

STUDENT HANDBOOK

This handbook is designed to provide students and parents with information about Good Hope Elementary School, the Faculty & Staff, school policies and regulations.

Good Hope Elementary School

Accredited by Southern Association of Colleges and Schools since 1999

210 Good Hope School Road

Cullman, Alabama 35057

(256) 734-3824

Fax: (256) 734-4985

Annette Creest—Principal

Cyndi Roden—Assistant Principal

OUR MISSION STATEMENT

OUR MISSION STATEMENT AT GOOD HOPE ELEMENTARY IS TO PROVIDE QUALITY LEARNING OPPORTUNITIES FOR ALL STUDENTS.



OUR MOTTO

Good Hope Elementary's
Motto-.....to Create,
Develop, Nurture, &
Reinforce **SUCCESS!**



DATES TO REMEMBER

August 7	Open House 5:00-7:00 P.M.	February 15-18	School Dismissed
August 9	School Opens	March 20	Bad Weather Day
September 3	Labor Day Holiday	March 21	Holiday
October 22	Fall Break	April 21—25	Spring Break
October 23	Parent-Teacher Conferences	May 22, 23	School Dismisses At 1:00
November 12	Veterans Day Holiday	May 23	Last Day of School
November 21-23	Thanksgiving Holidays		
December 18,19	School Dismissed at 1:00		
Dec.20-Jan. 2	Christmas Holidays		
January 3	Students Return		
January 21	Holiday-School Dismissed		

DATES FOR TESTING: DIBELS: Aug 20-31; Jan 7-18; Apr28-May 9

SAT/ARMT: Mar31-Apr 11; 5th Grade Writing: Feb26; 5th Grade Science: Apr 17

General Policies & Procedures

Attendance

ALABAMA STATE LAW (SECTION 16-28-16) STATES : EACH CHILD WHO ENROLLS IN PUBLIC SCHOOL IS SUBJECT TO THE SCHOOL ATTENDANCE AND TRUANCY LAWS OF THE STATE.

Regular attendance is essential to good school work; therefore parents should help students avoid unnecessary absences/tardies/checkouts from school. **Board policy states that any student (Grades K-8) who misses more than 6 unexcused days will not receive credit for the school year.** Students shall be marked tardy if not in class at the ringing of the 8:00 bell.



All absences, tardies and checkouts will be marked “*unexcused*” until appropriate verification of reason for absence has been received. Excused absences are: A. illness of student B. death in immediate family C. emergency conditions determined by principal D. legal quarantine E. summons to court F. prior approval of principal. Any absence not excused shall be considered unexcused(vacations, etc.)

Cullman County Schools will accept notes from parents as excused absences for no more than three (3) school days per semester. Please refer to Cullman County Handbook for further information on attendance.)

Written documentation for a student’s absence must be presented to the teacher within 3 days of absence. No documentation will be accepted after 2:47 PM of 3rd day from absence (day one will be student’s first day to return to school).

SCHOOL HOURS

7:50 AM - 2:45 PM



School buses will not unload until 7:35 each morning. No students should arrive at school before 7:35 AM. Upon arrival students should report to the gym or to the lunchroom. Students eating breakfast report to the lunchroom. All other students report to the gym. All students will remain in their area from 7:35 AM until 7:50 AM where they will be supervised by teachers for their safety. **Students must be in the classroom before the 8:00 bell rings. Late students must obtain a late pass from the office to enter the classroom.**

Dismissal Procedures:



If a student must leave school before school dismisses, a parent, or guardian must check the child out in the office. A note to the teacher on the morning of the check out is required. Students will not be permitted to meet parents in the parking lot due to traffic safety. Notification must be provided for students to leave with someone other than the parents or guardian. Parents should make sure their child knows how to get home from school each day. Afternoon pick-up will be on high school porch.

Students will be dismissed :

Car riders at 2:45PM

Bus riders at 2:47 PM

TORNADO AND FIRE DRILLS

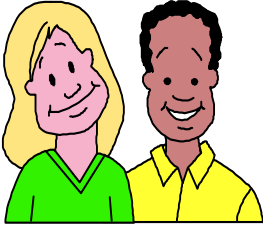


All schools are required to have tornado and fire drills monthly. These drills teach the students what to do in real emergency situations. In the event of a tornado warning, parents are urged to leave their children at school. Protective measures will be taken to insure your child’s safety. In the event of an emergency situation, do not take your child away from school without first notifying their teacher.



STUDENT DISCIPLINE

Students will be disciplined for all infractions listed in the County Handbook as well as failure to follow discipline rules for common use areas as listed below:



MORNING GYM RULES

Students should:

- Stay seated
- Talk quietly
- Line up quietly; walk to classroom
4th grade students will exit hall door by Mrs. Shipp's room.
- 3rd grade will exit by Mrs. Weaver's room
- 5th grade students will exit stage door by Ms. Alverson's room.

MORNING LUNCHROOM RULES

Students should:

- Always walk
- Enter lunchroom from the hall
- Keep to the right
- Remain seated
- Throw trash away and return to seat
- Line up quietly

LUNCH RULES:

Students should :

- Always walk and keep to the right
- Be silent for the first 10 minutes
- Remain seated/line up quietly to throw away trash

HALLWAY RULES

Students should:

- Enter & Keep to the right
- Always walk
- Keep hands to oneself
- Remain quiet
- Keep the Hallway clean

RESTROOM RULES

Students should:

- Always walk
- Enter & stay quiet
- Use facilities quickly
- Keep area clean
- Return to teacher promptly

SIDEWALK RULES

Students should:

- Always walk
- Keep to the right
- Keep hands to oneself
- Remain quiet
- Keep the area clean

BREAK AREA RULES

Student should:

- Always walk
- Stand in a single file line
- Talk quietly/Leave area clean

SPECIAL RULES FOR PHYSICAL EDUCATION

The State of Alabama requires ALL students to go to P.E. daily. Medical exemptions will excuse students from active participation only. Excuses must be in written form, signed by the parent or guardian and should state the student's name, date (s) to be excused and the specific reason for lack of participation. If a student is to be excused for more than one week, he/she must have a written statement from a physician.

All students are expected to:

- * Respond to all commands, orders, or directions from any instructor
- * Obey safety rules during every activity
- * Report to class on time
- * Keep hands, feet, other objects to him/herself
- * Properly use and care for all P.E. equipment

Excessive noise, spitting, tripping, fighting, wrestling, or scuffling will not be permitted.

Students should wear appropriate footwear (tennis shoes or Athletic shoes.)



Library Rules



The library is open from 8:00 AM - 2:40 PM. Students are free to utilize the library during these hours. The elementary library strives to serve students and faculty by providing materials to enrich the educational process. Efficient operations of our library requires that each student:

- ◆ Be courteous and quiet at all times in the library
- ◆ Be responsible for checked out material
- ◆ Accept responsibility for lost/damaged material
◆ (Cost of lost or damaged books will be the responsibility of the parent or guardian).
- ◆ No food or drink may be brought into the library.
- ◆ Reference books may not be checked out.

LUNCHROOM POLICIES

Free lunches will be provided by the Federal Government to all students who qualify under board policy. Applications will be given to students the first day of school. **(If your child received free or reduced lunches the previous school year, he/she must turn in a new application in order to continue to receive free/reduced lunches).** Completed forms must be on file in the lunchroom office in order for students to receive free or reduced lunches.



- ◆ Regular Lunch price = **\$1.50**
- ◆ Regular Breakfast price = **\$.75**
- ◆ Reduced Lunch price = **\$.40**
- ◆ Reduced Breakfast Price = **\$.30**
- ◆ Extra milk = **\$.25.**
- ◆ Visitor's lunch = **\$2.50**
- ◆ Ala carte items cost extra/vary in price

Prices are subject to change according to the Cullman County Commission on Education

- **Lunch money should be sent on the first day of the school week** (You may pay weekly, monthly or by the year. We strongly discourage paying daily).
- **3-4 students' lunch money will be collected by the classroom teacher.**
- **5th grade students will pay directly in the lunchroom.**
- **Parents may request the balance of their child's lunch account by calling the lunchroom manager at 734-4987.**
- **Notes will be sent home for students who overspend their lunch account. Please send the amount owed *plus* money for the remainder of the week to school the following school day.**
- **Parents/Grandparents are welcome to eat lunch at anytime. Please send a note to your child's teacher of your intention to eat lunch on that day so that the lunchroom can prepare accordingly.**

It is the parents' responsibility to make sure your child knows if he/she is to eat breakfast each day or not. Students who eat breakfast may do so beginning at 7:35 AM each day. **All students are expected to leave the lunchroom at 7:50 AM to report to his/her classroom.**



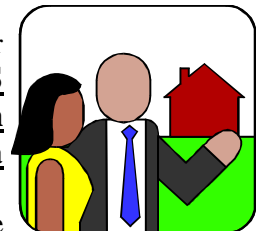
TEXTBOOKS

Textbooks used by the students of this school are adopted and furnished by the State of Alabama. Textbooks are issued by the teacher to each student. The books must be returned at the end of the school year or when a student transfers to another school. **Parents are responsible for books which are lost, misplaced or damaged.**

We will ask that each student make a \$20 donation. This \$20 will be used for instructional materials/ Classroom supplies (Workbooks, Weekly Reader, Scholastic News, classroom rewards, incentives, art supplies, and cleaning supplies). We appreciate the way our parents support our school.

VISITORS

Parents are welcome to visit our school. **ALL VISITORS (parents included) must sign in at the office and receive a visitor's pass.** To preserve student instruction time; please make classroom visits during the teacher's planning period, or after school.



INSURANCE

School day insurance is offered to students each year. Participation is voluntary.



DRESS CODE

Students are required to appear at school clothed and groomed in a manner that will help provide an atmosphere conducive to learning and that will promote proper behavior. **Parents should refer to the County Handbook for complete dress code guidelines.** Parents will be called to provide proper clothing for students who violate school dress code. **ALL BACKPACKS MUST BE MESH OR CLEAR. (NO WHEELS)**



BUS RULES

Students are required to abide by the “**Student Passenger Rules and Regulations**”. Please refer to to the Cullman County Handbook for a complete listing of these rules and regulations. **NO BUS PASSES WILL BE ISSUED FOR STUDENTS GOING HOME WITH A FRIEND TO VISIT OR SPEND THE NIGHT.**

BUS DRIVERS

Helen Bowen	99-28
Brenda Twilley	99-35
Joyce Rutledge	13-98
Ron Glass	99-29
Sandra Glass	99-30
Debra Hill	00-02
B.J. Williams	08-16
Greg Brown	99-32
Penny Johnson	00-03
Rex Motes	99-34
Kenny Echols	99-33
Jamie Essmon	08-13
Bruce Whitlock	99-31



TELEPHONE

The school telephone is a business phone. **To protect the instructional time for all students, no telephone messages will be delivered to students.** (Parents: You should make transportation changes at home with your child before they leave for school).



PERFECT ATTENDANCE

Students who are in “**Perfect Attendance**” will receive recognition at the Awards Assembly.



Students with Perfect Attendance for the entire year will have “**Lunch with the Principal**” at the end of the school year in May.



BRAVO!

Homework

Homework is an essential component of the educational process. Its purpose is to extend and reinforce learning beyond the classroom.

Third Grade - Students are assigned homework Monday through Thursday. Students will have homework nightly. Homework will be given in no more than three (3) subjects per night and should be completed in 45-60 minutes.

Fourth Grade - After appropriate instruction/explanation has been provided, homework assignments are given each day. Subjects are given at appropriate times in order to prevent students from being overburdened with too much homework. Time required to complete homework assignments is reasonable (45-60 minutes for an average student).

Fifth Grade - **Language** assignments are given daily. Work that is not completed should be finished at home to be checked the next day. Special assignments are given occasionally. **Spelling** is assigned daily. Most assignments will be completed in class. Students should prepare in advance for spelling test which are given each Friday. (Please give your child a pre-test at home before test day). **Math** homework is usually given daily. Time at the end of class is used to begin work. If the work is not finished, it is to be completed at home and brought to school the next day. **Science** notebook assignments will be given once every nine weeks. Students are encouraged to work on these daily. Projects will also be given occasionally. **History** assignments are usually completed in class. Study guides may be sent home before Chapter or Unit tests are given. Special assignments are given periodically. **Reading** selections and vocabulary words are assigned weekly. Special assignments are given occasionally.

REPORT CARDS

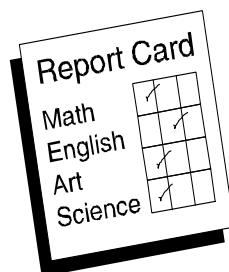
Grades will be reported to the parent every nine (9) weeks. Parents should review their child's academic performance and classroom behavior. Parent-Teacher Conferences may be scheduled to discuss your child's strengths, weaknesses and ideas to help your child improve academically. Report cards should be reviewed, signed by the parent or guardian and returned to school promptly.

The following is a list of the dates on which grading reports/report cards will be sent home:

Progress Reports Report Cards

September 12	October 18
November 14	January 9
February 8	March 19
April 18	May 23

SAT and ARMT scores will be sent home with the 1st Report Card



**PROMOTION/
RETENTION**
**PLEASE READ THE PRO-
MOTION/RETENTION
POLICY IN THE
CULLMAN COUNTY
STUDENT HANDBOOK
FOR GRADES 3-5.**

PARTIES

Grades 3 - 5 will have two (2) parties each year. Teachers may plan other activities for special occasions.

Students will not be able to receive gifts and/or flower deliveries at school. This includes Valentine's Day and birthdays!



Parent Parking/Drop Off Procedures



Early morning traffic is a major concern. Officer David Dover from the Cullman County Sheriff's Department will be on campus to assist with student drop off procedures. In order to ensure your child's safety, please note the following:

- ♦ Car should form one lane
- ♦ Students should be dropped off on the right hand side of the parking lot that is marked drop-off zone
- ♦ No student drop off at the cross-walk near the playground or behind the lunchroom will be allowed
- ♦ Children that arrive before 7:50 *must* go to the gym or the lunchroom (Teachers are stationed in these two locations to supervise students)

We do not have sufficient parking spaces in our parking lot for parents to park. The parking spaces are reserved for the faculty and staff. If you must park in the mornings, you should:

- ♦ Park in the gravel lot below the white building (old bus barn)
- ♦ Parking on the west end of the playground will be allowed on the 1st day of school, parties and special school events only
- ♦ **Traffic citations will be issued for violation of drop off procedures/ parking violations!**

These procedures are for the safety of your children. Your cooperation on these matters will greatly help the teachers and staff. Remember you must sign in at the elementary office and obtain a visitor's pass to enter the buildings or classrooms. (We request that you limit classroom visits to the teacher's planning period to protect classroom instruction time).

GOOD HOPE ELEMENTARY FACULTY & STAFF

THIRD GRADE

Miss Stacy Alverson
Mr. Patrick Brock
Mrs. Diane Corbin
Mrs. Laura Ray
Mrs. Celeste Weaver
Mrs. Ashley Johnston

FOURTH GRADE

Mr. James Washington
Mrs. Alecia Crider
Mrs. Kim Hutcheson
Mrs. Pat McSwain

FIFTH GRADE

Mrs. Karen Bagwell
Mrs. Becky Manning
Mrs. Becky McDonald
Mrs. Deborah Oldacre
Mrs. Ashley White

SPECIAL EDUCATION

Mrs. Sonjah Smith

MUSIC

Mrs. Patti Bostick

LIBRARIAN

Mrs. June Weldon

COMPUTER LAB

Mrs. Denice Barnett

COUNSELOR

Ms. Lisa Hinkle

SPECIAL ED. AIDE

Miranda Rutledge

P.E. AIDE

Mrs. Debra Willoughby

SECRETARY

Mrs. Judy Doss

NURSE

Mrs. Jane Wilson

P.E.

Mr. Jacob Knight

PRINCIPAL

Mrs. Annette Creest

ASSISTANT PRINCIPAL

Mrs. Cyndi Roden

CUSTODIAN

TBA

DON'T FORGET TO JOIN PTO!

PTO is a support organization for Parent, Teachers, and other individuals who are interested in improving the education of our children! Its primary goal is to enhance the learning environment and facilities of Good Hope School. Join now and take an active role in your child's academic endeavors. Your input is very valuable and important to the success of our school. Your opinions and support are greatly appreciated!

PTO President—June Bailey

Vice-President—Michelle Gilley

Secretary—Krissi Harlan

Treasurer—Kim Hutcheson



**LET'S WORK TOGETHER TO HAVE A GREAT
YEAR AT GOOD HOPE ELEMENTARY.
TOGETHER WE CAN SUCCEED.**

Good Hope Elementary School

Student Handbook 2007-2008

Acknowledgement Form

I, _____, enrolled at Good Hope Elementary School (name of student) and my parents have received and read or had read to us the Good Hope Elementary Student Handbook. I also acknowledge that it is my responsibility to send a written excuse (verification) for all student absences. ***This verification must be sent within three (3) school days upon the student's return to school. Failure to provide this documentation will result in the student's absence(s) recorded as "unexcused."***

SIGNED _____ (Student)

SIGNED _____ (Parent/Guardian)

Date _____

*****NOTE: The student and his/her parent's) or legal guardian(s) are to sign the statement above and return this form to school. It will be filed in the student's cumulative record folder for future reference.**