

**PORTERDALE ELEMENTARY SCHOOL**

*“Taking Strides To Become #1!”*

**45 Ram Drive, Covington, Georgia 30014  
Telephone (770) 784-2928 Fax (770) 784-2993**

**Student Handbook  
2023-2024**

**This planner belongs to:**

**Name :** \_\_\_\_\_

**Grade :** \_\_\_\_\_ **Homeroom :** \_\_\_\_\_

*Dear Parents and Families,*

*On behalf of the Porterdale Elementary faculty and staff, I would like to welcome you and your child to our school. At Porterdale, we are deeply committed to creating a school environment where students want to learn, teachers want to teach, and parents want to become involved. We will continue to maintain high expectations for student learning and provide supportive systems to ensure that all students are able to meet and exceed learning goals.*

*This school year, we will be focusing on rigorous instruction and more authentic student engagement, while maintaining and improving the academic progress that we have made thus far. We are counting on your support to make sure we have a successful school year.*

*Please take a few minutes to read and review this handbook with your child. It contains important information about procedures that will help our school to function efficiently, and to help our teachers and staff to provide your child with a high-quality education.*

*Thank you for trusting our team with your amazing child. I am looking forward to working with you and your child during the 2023-2024 school year. If you have any questions or concerns, please communicate with your child’s teacher, or call the school at 770-784-2928. Feel free to contact me if I may be of service to you or your family.*

*Sincerely,  
Clydia Newell  
Principal*

### **RAMS Expectations**

*We are RAMS*

*We are Respectful*

*We are Attentive*

*We are Motivated*

*We are Successful*

*We are RAMS*

*RAMS RISE!!!!*

### **Porterdale Elementary School's Mission Statement**

The mission of Porterdale Elementary School is to provide a quality, rigorous, and relevant education to all students so that all may have the opportunity to develop and succeed in a competitive and changing global society.

### **School Sponsored Clubs**

Porterdale Elementary has clubs (excluding clubs involved in competitive interscholastic activities) under the direction and control of Porterdale which are organized and meet based on common goals, objectives, and activities. The school-sponsored clubs that are or have been in operation at our school are listed below and provide you pertinent club information. State law requires that the parent/guardian has the right to withhold permission for their student to join or participate in any school sponsored club or organization with which they object. For your convenience a form is included in the system portion of this student handbook. If in the future a club is added, you will be sent information on the club and will be required to complete a form giving your permission for your student's participation in the new club. The school- sponsored clubs (excludes clubs involved in competitive interscholastic activities) at Porterdale are:

Art Club – Offers opportunities for students to express themselves via art

BETA Club - National Honor Society that seeks to serve those in need throughout community

Boys to Men -Mentoring program with the goal of helping young men learn life skills

Pearls of Essence -Mentoring program with the goal of helping young ladies learn life skills

Reading Bowl - Reading that leads up to a competition

Robotics Team-Provides opportunities for students to work collaboratively and use problem solving, mathematical skills, and scientific inquiry

## Guidelines and Procedures

### Car Riders/Parent Pick-Up Procedure

Please read the following guidelines - with the cooperation of all of our parents, we will be able to keep our children safe during dismissal.

1. Parents who pick up their children on a regular basis must have a number assigned to their car. This number should be hanging from the rearview mirror or displayed so that our staff can easily read the number.
2. **Please remain in your car and drive through the pick-up lane to pick up your child. Students WILL NOT be released to parents who walk up to the building, as we will require proper ID to check out students. Once buses are loaded, students will not be removed from a bus.**
3. All parents and visitors should **ALWAYS** enter by the double doors at the front office. Press the button outside the door, and state your name and the purpose of your visit.
4. Students will be released through the doors in the front of the building. Our building safety plan prohibits any parent or visitor from using any doorway except the front double doors by the office.
5. Students not picked up by the time the buses leave (approximately 2:20) will be taken to the office area. Parents will need to come into the office area to pick up and sign-out their child at that time. Students picked up late consistently will be referred to social services.

### Attendance

For student achievement purposes, it is imperative that students be at school all day, every day. Absences do negatively affect your child and the school. You can help by doing the following: 1) Make sure that your child is present at school; high absenteeism rates can prevent us from making progress; 2) Make sure that your child is at school on time and 3) Do not check your child out of school early except for dire emergencies.

### Changes in Transportation Arrangements

You must send a written note to your child's teacher if you make arrangements for him/her to be dismissed from school in a way other than their normal mode of transportation. **This is extremely important because without a note we will send your child home by his/her regular plan.**

### Late Check-In and Early Check-out

When a student is late to school (after 7:40 a.m.) a parent **must** accompany him/her into the office to sign the student in as tardy. **A note signed by you that includes your phone number is required when anyone other than the parent is picking up the student.** If you must check your child out of school early for an appointment, you are urged to do so before 1:45 p.m. Please be aware of required testing times and refrain from making checkouts during these times.

### Lunch Visitors

Any visitors coming to eat lunch with students **must** be listed on the students' checkout card and must show proof via **photo ID** in addition to logging in electronically. **Food from outside restaurants/vendors may not be eaten in the school cafeteria.**

### **Parties**

Porterdale Elementary has limited parties to twice each year, which includes one at the end of 1st semester (winter holiday party) and one at the end of the year. Individual student birthdays may be recognized with unopened store bought cupcakes, provided by parents **during lunch only**, if so desired. Invitations to birthday parties are not given out at school. (Note: Food brought for special events must be unopened in store-bought containers. Homemade food, cake, etc. is not permitted.) Students celebrating birthdays at school can only have cupcakes and not anything to drink. We do not host class birthday parties. **Students may not receive balloons, flowers, teddy bears, or any such items for Valentines, birthdays, or any other occasion.** Therefore, please do not send balloons or flowers to the school. These items will not be delivered to the classroom and they are not permitted on school buses.

### **Uninterrupted Instructional Time**

During instructional time, students receive reading, math, writing, and instruction in other areas and **cannot be interrupted**. Please help us to keep our students on task and focused by not requesting teacher conferences during this time. Teacher conferences may be scheduled either before school, after school, or during the teacher's planning time. Drop in requests for conferences cannot be accommodated. Check with your child's teacher for specific schedule information and to make an appointment for conferences. Providing students with **uninterrupted** instructional time will help us to raise student achievement.

### **SCHOOL STANDARD DRESS**

In August of 2002, Porterdale Elementary School and the Newton County Board of Education implemented standard dress for students. Please read the following standard dress requirements carefully and make sure that your child wears standard dress daily. **STANDARD DRESS IS A MANDATORY REQUIREMENT FOR ALL STUDENTS.**

#### **Boys**

**Shirts & Sweaters:** ANY Solid color short or long sleeve polo shirt: example - white, red, maroon, hunter green, navy blue, light blue or yellow with no graphics, writing, initials, pictures, or logos. However, Porterdale Elementary emblems and logos are acceptable on the shirt. All visible undershirts should be approved dress code colors.

**Hoodies/Sweatshirts** - All hoodies and sweatshirts **MUST be solid colors:** example - white, red, maroon, hunter green, navy blue, light blue or yellow with no graphics, writing, initials, pictures, or logos.

**Pants/shorts:** SOLID navy blue, black, or tan/khaki uniform pants or shorts (*No denim or skinny jean styles are acceptable. Pants & shorts, should be no shorter than two inches above the knee.*) No ripped pants.

**Belts:** Black or brown. Should be worn if uniform bottom has belt loops (grades 3 – 5).

**Shoes:** Clean athletic shoes with non-marking soles; other shoes that coordinate with standard dress colors permitted. (***No combat boots, above the calf boots, steel-toed shoes or boots, slippers, thongs, flip flops, open heeled, Crocs, or open-toed shoes.***)

## **Girls**

**Shirts & Sweaters:** ANY Solid color long or short sleeve polo shirt: example - white, red, maroon, hunter green, navy blue, light blue or yellow with no graphics, writing, initials, pictures, or logos. However, Porterdale Elementary emblems and logos are acceptable on the shirt. All visible undershirts should be approved dress code colors.

**Hoodies/Sweatshirts** - All hoodies and sweatshirts MUST be **solid** colors: example: white, red, maroon, hunter green, navy blue, light blue or yellow with no graphics, writing, initials, pictures, or logos.

**Pants/shorts:** SOLID navy blue, black, or tan/khaki uniform pants, shorts, skirts, skorts, or jumpers (*No denim, spandex, leggings, or skinny jean styles are acceptable. Pants, shorts, skirts, skorts, and jumpers should be no shorter than two inches above the knee.*) No ripped pants, with or without leggings.

**Belts:** Black or brown. Should be worn if uniform bottom has belt loops (grades 3 – 5).

**Shoes:** Clean athletic shoes with non-marking soles; other shoes that coordinate with standard dress colors permitted. (***No combat boots, above the calf boots, steel-toed shoes or boots, slippers, thongs, flip flops, crocs, open heeled, or open-toed shoes.***)

## **GENERAL**

The foregoing is in addition to the existing dress code policy, which applies to all students.

**Outerwear:** Any color outerwear is acceptable, when worn outside the building. **NOTE- Any article of clothing to be worn all day (such as pullover sweatshirts, sweaters, or jackets) must be solid color.**

**Headwear:** No headwear (such as headscarves, hats, sweat bands, bandanas, or head wraps) is allowed in the building except for religious or medical reasons, with approval from the school administration.

### **Consequences for Standard Dress Violations**

**1<sup>st</sup> Offense:** The teacher will send a letter home to the parent. The letter must be signed by the parent and returned to school the next day. Child will be provided with a change of clothes, if available.

**2<sup>nd</sup> Offense:** The teacher will send a second letter home to the parent. The letter must be signed by the parent and returned to school the next day. Child will be provided with a change of clothes, if available.

**3<sup>rd</sup> Offense:** The parent will be called to bring standard dress clothes to school for the student.

**4<sup>th</sup> Offense:** Same as third offense. In addition, the parent will receive a letter and/or a phone call from the principal requesting a parent conference.

**NOTE: Standard dress is required for participation in Student of the Month, Fall Picture day, and other school programs and activities unless specified otherwise by school administrators.**

### **Illness**

The school Nurse is not in a position to diagnosis your child's health concerns, prescribe medication, or offer a prognosis. Please allow your family's primary care physician to make all decisions regarding the health of your child.

For the protection of your child and others, students who are ill should stay home. If a student becomes ill during the school day, the parent or guardian will be notified to pick up the student. If a parent cannot be reached, the emergency contact person will be notified. Any student with the following symptoms or communicable diseases should not be sent to school, and will be sent home:

- Fever of 100° or higher
- Vomiting or diarrhea
- Skin rash
- Head lice
- Conjunctivitis (pink eye)
- Impetigo
- Chicken Pox
- Scabies
- Other symptoms which may interfere with student's learning and classroom performance

### Re-admittance Criteria

- Fever free for 24 hours after school exclusion for temperature 100° F or higher
- No vomiting or diarrhea for 24 hours
- Chicken pox (Varicella) lesions crusted and dry, at least 5-7 days from onset
- Lice treatment initiated
- Impetigo lesions covered and under care of medical provider
- Conjunctivitis, signs of infection have cleared
- Ringworm covered, under care of medical provider
- Scabies, 8 hours after first prescribed treatment

If your child has any of the above mentioned communicable diseases, please notify the school nurse.

**Electronic Devices** – **If students bring electronic devices to school, they are required to remain in their bookbag in the OFF position.** Under no circumstances should student devices be in pockets or purses, nor should they be used during the school day. Students who violate this policy will have their device placed in the office until a parent or the parent’s designee are able to come and retrieve the device.

Please review the Newton County School System Elementary Handbook for further information on policies and procedures that help our school run smoothly.