic. Only one person should ride on a bicycle at a time. Children should have a lock for their bicycle and use it daily to avoid theft. Bicycles are to be parked in the bike racks. Scooters should also be locked and parked in the bike rack area.

The school is not responsible for stolen or damaged bicycles or scooters. Bicycles and scooters may not be ridden on the school grounds. Students are to walk their bicycles and scooters to and from the bike rack.

Cell phones - Although students may possess cell phones or pagers, they may not use or have them visible until school is dismissed. If students refuse to follow this guideline, the device will be confiscated and consequences may be assigned.

Deliveries for Students - Any deliveries for students need to be brought to the office for pick-up. This would include anything for class parties, birthdays, homework, lunch money, etc. Our staff has asked that birthdays and other celebrations be low key, therefore we do not allow deliveries of balloons, flowers or any other items that would be a distraction.

Homework - Homework is a regular part of the instructional program. Students are expected to complete homework assignments and to turn them in on time. If students do not understand a homework assignment, they should ask for clarification by the teacher before they take the work home. Parents should establish an appropriate environment for completing homework assignments and teach their children work skills that will make them successful with homework assignments. All students are expected to read 20-30 minutes per day.

Homework When Absent - Homework will be available upon request after two consecutive days of absence. Please call the school office 803-7430 on the student's third day of absence before 10:00 AM. Homework will be available in the office after 3:00. After 8:30 teachers are involved in the "normal" activities of the school day.

Leaving School - Each student who leaves school for any reason, including lunch, must have PERMISSION FROM THE PARENT or signed out by a person listed on the student's emergency card. If the child is not picked up in person, written permission is required.

Any student, who leaves the campus during the regular school day, must sign out in the office. If your child goes home for lunch regularly, you may keep a single note on file in the office, but your child must sign out daily.

Library - The school has a library collection that meets a wide range of interests and investigation. A part-time library media coordinator assistant and parent volunteers staff it. Students in each classroom visit the library regularly with their teachers. Your help is crucial in keeping this resource available.

Each child is responsible for giving proper care to books in his/her charge. Severe budget cuts require student accountability for books at the end of each report period. Students will be charged for the full replacement value of each lost book. REPORT CARDS and YEARBOOKS WILL BE HELD UNTIL BOOKS ARE RETURNED OR THE FEE PAID.

Through the funding of the School Improvement Plan (SIP), a Parent Resource Center or Parent Lending Library has been created. This resource center for parents provides material that parents can check out for use to assist their children at home. Materials available include tapes, films and books.

Lost and Found - Please **label clothing** such as jackets and sweaters. Lost items are placed in the lost and found closet in the breezeway; small items are kept in the office. Periodically, unclaimed items are given to a charitable institution. Please check on a regular basis for lost items.

Lunches:

To pay for school meals you can 1) secure online payments into your student's school meal account (debit card) by going to www.mymealtime.com and follow the three step process on setting up your MealTime Online account; or 2) bring your check or cash to the office, put it in our special envelope and put in the "Lunch Money" box. The money brought in to the office before 10:30 will be available on your student's debit card in time for that day's lunch.

- **Forgotten lunches:** There is a table in the back of the Multi-Use Room where parents can put lunches that have been left behind.
- Students are not permitted to borrow lunch money from other students or the teachers.
- No calls will be made for forgotten lunches.
- No microwave is available - food cannot be heated.
- Please, do not send glass bottles or containers.

Messages - Parents are asked to limit messages to their students for emergencies only. Messages for students during school hours should be left at the school office for delivery to the classrooms. Students are allowed to use the school telephone only with their teacher's permission and for school business.

Party Invitations - To avoid any hurt feelings by students or parents, please send party invitations directly to the home of the student, instead of handing them out at school. Addresses can be located in your PTA/School Directory that is provided with PTA membership.

Rainy Day Session - During rainy day session, children remain in the classroom during recess breaks. They are excused from the room to use the bathroom. Classroom doors are kept open and the supervisor checks the classroom to make certain student behavior is acceptable. Quiet and safe games are encouraged during this time. Balls may not be thrown in the classroom.

Reading - It is the staffs' philosophy that reading is a fundamental skill that should be nurtured both at home and at school. The expectation for our students is to read 20 to 30 minutes in the evenings.

Vandalism - Any student who willfully cuts, defaces or otherwise injures real or personal property belonging to the school district is subject to suspension or expulsion from school. The parent or guardian is liable for all damages.

Four Square:

1. The person with the ball is in "A" square
2. The idea is to work your way up to "A" square
3. Server serves the ball from the "X"
4. Ball must hit in server square before it goes to another square
5. If the ball lands in your square you must hit it to another square in the "air"
6. Ball hits in your square and you don't return it - you are out
7. You hit the ball on a line - you are out
8. You hit the ball and it does not hit in a square - you are out
9. Ball must be hit with a closed hand
10. No throwing the ball or catching the ball
11. People waiting in line are the judges

Tetherball:

1. "A" ask "B" serve or way
2. Touch the:
 - a. Pole out
 - b. Rope out
 - c. Line out
3. No double hits unless the ball hits the pole, goes around the pole or your opponent hits the ball
4. Ball must be hit with a closed hand
5. Line is the judge
6. Win three times in a row, winner must step out

GAGA Rules:

- All players must use good sportsmanship at all times.
- There is a maximum of 10 players in the GAGA court at one time.
- The players punch the ball with a closed fist along the ground. No open hands are allowed. The ball must stay on the ground. A player that lifts the ball and/or repeatedly hits it against the wall is out.
- Any player that is touched by the ball from the knee or below either directly or by a rebound off the wall is "out" and must step out of the circle. The next person in line comes in.
- Teams are not allowed. Individuals or groups may not be targeted. Chanting is not allowed.
- In case of a dispute the next three people in line act as judges. Their decision is final.