



FUNSTON ELEMENTARY SCHOOL

Student Handbook for 2015-16

Funston Elementary School

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Funston, GA 31753

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Ricky Reynolds, Principal

School Website - www.colquitt.k12.ga.us/funston/



***Committed to Excellence
In Education***

This agenda belongs to:

NAME _____

ADDRESS _____


CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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Funston Elementary School

Message from the Principal

Welcome to Funston Elementary School! We are delighted to have you and your child as members of our Funston family. Our school will be focusing on **Excellence in Education** for the 2015 - 16 school year. We realize that the success of our students depends on students, staff members, family members, educational leaders at all levels, and our community supporters. The staff members of Funston Elementary pledge to do whatever it takes for all children to be successful learners! We know that you, as students and parents, will give your all as well. By working **TOGETHER**, we can reach the goal of excellence!

In order for us to succeed, one of our main goals must be to teach children to be responsible for their actions. Please support us by having high and consistent expectations. Each year the academic bar is being raised, so we have no time to waste! The demands are high, and we want to help children be successful in all walks of life! We are expecting a great year! Funston is a special place filled with fantastic students and families. Let's work together to make this the best year ever!

FUNSTON SCHOOL'S VISION

Funston School is committed to the pursuit of excellence so that all students achieve national standards of academic performance in order to be career and/or college ready.

FUNSTON SCHOOL'S MISSION

Funston School's mission is to prepare children for the future by providing a safe and positive learning environment.

FUNSTON SCHOOL'S BELIEF STATEMENTS

- ❖ We believe all students can learn, achieve, and succeed when given ample time, proper modifications, and necessary resources.
- ❖ We believe students should have a positive and safe learning environment.
- ❖ We believe children should make good choices, be responsible for their behavior, and come to school every day ready to learn.
- ❖ We believe that high expectations are necessary for ALL students.
- ❖ We believe students learn best when they are actively engaged in appropriate learning activities.
- ❖ We believe that by involving the parents and community in school activities, children will be more successful.
- ❖ We believe that our school should promote mutual acceptance, tolerance, and respect among parents, students, staff, and community.



The following procedures are additions to our county policies and are specific to Funston Elementary School.

OUR SCHOOL DAY BEGINS WITH THE 7:45 BELL.

OUR SCHOOL DAY ENDS: 2:30 PM

ARRIVAL AT SCHOOL: Students who are brought to school should be dropped off at the side door of the cafeteria. **Due to the safety of our children, do not drop off in front of the school.** Parents should enter from HWY 37 on the west side of the church. School personnel will be on duty throughout the school to greet your child. **Children should not arrive before 7:10** as no staff members will be available to supervise your child. Students in Pre-Kindergarten should go directly to their classrooms. They will go to breakfast with their class after morning announcements. Students in grades K-5 who are eating breakfast should report to the cafeteria upon arrival. Students who are not eating breakfast should report to their classrooms.

AFTERNOON PICK-UP: Students who are picked up will be dismissed from the side door of the cafeteria at 2:30. Parents should enter from HWY 37 on the west side of the church. If plans for your child change, you must send a note to your child's teacher. **Calling the office to change plans should be used only in emergency situations.**

EARLY PICK-UP: If a student must leave school early, a written note should be sent with the student on the morning of the early release. Parents must sign their students out in the office. The students will be called to the office for dismissal.

FOOD AND BEVERAGE: All beverages that students bring from home must be in unbreakable containers. We ask that lunches not provided by our cafeteria or brought from home not be delivered to school (ex. McDonalds, Wendy's, etc). Healthy snacks are suggested! Limit candy, cokes, and non-nutritious snacks. Fruit juices are available for purchase with lunch in the cafeteria each day.

MORNING ANNOUNCEMENTS: Our instructional day begins at 7:40 AM with morning announcements. We observe a moment of silence, have a school wide pledge to the American flag, the Georgia flag, and discuss our character education themes. SGA officers assist with announcements each day.

PARENT/TEACHER COMMUNICATION: Communication between parent and teacher is vital! Make a habit of checking your child's book bag each night. Please sign reading logs and agenda books daily. Review homework! Please attend all scheduled conferences. If you need to meet with your child's teacher, call 941-2626 to set up an appointment time.

PARTIES: Class parties will correspond with Christmas, Valentine's Day, and Easter. These parties should be planned for the last hour of the day and will be coordinated through the classroom teacher and the room-mother. No birthday parties are allowed during school hours, although parents may occasionally provide refreshments as long as they plan ahead with the teacher. Invitations for individual parties cannot be delivered at school unless there is an invitation for EVERY child!

SCHOOL NEWSLETTERS: Each month a newsletter with classroom information and special dates for upcoming events will be sent home in an envelope along with student work for parents to see and discuss with their children. You will also receive a newsletter from the office each month.

VISITORS AND VOLUNTEERS: Parents and community members are encouraged to volunteer in various ways throughout the day. Adults are welcome to help with special events at the teacher's request. Special events are planned as extensions

of student learning and should be free from distractions; therefore, relatives and pre-school children should not be included in field trips, class parties, and class activities. All guests should enter through the lobby and get a visitor's pass.

Under GA law each school shall include in their handbook a list without limitation of the names of all clubs and organizations, the mission or purpose of the club or organization, name of the club's or organization's faculty advisor(s), and a description of past or planned activities. The handbook shall also include an area for a parent or legal guardian to decline permission for his or her student to participate in a club or organization designated by him or her.

CLUBS: Funston Elementary School offers the following clubs/organizations to eligible students:

Student Government Association – one student representative is elected from each homeroom (K-5) to serve for the school term. Officers are elected from 4th and 5th grades.

- Mission or Purpose – The purpose of SGA shall be to promote the ideals of democracy in the school setting. SGA gives the students a voice. SGA representatives also represent the school in extracurricular activities.

4-H Club – is open to all students in 4th and 5th grade.

- Mission or Purpose – I Pledge my Head to clearer thinking, my Heart to greater loyalty, my Hands to larger service, and my Health to better living, for my club, my community, my country, and my world.
- Faculty Advisors – Dani Friedlander-Hood

Beta Club- offered to eligible 5th grade students

- Mission or Purpose – to promote leadership, service, and character for Beta Club members

Technology Club – Offered in each school in Colquitt County.

- Mission or Purpose - to promote the use of computer technology, enabling those who join the club to enhance educational experiences. The Club will provide activities that include developmentally appropriate practices and programs that promote school service and academic achievement through the use of technology and applications of problem solving skills.
- Faculty Advisor – Brandy Gay
- Membership - Eligible students in grades 3-5 are invited to join the technology club by teacher or club advisor nomination. Students must be in good academic, attendance, and discipline standing and have parent permission. Students are selected based on a demonstration of technology aptitude and interest.
- Policy - Any personal information that might be collected on a club member will not be made available to anyone except authorized Technology Club personnel. In that case, such personal information is used only for purposes related to the Technology Club. Club advisors are responsible for enforcing the Acceptable Use Policy of the school at which a club member attends.

We, at Funston Elementary, believe it is advantageous for students to participate in organized clubs, sports, and other extracurricular activities. ONLY complete the bottom portion of this page if you DO NOT want your child to participate in any club or organization that he or she may be eligible for.

I decline permission for my child to participate in a club or organization. By signing and returning this portion of the handbook to the school I understand that my child **WILL NOT** be allowed to participate in clubs that would normally be open to him or her.

Name of Student

Homeroom Teacher

Name of Club(s)

Parent/Guardian Signature

Date

School-Parent Compact
Funston Elementary
School Year 2015-2016

Dear Parent/Guardian,

Funston Elementary students participating in the Title I, Part A program, and their families, agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement as well as describes how the school and parents will build and develop a partnership that will help children achieve the state's high standards.

We will collect input from students, parents and teachers through surveys on the effectiveness of this compact each spring. The compacts will be used as an ongoing method of promoting and guiding parental involvement at Funston Elementary.

To understand how working together can benefit your child, it is first important to understand our school's goals for student academic achievement.

Colquitt County Schools Goals:

The goal of Colquitt County Schools is excellence in student achievement with the expectation that all Colquitt County students will at least meet if not exceed the state and national average for academic performance.

Funston Elementary Goals:

It is our goal to increase student achievement in all academic areas. More specifically to increase Math proficiency on the exceeds category on the Georgia Milestones Test. The major focus area for this year will be to improve scores by improving math fluency.

To help your child meet the district and school goals, the school, you, and your child will work together to:

School Responsibilities:

Funston Elementary, will:

- 1. Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards by:**

Funston will continue to participate in effective professional learning to implement a variety of teaching strategies. We will create a partnership of regular communication. This will be achieved by providing parents with support so that they may in turn help their student(s). Parents will be provided math manipulatives to assist their students using math fluency cards to increase number recognition, addition, and subtraction, multiplication and division comprehension.

We will use school to home communicators to facilitate better communication from the school to home. Our parents will be provided links to their student's teacher school web page which will list online resources for strategies to assist their student with their math fluency. We will provide parents with instructions in both English and Spanish on techniques and methods to increase the student's proficiency.

Funston provides a parent computer that enables parents who do not have access to the internet to have access to help aids for their student.

We will provide parents with access to Dreambox which is an online math program aimed at increasing math fluency.

Each parent will be provided with a quarterly check list that will provide a schedule of math skills needed for that quarter.

Parents will be encouraged to attend workshops and academic nights which are offered throughout the school year to better understand the methods used to teach their student math.

2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.

Parent-teacher conferences will be held 4 times each school year. The Compact will be used at the conferences to guide the stated responsibilities of minimal school and home interaction. Additionally, Funston has scheduled Open House opportunities during scheduled PTO meetings two times during the school year.

3. Provide parents with frequent reports on their children's progress.

Student progress reports will be sent home to each student mid-quarter and quarterly report cards will be sent home at the end of each marking period. Each teacher is required to send home work folders every two weeks with completed work samples and grades accumulated during the prior two weeks.

4. Provide parents reasonable access to staff.

Parents are encouraged to communicate with teachers through a variety of means. All teachers have email accounts and welcome your communication. Parents may access grades for students in 3rd-5th grade through Parent Portal. All teachers are available to meet with parents during their planning time or after the school day has ended. Additionally we welcome your phone calls where we will be glad to take a number and have your child's teacher to return your call.

5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities as follows:

Funston Elementary welcomes the opportunity for you to volunteer in your child's class. If you are available to volunteer we encourage you to notify the front office. You will be contacted by our parent volunteer coordinator for opportunities.

Parent Responsibilities:

I/We, as (a) parent(s), will:

We will attend all conferences, PTO meetings, Academic Nights.

We will use math fluency cards to increase number, addition, subtraction, multiplication and division comprehension provided by the school to assist my student.

We will use all resources listed on the teacher's web page which will help with my child's math fluency.

In order to achieve fluency we will provide an opportunity for our child to use Dreambox.

We will monitor our student's progress using the quarterly checklist.

We will attend workshops and academic nights to learn the methods to help my student improve math fluency.

Student Responsibilities:

In order for my school to raise student achievement I will do my part by writing down and completing math assignments.

I will work with my family to increase my math skills using the materials my teacher sends home.

I will use the math manipulatives my teachers send home to help me get better in math.

I will use Dreambox each day.

I will take home my check list so my parents can help me get better in math.

I will attend workshops with my parents to get better in math.

Please review this School-Parent Compact with your child. This School-Parent Compact will be discussed with you throughout the year at different school-family events as we work together to help your child succeed in school.

Revised 5/11/15

**Funston Elementary School
School Parental Involvement Policy**

PART I: GENERAL EXPECTATIONS
2015-2016 School Parental Involvement Policy
Revised: (05/15/15)

School: Funston Elementary **District/LEA:** Colquitt

In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to parents of participating children a written parental involvement policy, agreed on by such parents, that contains information required by section 1118 (b)(1) of the Elementary and Secondary Education Act of 1965 (ESEA). The policy establishes the school's expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

The school will adhere to the following as required by law:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under Section 1114 (b)(2) of the Elementary and Secondary Education Act of 1965 (ESEA).
- Update the school parent involvement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parental involvement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the schoolwide program plan under Section 1114 (b)(2) of the ESEA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parental involvement and will carry out programs, activities, and procedures in accordance with this definition:
 - Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
 - (A) That parents play an integral role in assisting their child's learning.
 - (B) That parents are encouraged to be actively involved in their child's education at school.
 - (C) That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
 - (D) The carrying out of other activities, such as those described in Section 1118 of the ESEA.

**PART II. DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED
SCHOOLWIDE PARENTAL INVOLVEMENT POLICY COMPONE**

Funston will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review,

and improvement of Title I programs, including involvement in the decisions regarding how funds for parental involvement will be used.

- Local School Governance Team (LSGT)
- Parent Surveys

1. **Funston Elementary** will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parental involvement policy, the schoolwide plan, and the school-parent compact.

- PTO Meetings
- Parent Involvement Nights
- Student Agenda Books
- School Webpage
- Multiple written communications home

2. **Funston Elementary** will take the following actions to offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parental involvement.

- Parent Surveys
- Parent Conferences
- Group Conference with Translator
- Phone Conferences
- Home visits by Social Worker & Teachers
- County Transit Transportation
- Child Care

3. **Funston Elementary** will take the following actions to provide parents of participating children the following:

- Timely information about the Title I programs.
- Description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the proficiency levels students are expected to meet.

Opportunities for regular meetings, if requested by parents, to formulate suggestions and to

participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

Parent Academic Nights

- Student Agenda Books
- Monthly Newsletters
- One-Call Now
- School Website
- Reminder 101

4. **Funston Elementary** will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share

the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

- Local School Governance Team (LSGT)
- Parent Surveys
- Parent Conferences
- Leadership Team

5. **Funston Elementary** will build the school's and parents' capacity for strong parental involvement to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement through the following activities specifically described below.

A. **Funston Elementary** will provide assistance to parents of participating children, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph:

- The State's academic content standards.
- The State's student academic achievement standards.
- The State and local academic assessments including alternate assessments.
- The requirements of Part A.
- How to monitor their child's progress.
- How to work with educators.
- Parent Academic Nights
- ESOL Parent Nights
- Parent Action Council (PAC) Meetings

B. **Funston Elementary** will provide materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement by:

- Parent Academic Nights
- Parent-School Computer & Resource Center
- Moby Max
- RAZ Kidz
- Parent Portal
- Instructional Newsletters for Specific Math Units

C. **Funston Elementary** will provide training to educate the teachers, pupil services personnel, principal, and other staff in how to reach out to, communicate, and work with parents as equal partners, in the value and utility of contributions of parents and in how to implement and coordinate parent programs and build ties between parents and the school by:

- Professional Development
- District support through professional development
- Kindergarten Readiness Program
- Parent Lunches
- Grade Level Performances

D. **Funston Elementary** will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Even Start, Home Instruction Programs

for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

- Kindergarten Readiness Program
- Parent Lunches
- Grade Level Performances
- Parent Resource Center

E. **Funston Elementary** will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand:

- System translator
- Bilingual Staff
- One-Call Now
- Electronic Translator Devices (headsets)

F. **Funston Elementary** will provide other reasonable support for parental involvement activities under Section 1118 as parents may request by:

- Utilize Community Members to translate

PART III. DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

Indicate which of the following discretionary school parental involvement policy components the school will implement to improve parental involvement.

- Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.
- Provide necessary literacy training for parents from Title I, Part A funds if the school has exhausted all other reasonably available sources of funding for that training.
- Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
- Train parents to enhance the involvement of other parents.
- To maximize parental involvement and participation in their child's education, arrange school meetings at a variety of times or conduct in-home conferences with teachers or other educators who work directly with participating children and parents who are unable to attend conferences at school.
- Adopt and implement model approaches to improving parental involvement;
- Establish a schoolwide Parent Advisory Council to provide advice on all matters related to parental involvement in Title I, Part A programs.
- Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.

- *Provide transportation for parent meetings*
- *Provide childcare*
- *Provide books for families*
- *Phone conferences*
- *Home Visit Conferences*
- *Group Conferences w/ Translator*
- *Before & After School Conferences*
- *Academic Night*