



New  
Prospect  
SCHOOL  
Handbook



## The Academic School Day

Front doors at the main entrance will open at 7:15.

- 7:15 Bus riders drop off at the side door entrance on Miller Lane.
- Students will remain in the cafeteria until 7:30
- 7:30 students are released to their homerooms.
- 7:45-8:00 Pre-K must be signed in by a parent or other designated person.
- 7:45-8:00 Students may take AR test and check out books in the library with teacher permission.
- 8:00 Second Bell - Morning announcements & attendance, lunch reports, etc.
- 3:00 Pre-K students are dismissed from the pre-k door.
- 2:50 Afternoon announcements.
- 2:55 Car riders are dismissed.
- 3:15 Bus riders are dismissed.
- At dismissal, ESP students enter the cafeteria and sit in designated spot, and wait for the ESP teacher.
- 3:15-3:30 Remaining car riders from the gym will move to the main entrance for pick-up.
- 3:30 Remaining car riders report to ESP.

## Students Arriving Late

All students that enter the building after 8:00 must be signed in at the office by a parent or guardian. Name must be written as well as reason for being late. Students must obtain a tardy slip from the receptionist before being admitted to class. A record of all tardies will be kept on file. Parents who drop off students without signing them in at the office may be called to return and do so before the students are admitted to class.

## Afternoon Dismissal

Students in **Kindergarten, 1st grade, and their siblings** will be picked up at the main entrance following 2:50 announcements. Students in **grades 2, 3, 4, 5, 6, 7, and 8** will be picked up at the gym entrance on Miller Lane. The safety of our students is our utmost concern. Changing lanes, backing up, and cutting in front of others puts our students in danger. At the gym, we will dismiss one row at a time. If your child does not come out when called, you may be asked to pull over or go to the end of the row to avoid holding up traffic behind you. In order to keep traffic moving, parents must remain in their vehicle. Please explain to your children the importance of knowing their number, and being ready when their number is called. Also, it helps if students know when they arrive if they will be a car rider, bus rider, etc. We appreciate your patience and cooperation in this matter.

### Students Who Walk

1. Students may leave when called by the principal or secretary.
  2. Students should go directly home. They should not remain on school premises.
  3. Students may be required to have a "permission to walk" note on file in the office.
- Students leaving before regular dismissal time must be signed out at the front office by a parent/guardian or other person designated in writing by the parent/guardian. This includes school functions such as ball practice, games, etc.
  - Students going home with someone on a bus **must** have a parent note to present to the bus driver. This note must be signed by an administrator. Students going home with someone in a car (other than their regular pick up person) should give the parent note to his/her homeroom teacher.

### **Check-Out Procedures**

1. If a student leaves during the school day, a parent, guardian, or their designee must check him/her out in the office.
2. An office staff member will call for your child.
3. Please do not go directly to the classroom.

### **Attendance**

Please refer to the *Lawrence County School Board's Policy Manual* for attendance guidelines.

### **Doctor/Parent Notes; Excuses**

In order to make sure your children are excused, it would be best to have a doctor's note/excuse faxed to the school. Notes sometimes do not make it to school and without a note your child will be unexcused. The school's fax number is 762-3820.

### **All Visitors Report to Office**

School board policy requires all parents and visitors to report to the office immediately upon their arrival at school. Authorization to visit a teacher or student in the building or on the school campus will be determined by office personnel. All visitors must provide their licenses upon arrival in order for a visitor's pass to be obtained. Teachers have been instructed to not release a student to a parent who has not reported to the office. **All visitors must enter through the main/front entrance.**

### **Protection of Instructional Time**

Frequently parents request to deliver forgotten items (homework, lunch money, etc.) to the classroom of their child. Teachers spend many hours preparing for instruction. Please remember that going to the classroom during instruction time disrupts the learning process of the students. Any item that needs to be delivered to the students should be left in the office. Office personnel will then deliver it to the student. Also, conferences with teachers should be scheduled in advance by contacting the office. Your cooperation in this matter will be greatly appreciated.

### **Phone Usage**

In cases of emergencies, the teacher or office staff will call parents. Parents who need to get emergency information to the students may call the office before 2:30, and the secretary will relay the emergency message to the student. Students may use the phone only with permission from school personnel.

### **School Volunteers**

If you are interested in becoming a school volunteer, you may contact your child's teacher or principal. Your interest and involvement is always appreciated.

### **Extended School Program (ESP)**

We offer an after school, and summer child care program at our school. This program is a quality program designed with the working family in mind. Our goal is to provide a safe, educationally enriching environment for students when there may be no adult supervision at home. Please contact the ESP staff or office for a rate schedule and application.

### **Assemblies**

Students must behave courteously at school assemblies. Students should give full attention to the performers on stage and show appreciation only through clapping hands. Whistling, shouting, and foot stomping is not appropriate. Visitors often form a lasting impression of our school by our behavior at assemblies.

## **Organizations**

### **4-H Club**

Students in grades 4, 5 and 6 may join and participate in meetings held at school once each month. Students are encouraged to participate.

### **PTO**

All parents/guardians are considered members of the PTO by active participation. There is no fee. PTO meetings are held as needed and will be announced by a flyer brought home by the students. Every parent is encouraged to join and participate.

### **Beta Club**

New Prospect School has an active charter of the National Junior Beta Club. The Beta Club is a service organization with the commitment to help our community. Students in grade 4-8 who meet requirements and have a teacher recommendation are invited to join this organization. Along with a teacher's recommendation students must do the following:

- Maintain a "B" overall average
- Display exemplary behavior, leadership qualities, and a willingness to help others

Once a member, students must:

- Maintain appropriate behavior
- Maintain a "B" overall average
- Remain active in club events and projects

### **Skills USA**

SkillsUSA is the #1 workforce development organization for students. Empowering students to become skilled professionals, career-ready leaders and responsible community members.

Once a member, students must:

- Display exemplary behavior, leadership qualities, and a willingness to help others
- Maintain appropriate behavior
- Put forth their best effort on school work
- Remain active in club events and projects

### **Student Council**

The student council is a curricular or extracurricular activity for students. The body is composed of students chosen by their classmates to share students' ideas, interests, and concerns with the teachers and the school administration. These students also help raise funds for school-wide activities, including social events and community projects.

### **FCA**

The Fellowship of Christian Athletes (FCA) is a Christian-based organization for 6th-8th grade student athletes. The FCA is a service organization that helps local and national charities and supports the athletic teams at NPS.

Members meet in the school library on Fridays at 7:15 a.m.

## **Parties**

Board Policy allows three parties during the school year: Halloween, Christmas and Valentine's Day.

## **School Breakfast and Lunch**

Full lunch price will be \$1.75 daily or \$8.75 weekly. Free and reduced priced lunches are also available to those who may be eligible. Reduced priced lunches will be forty cents per day. Reduced breakfast will be thirty cents. Students paying the full price for breakfast will pay \$1.00. Students may pay for their lunch daily, weekly, monthly, or as far in advance as you would like. No student will be allowed to charge lunch for more than (5) days at a time. When paying for your child's lunch by check, other school money (workbook money, fee money, etc.) **MUST** be separate. If the money is all in one check, it cannot be accepted. Also, checks cannot be cashed.

### **Cafeteria Rules:**

1. Walk through the halls and cafeteria. Do not run at any time.
2. Take your place without shoving or cutting a line.
3. Places for friends are not saved in the lines or at the tables.
4. Sit at the table assigned to you.
5. Be courteous and use good table manners.
6. You will be permitted to talk. You are not permitted to shout, wander about the cafeteria, or behave in such a way as to disturb others.
7. All food must be eaten in the cafeteria.
8. Respect cafeteria personnel and monitor's authority.
9. Keep the cafeteria clean and orderly by taking trays to designated areas and leaving tables in proper condition for those who follow.

## **Food & Drink**

Any outside food from McDonald's, Wendy's, etc. must be packed in a lunchbox and/or thermos before entering the school's cafeteria. Also, students may not bring carbonated beverages from home to school.

## **Fire Drills / Tornado Drills**

Fire and tornado drills, as required by law, will be held at regular intervals. Such practice is important and should be approached seriously. Specific instructions for evacuation of the building will be given.

## **Educational Field Trips**

Properly supervised and planned educational field trips are an important part of the instructional program. A signed permission form from a parent or guardian is required for all field trips. **Any 8<sup>th</sup> grade student who is placed in ISS or OSS will not be able to go on their 8<sup>th</sup> grade field trip at the end of the year.**

## **Sports**

Requirements for eligibility:

1. Students must maintain passing grades.
2. All students in grades 6-8 are eligible to try-out for varsity.
3. All players are required to have a physical examination.
4. All parents of players will be required to sign a form listing rules and expectations of the players.

## **Publications**

The yearbook will be sold in the spring. It contains pictures of students, staff, and candid shots of activities during the year. Purchasing information will be sent home in the spring.

## **Students Riding Buses**

1. All students must observe bus rules. Students who do not observe rules will lose riding privileges, and will be responsible for his/her own transportation. Regardless of the severity of the bus offense the following consequences apply: 1st offense 5 days off the bus, 2nd Offense 10 days off the bus, 3rd offense suspended from the bus for the school year
2. Students riding a bus to school must ride the bus home, unless the student has signed permission by the parent to do differently.
3. Students should ride the bus he/she is assigned to, and should not alternate buses in the morning and afternoon.
4. Students must remain in assigned bus lines.

## **Discipline**

One of the more important lessons education should teach is discipline. It is the shared responsibility of the home and school to accomplish this goal. It is the training that develops self-control, character, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration for other people. Good discipline is maintained by recognizing and praising good behavior and taking corrective action when necessary.

Students are expected to put forth their best effort and to conduct themselves, at all times, in a manner that will promote a safe, orderly learning environment. School and classroom rules and expected behavior are explained to the children. Any behavior which causes the learning atmosphere to be disrupted or which infringes upon the rights of others in the school will not be tolerated and may subject the student to corrective measures. Acceptable corrective measures may include, but are not limited to, the following:

1. Teacher-student conference
2. Deprivation of privileges or preferred activities
3. Time-out in the classroom or in-school suspension
4. Communication with parent via note, telephone, or conference
5. Referral to counselor
6. Corporal punishment
7. Referral to principal
8. Suspension
9. New Prospect students are expected to adhere to the Lawrence County Board of Education Code of Behavior and Discipline policies.

## **Some of the more common rules are listed below:**

1. Students are to follow the instruction of the teacher in the classroom.
2. Students are not to engage in an action that is potentially or actually harmful to the safety of other students or adults (running in the building, throwing objects, pushing or shoving, etc.).
3. Students are not to damage school property.
4. Students are not to leave the classroom or campus without permission.
5. No gum chewing will be allowed at school, except for special events.
6. Smoking or other use of tobacco products, fighting, and profanity are forbidden.
7. Selling is prohibited except during school sponsored events.
8. Selling items to benefit an organization other than New Prospect School will be prohibited. Exceptions to this rule can only be made by the school Principal.
9. Students are expected to respect all teachers, staff members, and fellow students.
10. All students must remain in their seat when the teacher is out of the classroom.

**Dress Code**

Please refer to the *Lawrence County School Board's Policy Manual* for appropriate dress guidelines.

**Head Covering**

No hats or hoods are to be worn in the buildings. Wearing of hats and hoods on field trips will be permitted at the discretion of the teacher. Hats and hoods may be worn for designated special events (such as Field Day, Hat Day, etc.).

**Fighting**

Students involved in a confrontation with another person while attending school or a school sponsored activity may be suspended from school depending on the severity of the confrontation.

**Valuables at School**

Items having a value for one individual usually have an attractive appeal for others. This is one of the reasons we have "Show & Tell". However, valuable items can disappear, be broken, and lost. The only time students should bring toys, games, headphones, etc. to school is when instructed by the teacher. The school/system will not be held responsible for personal items.

**Personal Electronic Devices**

Personal electronic devices such as phones, CD players, Ipods, or MP3 players may be stored in backpacks, purses, or personal carry-alls. However, the use of the devices during school hours is strictly prohibited. Use or improper storage of the personal electronic device will result in confiscation of the device until such time as it may be released to the student's parent or guardian. A student in violation of this policy is subject to disciplinary action.

**Transfer of Students**

Any student who transfers from New Prospect School to another school must do the following:

1. Have your parents or guardian call the school or write a brief note indicating when and where you will be moving.
2. Come to the office on the morning of your last day at New Prospect. The office will give you a transfer slip to be signed and filled out by the homeroom teacher. Without this slip, a student will not be enrolled in another school.
3. Be sure all books are turned in and all fees are paid. If this is not taken care of, the student may not be enrolled in another school within the county.

**Title I**

New Prospect School is a school-wide Title I program which benefits our students in many ways. Title I is the largest federally funded program in our nation's schools. The purpose of Title I is to provide help for the students that are not meeting the standards the state has set for all children. Lawrence County's Title I programs offer the following: extra help in language arts, individualized instruction, small group instruction, availability of parent training, and family engagement activities. Parents are welcome to help plan the school-wide program and to review the program and suggest changes. Research shows that the more involved parents are in their child's school the better the child's education will be.



## **New Prospect Elementary School Title I School Parent Involvement Policy**

The Title I law requires that each local school have a policy to show how it will carry out the law in four major areas. Each area is listed below with the activities that will be carried on to meet the policy requirements.

### **PARENT INVOLVEMENT**

- The school will hold a convenient annual meeting of participants' parents and involve them in the development of the school policy.
- The school will offer a flexible number of meetings which meet family needs.
- The school will provide newsletters and other information to keep parents aware of Title I requirements.
- The school will send out surveys and provide other meeting opportunities for parents to talk with each other, ask questions, share ideas, and make decisions about their child.

### **SHARED RESPONSIBILITY FOR HIGH STUDENT PERFORMANCE**

- The school will develop with parents, a written agreement (called a compact) showing school and home responsibilities for student success.
- The school will emphasize in the compact how important it is to have regular home-school communications through conferences, progress reports, access to staff, classroom visits and volunteering.

### **BUILDING CAPACITY FOR INVOLVEMENT**

- The school will share information with parents about national, state and local goals, standards and requirements related to student performance at local meetings, in newsletters and other written communications.
- The school will assist parents in knowing how to monitor student work, how to work with educators to help children do better in school, and how to participate in making decisions about their children's education through workshops and newsletters.
- The school will provide materials and training to help parents learn to read and to work at home with their children through Adult Education classes, workshops, newsletters, and the video/DVD checkout program.
- The school will help school people see the importance of parent involvement through training events, such as staff development.
- The school will coordinate and be involved with community agencies and services in parent involvement, such as; Department of Human Services, Head Start, Early Intervention Preschools, etc.
- The school will help parents learn more about raising their children well through newsletters, meetings, and the video/DVD checkout program.
- The school will provide information, as often as possible, in the language used in the child's home.
- The school will provide reasonable support for parental involvement activities requested by parents by providing a meeting space.

### **ACCESSIBILITY**

- The school will provide full chances for parents to participate who are limited English proficient or who are disabled.
- The school will provide information using language in a form that parents can understand.

Parents, teachers, and others interested in the Title I program are invited to make comments about the above policy. A timely response to such comments will be made by the Title I program of New Prospect School