

David Crockett
Elementary School

Parent-Student Handbook
2022-2023

(parts subject to change due to COVID-19 Pandemic)



Dear Parents,

Welcome to David Crockett Elementary School!!! We are pleased to have you as members of our Crockett family. We are committed to providing a quality education to all of our students. With parents and teachers working together in a school environment that is characterized by mutual respect, open communication, and cooperation, your child will have the best opportunity to achieve success.

The information in this handbook will help us all in attaining these goals, will serve as helpful reference for parents as they provide academic support at home, and will help parents and students to understand policies and guidelines that are necessary for the safety, welfare, and well-being of all Crockett students. This handbook is not intended to answer every possible policy or regulation question; however, hopefully it will provide information on topics that are of interest to parents and students. It reflects Lawrence County Board of Education policies as well as DCES policies. If you have questions about anything regarding our school or its programs, please do not hesitate to ask. Our door is always open. Please read this handbook carefully, and keep it for future reference.

STATEMENT OF PHILOSOPHY:

The faculty and staff of DCES believe every child has the potential to succeed. We strive to nurture the academic, social, emotional, and physical development of all children by challenging their intellectual curiosity and by encouraging positive ways to contribute to school, community, and society.

We further believe education is a journey that must be meaningful, relevant, and

requires a healthy, safe, and orderly environment. Educational improvement requires commitment of parents, teachers, and community. Our school family believes students who take pride in their school will succeed at their own ability levels. The faculty and staff support an active level of participation in the learning process. We have effective leaders who continue to enhance diversified teaching techniques. Students must be able to use a variety of technical tools in order to enhance future success. We firmly feel that all stakeholders want all DCES students to reach their fullest potential.

Renee Jackson, Principal

MOTTO:

Daily **C**ommitment to **E**xceed **S**tandards

MISSION STATEMENT:

DCES is committed to providing an appropriate environment that enables students to exceed the national standards in education.

SCHOOL HOURS:

The doors of the school open at 7:15 AM. Students arriving earlier than 7:15 AM. will be unsupervised. Announcements are at 7:55 AM. Students are late after 8:00 AM. Students eating breakfast should arrive by 7:45.

2:40 Pre-K students are dismissed.

2:57 1st bell Car rider students are dismissed.

3:06 2nd bell Early bus riders are dismissed.

3:09 3rd bell Late bus riders are dismissed.

The doors will close upon the departure of the last bus. Students staying after 3:15 P.M. will be enrolled in our EDP after school program at a charge to the parents.

EARLY CHECKOUTS:

Early checkouts are not allowed after 2:40 P.M. due to congestion in the office area and confusion with afternoon messages. If you are not going to be able to go through the car rider line and need to get your child to an appointment on time, please make arrangements to pick your child up **prior** to 2:40 P.M. Even visitors and volunteers should follow this procedure. Please never take a child from a classroom between 8:00-3:00 without signing them out in the office.

ATTENDANCE:

Students should be on time and at school for the full day each day. Excessive absenteeism affects a child's progress. Students are expected to report to their classrooms by **8:00 A.M. and to remain for the full school day**. Perfect attendance means that a student is present every school day without arriving late or leaving early; however, school related activities will not count against perfect attendance.

TARDINESS:

A student arriving at school after 8:00 A.M. is tardy, and must report to the office with the parent to sign in. Important parts of instruction are missed when students are tardy.

ABSENCES AND EXCUSES:

A written excuse including the student's full name, grade, homeroom teacher, date of absence, parent signature, and reason for absence should be given **directly to the attendance secretary**. Students with acceptable excuses are allowed to make up work. Students will receive a zero for work that is missing more than five days after the absence. Extra time for make-up work is at the teacher's discretion.

EARLY DISMISSALS:

Students should not leave school early. If a student must leave early, a parent should send a note to the teacher stating approximate leaving time and reason for

leaving. When the parent arrives at school to pick up the child, he/she must go to the office to sign the child out. The student will then be called to the office to leave. This early checkout will be counted as a tardy. Parents should make every effort to schedule doctor and dentist appointments outside of school hours.

GOING HOME WITH FRIENDS:

All plans for one child to go home with another child must be made at home by the parents of both children. A note explaining what is acceptable should be sent by both parties to the homeroom teacher. Whenever a child is to leave school other than the usual way, the school must be notified in writing.

EXTENDED DAY PROGRAM (EDP):

DCES provides a quality after school child care program. Our EDP program provides fun-filled afternoons with crafts, games, music, and many other activities to enrich your child's day. Homework help is provided by our staff. Our EDP program is open from 3:15 P.M. to 5:30 P.M. An afternoon snack is provided. Registration forms are available in the front office or upon request. Our EDP staff consists of certified teachers and other assistants from our Crockett School family.

STUDENT EXPECTATIONS & ACADEMIC STANDARDS

REPORT CARDS/MID-TERM REPORTS:

Report cards are issued at the end of each of the four nine weeks grading periods, and mid-term reports are issued at the halfway point of each nine weeks.

2022-2023 GOALS:

- ❖ PreK-5 ELA
 - Focus on ELA Curriculum Implementation
 - Close ELA Gaps
 - Focus on RTI2 Fidelity

- ❖ PreK-5th Math Focus on Curriculum Implementation
- ❖ Increase Parental Involvement through quarterly parent involvement meetings, monthly family nights, volunteers, PTO, community resources
- ❖ College and Career Ready Focus: Building skills through RTI2 Career exploration
Increased Attendance
- ❖ Support/Success of Whole Child RTI2B - PBIS, Tier I, II, & III
Increased Technology usage and implementation
Increased PR - Remind, Twitter, Facebook

PLACEMENT OF STUDENT:

Teachers and students alike have unique talents and needs. We will do our best to place your child in the class that will provide the best environment and at the same time maintain balance between classes of the same grade level. Many factors are considered in making this decision. Academic, emotional, social, and personal needs of each student are some of the significant factors taken into consideration by the teachers and administration. When parents wish to become involved in the process, a written letter of the educational needs (not a request for a certain teacher) of the child should be sent to the school.

The final placement of students is determined by the school. Parents are not allowed to select teachers; however, they are given an opportunity to describe the needs of their child.

BEHAVIOR SUPPORT PLAN

The faculty and staff at DCES believe that every student should have the opportunity to learn skills and values that are necessary for personal development and social order in a free society. It is necessary for students to behave in a safe, orderly way so

everyone has an effective learning environment.

Every student has the right to learn and be safe, and no one has the right to interrupt learning or make others feel unsafe.

Behavior Expectations: DCES students should practice the following:

- Respectful and responsible behavior towards all school personnel.
- Attend school regularly and on time.
- Complete classroom assignments and carry out directions.
- Walk in the building at all times.
- Respect school property and the property of others.
- Dress appropriately for school (see Board of Education Policy for dress code).
- Practice honesty in dealing with peers, teachers, staff, and other people's property.
- Leave toys, skateboards, radios, CD players, electronic games, etc. at home unless a teacher or the principal has given permission to bring the object to school.
- Leave knives, dangerous objects, and toy weapons such as toy guns, knives, swords, etc. at home.
- Refrain from personal abuses of others-no fighting, name-calling, threats, ugly remarks, or disrespect shown to others.
- Fighting, tackle football, throwing rocks, sand, or dirt, or any other type of activity that may endanger the health and well-being of another will not be tolerated.
- Restrooms are to be used for the purpose for which they were designed.
- Horseplay and all other inappropriate behaviors are not allowed.
- Pens, pencils, and all items that may deface property are not allowed in the restrooms.
- Use appropriate cafeteria behavior.
- Use appropriate behavior during morning arrival and afternoon

dismissal.

The Crockett Code

("High Five" Standards of Behavior)

1. One person speaks at a time.
2. Show respect to everyone including yourself.
3. Keep hands, feet, and objects to yourself.
4. Use "I Care" language.
5. Treat everyone as you want to be treated.

All students are expected to abide by the Crockett Codes as well as the CODE OF STUDENT CONDUCT for the Lawrence County School System, which explains the expectations and responsibilities of students. All families are asked to review these expectations with their children. Once reviewed, please sign and return the agreement form with your child.

Behavioral Consequences: The faculty and staff at DCES continually strive to recognize the good behavior of all students. Students will be given a choice to abide by school expectations, or appropriate consequences will be enforced. The consequences listed are in no particular order.

- Time Out
- Demerit
- Verbal reprimand-discussion as to why the behavior is inappropriate and how it impacts others.
- Parental involvement (phone call to parent, note to parent, meeting with parent)
- Recess Detention
- Behavior Packet
- Write Off
- Loss of privileges
- Restitution, when appropriate
- Office Referral
- Corporal Punishment (only as last resort as discussed with parent)
- Suspension (in-school & out-of-school)
- Referral to DHA (Disciplinary Hearing Authority)

Severe Clause Violations:

Violations resulting in an automatic referral to the office include but are not limited to the offenses listed.

- Repeated violations of **Crockett Code**.
- Possession and/or use of tobacco/smoking
- Damage to school or private property
- Disrespect/defiance to authority
- Lewd, indecent, or offensive conduct
- Stealing/Possession of stolen property
- Possession of weapons or controlled substances
- Cause or threaten to cause bodily injury to another
- Profanity, obscene language or gestures toward student or staff
- Bullying

Recognition for Good Conduct: Each 9 weeks classroom teachers will choose one student to become a member of the **High Five Club**. Recipients will be recognized in the **Cougar News**, receive a popsicle party, and will be recognized during the awards day ceremony at the end of the school year.

For individual recognition of good conduct, any student "caught" showing outstanding **Crockett Code** characteristics will be given a **Cougar Coin**, which can be redeemed at the school book store for a small reward.

Classroom Management Plan: Each grade level will send a copy of the steps of the grade level's Classroom Management Plan at the beginning of the school year. This plan will need to be read carefully and signed by the parent and returned by the student.

STUDENT TRANSPORTATION

CAR RIDER DISMISSAL FOR K-5: Car rider line is on the left side of the school near the gym. The cars loop around the outside of the parking lot and line up along the sidewalk outside of the gym with the first car pulling down (no earlier than 2:35) to where the sidewalk begins near the end of Pre-K/K hall. Please pay close attention as traffic is directed. Cars are loaded by sections and released when all children are loaded. This procedure is followed until all children are loaded or until 3:15 P.M. The purpose in loading before releasing is to ensure that cars are not moving with children on the pavement.

We need to know that each child leaves school with an authorized adult. If the child's car tag number is not displayed on the rearview mirror, we will ask for ID and call the office to verify the pick-up. It will help the line to move more quickly if you will be sure that anyone that picks up your child has a car tag number.

We have listed a few things we would like for you to discuss with your child to help speed up the car rider line.

- Leave the classroom as soon as the car rider bell rings. Stay in the designated area by grade level.
- Sit still and face the front.
- Be silent while listening for names as well as other directions.
- Know the car tag number.
- Leave all items in backpack.
- Keeps hands, feet, and other objects to self.
- Watch for vehicles while waiting.
- Wait patiently on the sidewalk until school personnel signal to load cars.
- Enter lanes of cars through the middle, so all students can be seen by school personnel until securely loaded.

There are also things the driver can do to

help speed things up.

- Display car tag on rear view mirror.
- Eliminate gaps in line; there should only be enough space to walk between vehicles.
- Watch for signals as to where to pull and when.
- Stay in your lane unless signaled otherwise.
- Stay parked while children are on the pavement.
- Drive slowly.
- Stay in your vehicle.
- Know the child's bus number so in the event a child gets mixed up and boards a bus to go home, we can find him/her more quickly.
- Cell Phone use is prohibited in school zones

PRE-K CAR RIDER DISMISSAL: Pre-K students are dismissed at 2:40 P.M. It is very important for the traffic flow that drivers are not really early or really late. Pre-K students that are not picked up in the line in the front by 2:50 P.M. will be escorted by an adult to EDP. There can be NO vehicles in front of the school after 2:50 P.M because of buses.

Pre-K Car Riders with Siblings, Cousins, etc.

- Drivers should get in the regular car rider line beside the gym and park.
- Adults should walk up to the sidewalk to sign-out Pre-K students.
- Adults should escort Pre-K students straight back to the vehicle and safely buckle him/her.
- Adults should wait in the car with Pre-K students for other students/students to load through the car rider line.

BUS RIDERS: School bus transportation is a county service provided for our students. Good behavior is a necessity at the stops and on the bus. Students who habitually misbehave at the bus stop and/or on the bus must forfeit their privilege to ride the bus. Please refer to the bus conduct policy in the Lawrence County Policy Handbook.

DRESS CODE

The dress code adopted by the Lawrence County Board of Education will be strictly enforced. A detailed expectation is available on the lcss website and the DCES APP. In all matters pertaining to students' clothing, accessories, and personal appearance, the final determinant of appropriateness will be at the principal's discretion.

STUDENT SAFETY AND WELFARE

VISITORS (Subject to change due to COVID): Visitors are always welcome. Parents and visitors are required to report to the office to secure a visitor's badge before accessing other areas of the school. **All parents/guardians or visitors attempting to gain access, check-in, or check-out a student from the school for the first time must present a valid driver's license (any state) or official state photo identification (any state) for scanning.** Anyone refusing to produce such ID may be asked to leave the school as his/her identity cannot be verified through the security system. If you are going beyond the office area, your photo ID will be held in the office until you return to the office to sign out. You cannot be allowed to enter the hallways of the building without meeting these requirements.

When requesting to visit classrooms, please make prior arrangements with the teacher. To help insure a safe environment and protect instruction time, all exterior doors (except the main front entrance) are kept locked. Students and teachers are instructed to immediately report anyone or anything of a suspicious nature. **Parents are asked to drop off forgotten textbooks, lunches, etc. in the office so instruction time is not lost.** Students will be given items in a timely fashion. **Office staff members are not allowed to accept money at the front desk.** Money for field trips, fundraisers, etc. should be placed in an envelope clearly stating the purpose of the money and turned in by the student to the homeroom teacher

upon arriving in the classroom each morning so it can be properly recorded and processed.

All visitors need to park in a parking space rather than along the front sidewalk if staying longer than five minutes. If all the parking spaces are occupied in front of the building, you must park in the parking lot. Please observe all parking signs. Parking is not permitted in lanes reserved for buses. When parking in front of the school, PLEASE do not park against the sidewalk from the handicap ramp near the front entrance down to where the sidewalk ends! Parking from where the sidewalk begins up to the handicap ramp is not a problem between 8:00 A.M. and 2:15 P.M. Please remember to park against the sidewalk. You will be asked to move your vehicle if you park in this area before 8:00 A.M. and after 2:15 P.M.

PARENT TEACHER CONFERENCES:

PTC are held at the end of the first and third nine weeks. If you would like a conference with the teacher at other times, please call and make an appointment with the teacher during his/her planning time. We value our instruction time and want to keep it uninterrupted. However, we encourage parents to call for appointments, email our staff, or send a note.

VISITORS DURING LUNCHTIME (Restricted at this time due to COVID food chain supply):

Parents and grandparents are always welcome to visit the lunchroom. Please make lunch visits a special occasion (as opposed to a daily routine) **remembering not to bring outside food and/or special treats.** Seating is limited, and the children's lunch schedule needs to be followed. At the conclusion of lunch, **please** do not return to the classroom following lunch. Children need to give their complete attention to their teacher as instruction and other activities begin after lunch.

EMERGENCY INFORMATION:

All emergency information should be filled

out completely and correctly. If this information changes during the school year, please notify the school office of the changes. Your child should know and be able to tell his/her first and last name, street address, parents' names, phone number, and bus number.

TELEPHONE MESSAGES:

If an emergency occurs during the school day and you need to make different arrangements for your child, please call and speak with the school secretary.

Please try to make all arrangements prior to the school day.

SCHOOL CLOSING: The decision to close school due to inclement weather is made by the Director of Schools. When information is given over television and radio stations, it is official. Please visit www.lcss.us for more information. Families are asked to have a family emergency plan should such conditions require schools to close early. Please provide your emergency plan on the space provided on the student information sheet and also be sure your child knows. This will minimize the need for phone usage.

MEDICATION:

Dispensing medication is the responsibility of the parent and the family physician. Rarely should school personnel assist in self administration. The only exception is if it is deemed necessary by the family physician and parent that medication be administered during school hours. A medication request form has to be completed and signed by a family physician and parent. Assistance with self administration shall primarily include storage and timely distribution of medication. Parents and family physicians are encouraged to work out a schedule of giving medication outside of school hours. Students may not carry medications on their person and medications must be in the **original prescription labeled bottle**. Medications include all over the counter medications and bronchial inhalers. If you have further questions, please contact the

school for a copy of the Lawrence County School Board Policy.

STUDENT LUNCH PROGRAM: (CEP School this year - everyone is Free!)

Our school cafeteria serves a healthy and nutritious breakfast and lunch. If your child chooses to bring a lunch from home, please note that carbonated drinks and glass containers are not allowed in the cafeteria.

Full Price breakfast \$1.25

Full Price Lunch \$1.75

Extra Milk, Juice, ice cream are available for additional cost if a student has money in their account.

The Federal Lunch Program is available for children whose family income qualifies them for free or reduced price lunches. Applications are available at registration and throughout the school year in the office.

Students are assigned a lunch account, which enables them to maintain a balance to cover lunch purchases. Most families send weekly or monthly checks to deposit into the child's lunch account. This eliminates lost money or insufficient funds to purchase lunch. Students are responsible for all extra items purchased at lunch or breakfast. Parents can create accounts at **schoolcafe.com** to get updates on their purchases and balances. This is a free service. If you would like to pay online, you are welcome to do so, however, there will be a small fee for this.

Students may not bring drinks in personal containers (cups, Yeti Tumblers, etc). Canned or bottled soda drinks or energy drinks may not be brought unless they are needed for field trips or other activity as requested by the classroom teacher. Water bottles are acceptable. Parents bringing in food to share with their child are not allowed to share with other students (it is preferred for visitors to eat school lunch with their child). A place will be provided for the families to eat together. Microwaves are not provided for student

use.

STUDENT ID BADGES:

Students will be issued an ID badge and a lanyard at the beginning of the school year. This ID will allow students access to technology, lunch accounts, and other services. The students' first badge and lanyard are free. Students losing their ID will be required to purchase new ones.

Replacements costs will be as follows:

Replacement badges -\$3.00

Replacement badge holder -\$1.00

Replacement lanyard -\$1.00

CELL PHONES:

We realize that many students go to after-school programs, including sports, or to a caregiver's after school, and that many parents like for their children to have a cell phone for parent/child communication after school. Students are allowed to bring cellphones to school, but they must be turned off and must be kept concealed in the student's backpack during the entire school day, including recess. When teachers deem it necessary, cell phones may be taken from the whole class in the morning, locked in the school vault for the day, then returned to the students before time to go home. See the board policy for more information, including consequences when students use their phones during the school day.

LCSS ASSESSMENT CALENDAR 2022-2023:

TCAP Grades 3-8 TBD (Usually ed of April)

Please try to not schedule any appointments during this time frame as make-up tests become an issue. If appointments must be made during this time, an afternoon appointment would be preferable.

COMMUNICATION:

Visit our school website at <http://www.dces.lcss.us/> to stay in the know about school activities. Also, our Cougar News will be sent home at the beginning of each month.

You can sign up for text messages with **Remind.**

Enter this number: 81010

Enter this Message: @dcesfa

Then, you will receive a response message asking for your name. Once you complete this step, you will be signed up for future notifications.

You can also join at rmd.at/dcesfa School Info. APP - Lawrence County School System in app store, then select school

CONTACTING ADMINISTRATION:

We want to hear from you! We are open to your thoughts, suggestions and concerns. Please share your ideas with us - dces_principal@lcss.us. If you need to discuss something that cannot be handled through an email, please feel free to call and set up an appointment.

Sincerely,

Renee Jackson, Principal
karen.jackson@lcss.us

Krystle Landtroop, Assistant Principal
krystle.landtroop@lcss.us

Christy Stanford, Counselor
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Annette Glover, RTI Coordinator
barbara.glover@lcss.us

DCES phone (931) 762-2288