College Grove Elementary School

**Mission:** Our mission is to inspire children to reach their highest potential and empower them to become productive, successful citizens.

**Vision:** We, College Grove Elementary School, parents, and community will work together to promote success for all students now and in the future.

**Beliefs:** With our guidance, our students will be...
- Involved in their education
- Individuals who value and practice effective life skills leading to a positive school environment
- Excel in all academic areas and have a life-long passion to learn
- Responsible, self-directed learners
- Confident users of technology as a tool for learning
- Successful citizens now and in the future

**Motto:** Launch Into the World of Learning

**Affirmation Pledge:** I have incredible value and I choose to learn. I am responsible, respectful, and always give my best effort.

**School Mascot:** Rocket

**School Colors:** Royal Blue and White

**School Hours:** 8:35 - 3:35
- Arrival begins at 8:05 and dismissal begins at 3:30
- Half days conclude at 12:10

**Registration Requirements:**
The following items are needed in order to register your child:
*Legal (certified) birth certificate
*Tennessee Immunization Certificate
*Physical (within the last 12 months)
*Photo ID
*Two proofs of residency: utility bills, lease agreement, settlement statement, and/or property tax. *Phone and cable bills will not be accepted.*
*Parenting Plan (if applicable)

**Arrival:** Our school doors open at 8:05 and classes begin at 8:35. All car riders enter the building through the main entrance and should be dropped off by 8:25 to avoid being tardy. Bus riders will enter through the café entrance. Breakfast is served in the café from 8:05-8:25 am each morning.

**Dismissal:** Afternoon dismissal begins at 3:30. Bus riders are dismissed through the café doors. Car riders are dismissed through the main entrance.

**Car Rider Procedures:** Cars need to always enter our parking lot slowly and alert. Drivers please refrain from speaking on cell phones or other items that are distracting and potentially dangerous and follow teacher directions for monitoring traffic. For morning drop off, cars will form one line and parents are asked to dismiss students from your car on the passenger side for safety. Cones will be placed as passing other vehicles is not permitted. For afternoon pick up, cars will form two lines and please pull up as much as possible to the vehicle in front of you when waiting in car rider line. Car rider tags should be hanging from your rear view mirror for easy viewing. If your car is at or before the flag pole please place your car in park and stand beside your car and wait for your child to be dismissed to you. Standing beside your car allows us to ensure all vehicles are in park prior to releasing students to walk to their cars and also allows parents with small children to keep the car running during hot and cold months. A teacher will hold a “stop/go” sign to signal cars when it is safe to pull away slowly. If your vehicle is behind the flag pole then please place your car in park but stay in your car. Once all students in the prior group find their cars, you will be motioned to pull forward for your pick up rotation. If someone is picking up a child and does not have the car rider tag, if unfamiliar to the staff a license will be required for identification before children will be released into your custody. ALWAYS be alert and watch for children. Safety is paramount!
**Bus Rider Procedures:** Bus riders enter and exit school through the café entrance. This allows them to have a safe pick up and drop off area away from the car rider line. Cars should never drop off or pick up in the bus circle beside the café entrance.

**Early Dismissal:** All early dismissals must take place before 3:20 pm. After 3:20 pm students will go through normal dismissal procedures for that day. Please bring identification if unfamiliar to our front office, as it is required before releasing students into your custody.

**After School Hours:** Students are encouraged to be responsible and gather all materials before they are dismissed for the day. Our office is open each day until 4:30 pm.

**Attendance:** The Williamson County School system requires written parental or medical documentation for all absences within 48 hours of the absence. Please include the student’s name, teacher’s name, date of absence, reason for absence, and a parental signature on a full sheet of paper to school. Please staple doctor notes to a full sheet of paper to ensure they are not misplaced. All notes are kept on file for the entire school year. **Emails, faxes, and phone calls will not suffice in excusing an absence.** Each time your child is absent you will receive an automated phone call from our school. Excessive unexcused absences, tardies, and/or early dismissals may result in a letter to parents, parent conference, contacting Department of Children’s Services, and/or filing a truancy petition with the Juvenile Court System. **Please review our detailed attendance policy in our comprehensive parent handbook online for more information.**

**Non-Medical Absence Approval Form:** For academic success we encourage all students to be present each day; however, if your child is going to be absent due to family circumstances, trips, etc., please ask the front office for an absence approval form prior to being out of school. These forms will then be given to administration for approval based on academic progress and attendance record.

**Makeup Work:** Students are allowed to have two school days to make up work for each day absent. Communicate with your child’s teacher to obtain work missed.

**Transportation Changes:** Due to safety regulations, a handwritten note received by the school before 12:00 pm (noon) will result in a transportation change. Phone calls are only acceptable if an unforeseen emergency occurs and please keep these to a minimum, as it can become confusing. If your child is a bus rider and has a change in stop or needs to ride a different bus, a note is required and needs to be sent from home and a bus pass will be issued from the office. For the safety of all students, **emails will not be accepted to change a child’s transportation.** Please fill out the student information cards at the beginning of each school year as well as classroom information sheets to inform your child’s teacher of his/her regular transportation schedule and those individuals permitted to pick up your child.

**CUSTODIAL OR PRIMARY CARE PARENTS AND GUARDIANS:** Both parents have equal access to their child and that child’s records unless you have provided us with a copy of a court document signed by a judge and stamped “filed” with the court stating otherwise. Parents need to provide the school with any copies of court orders, marital dissolution agreements, parenting plans, or other legal documents which affect these situations.

**Parent Volunteers:** We encourage and welcome all volunteers and visitors in our building. If you plan on volunteering or attending field trips please refer to the WCS volunteer procedures [http://www.wcs.edu/volunteers.htm](http://www.wcs.edu/volunteers.htm) and always pre-arrange a mutually agreed upon time through your child’s teacher. To protect instructional time, unannounced visits to the classrooms are not permitted. If volunteering inside the classroom, younger siblings are not permitted. All volunteers and lunch time visitors and guests will enter through the office door and sign in to obtain a visitor sticker. The visitor sticker must be worn on your right or left shoulder at all times.
Lost and Found: Our lost and found is located in the front office. If items are not claimed by the end of each semester, we donate them to charity. Labeled items will be returned to the classroom teacher.

Field Trips: Field trips will occur for each grade level throughout the school year. Classroom teachers will communicate the field trip information. Students must ride to and from the field trip site on the school bus. According to our WCS volunteer guidelines, all parent volunteers must be Level III Volunteer Status (finger printed) and are asked to drive themselves to and from the field trip location. Siblings are not permitted to attend field trips.

School Safety: College Grove has a full time SRO officer and adheres to the Williamson County Crisis Intervention Plan and has an approved comprehensive Crisis Management Safety Plan in place. All visitors must enter the building through the front entrance, sign in through the office, and wear an ID badge/visitor sticker. Other exterior doors will be locked at all times. All classroom volunteers must prearrange with the teacher when visiting/volunteering in classrooms. As also explained in the transportation requirements, a handwritten note, with a parent/guardian signature, must be received before 12:00 p.m. (noon) in order to change a child’s transportation for that day. This is for the safety of your children and ensuring all students go home correctly. Emergency safety drills such as lockdown, tornado, and fire are practiced routinely throughout the school year. Up to date information on school closings and early dismissals will be shared via our School System Cable Channel 3, WCS phone notification system, WCS Facebook and Twitter.

Instructional Time Protected: Uninterrupted instructional time in the classroom is crucial for an optimal learning environment focused on student success and improvement. To help foster this for our students please check to make sure you have all materials needed for the school day prior to arriving at school. If materials are brought to the school after the start of the school day, they may be dropped off in the front office and your child’s teacher will be emailed, but please note teachers are focused on teaching and emails are not time sensitive. The office will only interrupt class by calling the teacher if the items brought to school are medically related and/or involve the school nurse. In addition, please try and avoid tardies and early dismissals as these interrupt classroom instruction.

Lunch: We have a computerized account system in the café. All students have their own individual four digit ID number to enter on a keypad for each purchase. This ID number will remain the same for your child’s entire Williamson County School career. After each purchase, the money is taken out of their individual account held by the café. Parents have the option of sending in a check or cash daily, weekly, monthly, or paying online at: www.myschoolbucks.com.

Students: $ 2.50  Adults: $3.00  Adult Holiday Lunch: $5.00

Birthday Celebrations: To protect instructional time in the classroom, all birthday treats are to be given out at a time of the teacher’s discretion. Please ask the classroom teacher for allergy information before bringing in classroom treats. Please note that candles, noise makers, and balloons are not permitted at school. In addition, we only allow birthday invitations to be passed out at school if the entire class is invited or if it is a gender specific party that all boys or all girls are invited. We cannot give out phone numbers or addresses due to confidentiality reasons. Our PTO will provide a directory for this purpose.

Medication Policy/Health Clinic: Our school medication procedures are consistent with the State of Tennessee Law TCA 49-5-415. All medications, prescription and non-prescription, must be brought into the nurse’s office by a parent or legal guardian. An authorization form will need to be completed before medicine can be administered. Only our school nurse will administer medications to students, unless other school personnel are designated. Please read our comprehensive parent online handbook for further information.
**Fundraising:** College Grove will have two major fundraisers for our 2014-2015 school year. This year we will have an Invest in Your Child Campaign and Fall Festival. 100% of donations will go directly to our school. In addition to these fundraisers, we will have events such as a Father/Daughter Dance and Mother/Son Bowling that raise money for our school. Lots of fun and great ways to give back to our school and all profits support our College Grove Scholars’ education.

**BYOT: Bring Your Own Technology:** We are continuing to keep our school academically focused while also infusing technology. Students in grades 3-5 are allowed to bring their own digital devices (ex: laptops, tablets, e-readers, smart phones) from home if the agreement form is completed by a parent and it is Wi-Fi capable. A student bringing a device from home is optional and ultimately the parents decision. Usage of these items will be at the discretion of the teacher and all school rules will be strictly enforced. Students in grades K-2 are not permitted to bring any technology devices. In addition, each year parents agree to an Acceptable Use Policy in order for their child to use Williamson County Public Schools internet. *(Please see our comprehensive parent handbook online for guidelines for monitoring misuse of technology)*

**School Age Child Care- SACC:** We offer a before and after school child care program. Our SACC morning care begins at 6:30 am. After school care is until 6:00 pm. For more information please call Clair Vaughn at 472-4327.

**Communicating Academic Progress:**

*Report Cards* will be sent home every nine week period. *Progress reports* are sent home at the halfway point of each nine week grading period.

*TCAP* - In grades 3-5, it is 15% of the second semester grade.

*Parent Portal* is an online system that allows parents to view their child’s grades (3-5) and attendance (K-5) online. Instructions to sign up can be found on our school website.

**CGES PTO:** Our parent organization is actively looking for more volunteers. Please contact our PTO President Vickie Register at varegister@yahoo.com if you are interested in volunteering. Also, to receive updates about PTO events visit the PTO website [www.cgespto.org](http://www.cgespto.org) or Facebook Page.

**PTO Board Members for 2014-2015:**

Vickie Register  President  Leslie Sullivan  1st Vice President  Chelsea Bass  2nd Vice President  Laura Bass  Co-Treasurer  Kelli Rider  Co-Treasurer  Kristin Tubb  Communications Secretary  Christine Nosser  Recording Secretary  Julie Beth Fox  Sunshine Committee Chair

**Student Dress Code:** Student dress should be appropriate and conducive to a positive learning environment. Student dress should not be a distraction to their learning or the learning of others. Clothing shall conceal undergarments at all times and should be free of any writing, pictures, advertisement, or other insignia which may be crude, vulgar, profane, or suggestive.

* Tennis Shoes are required for physical education class
* Shoes without backs (ex. flip flops), rolling wheeled shoes, platforms, or high heel shoes should not be worn to school for safety reasons
* Hats are not to be worn inside school building and sweatshirt hood should be down inside the school building. (girls & boys)
* Spaghetti strap tank tops, sheer fabrics, extremely tight garments, halter tops, and low cut tops are not permitted. Sleeveless shirts should be approximately the width of a dollar bill and midriffs should be covered at all times.
* Yoga pants are not to be worn without shorts. * To accommodate all ages, shorts and skirts must reach the length of finger tips, with arms by each side  *We encourage shorts be worn under skirts or dresses
* Students may not wear makeup to school
* Distracting hair colors are not permitted unless it is a school spirit day. Haircuts should not have a distracting negative impact on the school learning environment.

School administration reserves the right to determine appropriate dress as required and parents will be notified to bring other clothing for students not following dress code.
**Homework Policy:** Homework is valuable practice for students in order to prepare them to master learning targets. Homework is expected to be completed on time when assigned. A detailed guideline for homework expectations is in our comprehensive parent handbook online.

**Supply Fees:** Each year we ask parents for a $25.00 supply fee that goes directly to their child’s classroom. While this fee is not mandatory, it is critical to your child’s classroom experience. Classrooms do not share this fee; therefore however much each classroom collects is money that the teacher spends directly this school year for your child’s classroom. Please strongly consider paying this fee if you are able. We greatly appreciate the support.

**Child Find:** Williamson County wants to make sure that all children receive the help that they need to learn and grow. If you know of a child that is in need of assistance and is developing slower than peers his or her age then please call the Student Support Services of Williamson County Schools at 472-4130 to inform us of the child’s name and address.

**WCS Picture Taking Policy:** Parents are welcome to take pictures of their child in the classroom. However, to comply with federal student privacy laws, Board policy and media protocol, parents are not allowed to take pictures of other children in the classroom, hallways, cafeteria, field trips (which are all considered protected areas), without the permission of that child’s parent. In the past, parents have expressed concerns that other parents had posted pictures of children other than their own on social media sites without permission. School personnel may take pictures of children who have a media release on file for use in school or school district broadcast and print media, on the school or school district web site, and in district publications and programs.

**PBIS & Bullying Policy:** We have a Positive Behavior Intervention System as our core behavior guidelines. Information about this program and a behavior matrix of expectations will be sent home to each family and is also available on our website. The goal of this school-wide plan is to equip students with meaningful tools that will ensure lasting success. Students are taught school-wide behavior expectations and given verbal praise as well as Rocket Bucks (school wide incentive money) to be used for fun activities throughout the school year. In addition to our School Wide Behavior Plan through PBIS, we also have a “No Bullying” Policy that is orchestrated through our Be Nice initiative. We have a reactive discipline protocol and forbid bullying or harassment. Bullying can include hurtful behaviors initiated by one or more parties against a victim that are repeated over time. The behaviors are unprovoked, deliberate and ongoing creating a pattern of harassment. Consequences for students who commit bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the students, and the student’s history of problematic behaviors. Actions taken shall be designed to correct the problem behavior, prevent another occurrence of the behavior, protect the victim of the act, and help the student understand how the other person feels. We believe it is imperative for the home and school to work harmoniously in helping students evolve into responsible individuals who can demonstrate good character traits while weighing the rights and interest of others at the same time. This learning related to character developments is as important as academic achievement. Parents, students, teachers, and administrators contribute to a positive environment where children feel safe and have an opportunity to learn. Developing good character traits will allow students to learn empathy and celebrate everyone’s achievements. It is our goal to ensure our school environment is a place where students want to be and where they see themselves as capable of success.

**Afterschool Clubs:** College Grove will offer a variety of afterschool clubs for students such as a garden club, fitness club, art club, Spanish class, as well as academic clubs. Be on the lookout for information coming home about afterschool activities.
2014-2015 COLLEGE GROVE SCHOOL CALENDAR

August 5  Ice-Cream Social 5:00-6:30pm
August 8  First ½ day for First-Fifth grade students
August 11 First full day for First- Fifth grade students
August 12 Kindergarten Parent Orientation 6pm
August 14 Kindergarten Girls ½ day
August 14 1st & 2nd Grades Parent Orientation 6pm
August 15 Kindergarten Boys ½ day
August 18 First full day for all Kindergarten Students
August 18 “Tissues and Tears” Breakfast for K Parents 8:30 am
August 21 3-5th Grades Parent Orientation 6 pm
September 1 Labor Day-No School
September 2 Invest In Your Child Campaign Begins
September 12 Progress Reports
October 8  Fall Pictures
October 9  Fall Classroom Celebrations
October 10 & 13 Fall Break- No School
October 16 Report Card First Nine Weeks
October 25 Fall Festival– hosted by PTO 4-7pm
November 4 No School- District Wide PD Day
November 6 3rd Grade Music Performance
(PTO Public Meeting will occur prior)
November 11 Picture Retakes
November 17-21 Book Fair
November 18  Family Night @ Book Fair until 7:00
November 18 Progress Reports
November 20 4th Grade Music Performance
(PTO Public Meeting will occur prior)
November Lunch With a Loved One (Date TBD)
Nov 24-28 Thanksgiving Holiday-No School
December 11 2nd Grade Music Performance
(PTO Public Meeting will occur prior)
December 19 Student ½ day & Classroom Winter Parties
Dec 22- Jan 5 Winter Holiday-No School
January 7 Report Cards Second Nine Weeks
January 19 Martin Luther King Jr. Day-No School
February 2-27 Window to Administer the TCAP Writing Assessment for 3rd-5th Grades
February 6 Father/Daughter Dance
February 11 Progress Reports
February 13 Valentine’s Day Classroom Celebrations
February 16 No School- Site Based PD Day
March 9-13 Teacher Appreciation Week
March 16-20 Spring Break- No School
March 24-25 Talent Show Try Outs afterschool at 3:45
March 25 Report Card Third Nine Weeks
March 27-April 2 Book Fair
March 31 Family Night @ Book Fair until 7:00
April 2 Kindergarten Music Performance
(PTO Public Meeting will occur prior)
April 3 Spring Holiday- No School
April 9  Spring Individual and Class Group Pictures
April 9 Talent Show @ 6pm
(PTO Public Meeting will occur prior)
April 23 1st Grade Music Performance
(PTO Public Meeting will occur prior)
April 24 Progress Reports
April 22 Secretary Appreciation Day
May 1-7 TCAP Assessment Grades 3-5
May 6 Nurse Appreciation Day
May 8 Cook-Out TCAP Celebration for Grades K-5
May 15 Field Day
May 19 5th Grade Promotion @ 6 pm
May 21 Last ½ Day for Students
Report Cards Fourth Nine Weeks

*Mother/Son Bowling Event- TBA
*Fifth Grade Drama Club Play- TBA
*Parent’s Night Out- TBA

WE ARE LOOKING FORWARD TO A GREAT YEAR!!!

BE NICE.
COLLEGE GROVE ELEMENTARY