

**2018 - 2019**

**Student & Parent Handbook**



**CLUBVIEW  
ELEMENTARY**  
AN IB WORLD SCHOOL

**Piedmont Columbus Regional**  
*Our Partner in Education*

**Student:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_

# CLUBVIEW ELEMENTARY SCHOOL

2836 Edgewood Road

Columbus, GA 31906

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FAX: 706-565-3022

<http://clubview.muscogee.k12.ga.us>

## Letter From the Principal

Welcome to Clubview Elementary School, An IB World School and a Georgia Charter School. Clubview proudly exhibits a rich tradition of excellence in education. Authorized by the International Baccalaureate Organization (IBO) in February, 2006 to provide the Primary Years Programme, Clubview operates as an IB school invested in the attitudes and attributes of IB learners. The Georgia State Department of Education awarded the initial Clubview charter status in September, 2006. The charter status remains active with a functioning Governing Board who serves with the best interest of Clubview stakeholders as a priority.

We believe the IB program will help prepare each student for the complex challenges of today's society. Students are encouraged to be active learners and well-rounded, engaged citizens. In addition to academic development, the Primary Years Programme (PYP) focuses on developing the whole child, including each individual's social, physical, emotional, and cultural needs. The faculty and staff have extremely high expectations of each other, the students and parents of Clubview Elementary. The IB Compact is a guiding source for our collective commitment to making Clubview the BEST!

This handbook provides answers to some of the many questions you may have this school year specific to Clubview Elementary School. The MCSD Handbook provides additional information.

Thank you for your support of Clubview! Make it a great year!

*Teresa Lawson*  
Principal

The homework section is designed to enhance and encourage good study habits, organizational skills, and communication skills. Every student from second grade up will be required to write the daily assignments in the notebook. We ask that parents check and encourage students to complete the assignments, provide a comfortable place to study, and sign at the bottom of the page indicating that they have seen the homework. At the bottom of each daily assignment, there is a space designated for comments. Teachers and parents may use this space to write short messages. If the homework notebook is lost or destroyed, it can be replaced for a small fee of \$3.00. Thank you for supporting your child's development of great study habits.

The handbook section is in the front of this book. The handbook is provided to parents of students in kindergarten and first grade. The handbook provides general information and an overview of Clubview Elementary School. We hope you find it useful during the year.

*Visit the website for updates: <http://clubview.muscogee.k12.ga.us>*

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## **MCS D Mission**

Our mission is to inspire and equip all students to achieve unlimited potential.

## **MCS D Vision**

The MCS D is a beacon of educational excellence where all are known, valued, and inspired.

## **MCS D Values**

MCS D fosters a healthy organization where...

WE embrace equity and diversity

WE hold ourselves and others to the same high standards

WE commit to continuous learning and improvement

WE treat everyone with dignity and respect

...as

WE serve the needs of others.

## **MCS D Strategic Anchors**

WE will make decisions...

- that benefit student achievement
- that are fiscally responsible with an eye on Return on Investment
- that invest in stakeholders
- that promote equity and access

## Clubview Mission Statement

The mission of Clubview School is to inspire and equip students to become life-long learners who exhibit the attributes of the IB Learner Profile and to achieve unlimited potential as international-minded citizens in our global society.

### CLUBVIEW ELEMENTARY STUDENT PERFORMANCE GOALS

- ◆ Students will raise achievement in reading and communication skills.
- ◆ Students will raise achievement in writing skills.
- ◆ Students will demonstrate inquiry learning skills.
- ◆ Students will raise achievement in English/language arts.
- ◆ Students will raise achievement in mathematical skills.



### BELIEF STATEMENTS

We believe that...

- ◆ Each child is unique and has different needs.
- ◆ Engaging students in their own learning increases student achievement.
- ◆ A child has the right to feel safe, supported and valued.
- ◆ An effective teacher is patient, enthusiastic, knowledgeable, innovative and culturally aware.
- ◆ Students learn best with a variety of resources, parental and community involvement.

### IBO Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.



## CLUBVIEW FACULTY AND STAFF

Mrs. Teresa Lawson, Principal  
Mrs. Cathleen Heider, Assistant Principal  
Mrs. Kim Schorr, IB Coordinator  
Mrs. Judy Vaujin, Secretary  
Mrs. Denetta Suragh, Clerk



### **Kindergarten**

Ms. Traci Collins  
Mrs. Jessica Lusano  
Mrs. Tyler O'Grady  
Mrs. Kathryn Roberts

### **First Grade**

Mrs. Meridith Hemmings  
Mr. Adam Jones  
Ms. Savannah Talley  
Mrs. Amber Van Bibber

### **Second Grade**

Mrs. Tamara Albright  
Ms. Lara Allan Lasseter  
Mrs. Beth McConnell  
Ms. Elizabeth White

### **Third Grade**

Mrs. Beth Carlisle  
Mrs. Tori Culverhouse  
Mrs. Chanet Long  
Ms. Jill Thompson

### **Fourth Grade**

Ms. Lori Carson  
Mr. Lee Cooper  
Mr. Kevin Sharpe

### **Fifth Grade**

Mrs. Fitz Bickerstaff  
Mrs. Charlene Coleman  
Ms. Amberly Fahnestock  
Mrs. Amanda Fussell

### **Special Education**

Ms. Beth Dades  
Mrs. Ellen Pilgrim  
Mrs. Cindy Rankin  
Ms. Kathy Swords

### **Specials**

Mrs. Katie Black, Art  
Mr. Mark Montgomery, Music  
Coach Luanne Ardovino, PE  
Mrs. Adriana Smith, Spanish

### **Gifted Education**

Mrs. Jamie Battles  
Mrs. Min Hae Hernandez

### **Counselor**

Mrs. Lisa East

### **Media Specialist**

Mrs. Shea Hurst

### **Paraprofessionals**

Mrs. Beth Anderson, Instructional  
Mrs. Alison Bullock, Special Ed  
Mrs. Debbie Gelineau, Kindergarten  
Mrs. Michelle Human, Kindergarten  
Ms. Jenna Martin, Kindergarten  
Mrs. Sally McDaniel, Kindergarten  
Mrs. Felesha Smith, Special Ed  
Mrs. Marcella Smith, Instructional

### **School Clinic Worker**

Mrs. Carol Carver

### **Cafeteria**

Ms. Jacqueline Walker, Mgr.  
Ms. Sylvia Bennett  
Mr. Isiah Ellington  
Ms. Qiana Tinsley  
Ms. Lisa White

INSERT MCSD CALENDAR

## CLUBVIEW CALENDAR 2018-2019



Student Verification	August 2	8:00-12:00
Kindergarten Information Meeting	August 7	5:30
1st grade Information Meeting	August 7	6:15
2nd grade Information Meeting	August 6	6:15
3rd grade Information Meeting	August 6	5:30
4th grade Information Meeting	August 9	5:30
5th grade Information Meeting	August 9	6:15
PTA Open House	August 30	5:30
Grandparents Breakfast	September 7	
Fall Book Fair	September 17-21	
Fall Pictures – All Students	September 25	
Ident-a-kid	September 28	
Fall Festival	October 26	5:00-8:00
Thanksgiving Lunch	November 7-8	TBA
Jump Rope for Heart	November 16	
PTA Meeting	December 6	5:30
Santa Shop	December 10-14	
Clubview Play/Musical	December 14 & 15	
Book Fair	Jan 28 – Feb 1	
PTA Meeting	January 31	5:30
Class Pictures and 5 <sup>th</sup> Grade Pictures	February 7 (In Uniform)	
Spring Picture Days	March 20 (K-2) & 21 (3-5)	
Field Day	March 22	
PTA Meeting	May 2	5:30
IB Exhibition	May 2	6:00
IB Exhibition	May 3	8:30-11:30
Career Day	May 7	
Fifth Grade Day	May 17	

### Awards Programs

Kindergarten	May 20	8:30 AM
1st grade	May 21	8:30 AM
2nd grade	May 20	11:00 AM
3rd grade	May 21	11:00 AM
4th grade	May 22	8:30 AM
5th grade	May 22	11:00 AM

### Spirit Days & Kona Ice

Friday, August 31  
 Friday, September 28  
 Friday, October 26  
 Friday, November 30  
 Friday, January 25  
 Friday, February 22  
 Friday, March 22  
 Friday, April 26

### PTA Dates 5:30 PM

August 30 (Open House)  
 December 6 (Holiday / Play Preview)  
 January 31 (Square Dance & Book Fair)  
 May 2 (IB Exhibition)

### All Pro Dads 7:30 AM

August 30  
 September 27  
 October 25  
 November 29  
 January 31  
 February 28  
 March 21  
 April 25

### Progress Reports Date

September 7  
 November 13  
 February 8  
 April 22

### 9 Weeks Ending Dates

October 11  
 December 21  
 March 14  
 May 23

### Report Card Dates

October 18  
 January 15  
 March 21  
 May 23

### PTA Officers

Mary Roddenbery, President  
 Christie Bell, Vice President  
 Alyson Wiggins, Secretary  
 Amy Harkness, Treasurer

### Governing Board

Lance Hemmings- Chair (Community Rep.)  
 Alan Harkness – Vice Chair (Parent Rep.)  
 Nancy Williams- Business Rep.  
 Mary Roddenbery - PTA President  
 Patrick Knopf - Parent Rep.  
 Selwyn Kelley- Parent Rep.  
 Tracy Ward – Community Rep.  
 Teresa Lawson– Principal  
 Cathleen Heider - Assistant Principal  
 Kim Schorr- IB Coordinator  
 Lori Carson- Teacher Rep.  
 Fitz Bickerstaff – Teacher Rep.

### Testing Dates

NNAT (Kindergarten).....TBD  
 Georgia Milestones (3<sup>rd</sup> – 5<sup>th</sup> grade).....April 8-20



## Clubview Lunch Schedule 2018-2019



10:40-11:10	K	O'Grady
10:45-11:15	K	Roberts
10:50-11:20	K	Collins
10:55-11:25	K	Lusano
11:00-11:30	2	White
11:05-11:35	2	McConnell
11:10-11:40	2	Lasseter
11:15-11:45	2	Albright
11:20-11:50	3	Carlisle
11:25-11:55	3	Long
11:30-12:00	3	Thompson
11:35-12:05	3	Culverhouse
11:40-12:10	1	Talley
11:45-12:15	1	Hemmings
11:50-12:20	1	Jones
11:55-12:25	1	Van Bibber
12:00-12:30	4	Cooper
12:05-12:35	4	Swords
12:10-12:40	4	Sharpe
12:15-12:45	4	Carson
12:20-12:50	5	Bickerstaff
12:25-12:55	5	Coleman
12:30-1:00	5	Fahnestock
12:35-1:05	5	Fussell

## **International Baccalaureate Primary Years Programme**

Clubview Elementary School is proud to be a part of the International Baccalaureate Organization (IBO). As an IB World School offering the Primary Years Programme (PYP), Clubview's curriculum focuses on raising awareness of the world in which we live. The curriculum integrates international content into the Georgia Common Core and Performance Standards. This combination provides knowledge that is represented as broad ideas that are relevant and meaningful to all people and taught through six themes of inquiry. Since the themes of inquiry are transdisciplinary, all curriculum areas are affected. The six themes are:

### **Who we are**

An inquiry into the nature of the self; beliefs and values; personal, physical, mental, social and spiritual health; human relationships including families, friends, communities, and cultures; rights and responsibilities; what it means to be human.

### **Where we are in place and time**

An inquiry into orientation in place and time; personal histories; homes and journeys; the discoveries, explorations and migrations of humankind; the relationships between and the interconnectedness of individuals and civilizations, from local and global perspectives.

### **How we express ourselves**

An inquiry into the ways in which we discover and express ideas, feelings, nature, culture, beliefs and values; The ways in which we reflect on, extend and enjoy our creativity; our appreciation of the aesthetic.

### **How the world works**

An inquiry into the natural world and its laws; the interaction between the natural world (physical and biological) and human societies; how humans use their understanding of scientific principles; the impact of scientific and technological advances on society and on the environment.



### **How we organize ourselves**

An inquiry into the interconnectedness of human-made systems and communities; the structure and function of organizations; societal decision-making; economic activities and their impact on humankind and the environment.

### **Sharing the planet**

An inquiry into rights and responsibilities in the struggle to share finite resources with other people and with other living things; communities and the relationships within and between them; access to equal opportunities; peace and conflict resolution.

### **The Primary Years Programme Exhibition**

The PYP exhibition provides the culminating experience of the learner's engagement with the PYP. It unites the teachers, learners, and parents of the class in an activity that captures the essence of the PYP: transdisciplinary inquiry conducted in a spirit of personal and shared responsibility. It marks a rite of passage, both symbolic and actual, from PYP to MYP. Most importantly it is a celebration; an event in which synthesizes all that is best in the PYP and shares it with the whole school community.

The PYP exhibition is an extended collaborative inquiry which is undertaken by students in their final year of PYP. It is suggested that the exhibition replace the unit of inquiry addressing the theme "Sharing the Planet" during the final year. The subject of the exhibition inquiry should be a real-world issue or problem, local or global, which is of sufficient scope and significance to warrant an extended investigation. The class generates relevant and realistic proposals for solutions to the selected issue and therefore the exhibition requires students to apply their learning of previous years. All 5<sup>th</sup> grade students will receive an IB Certificate of Completion at the end of the school year.

The exhibition should represent a significant event in the life of a school; encapsulating the essence of the PYP and encouraging younger students to look forward to their final year in the PYP programme. Some of our previous IB exhibitions were: Calling for a Cure for Cancer, Military Means the World to Me, Books for Belize, Pay It Forward, and H2O for Life.

Technology promotes international learning at Clubview as students are engaged in activities that challenge and support their inquiries. Students collaborate with other students, organizations, and experts from around the world. They have an opportunity to participate in online activities and projects which lead them to become knowledgeable about the world. Through their research, they explore international connections and use technological methods (i.e. Multimedia presentations, newsletters, videos, streaming) to convey what they have learned.

Clubview is committed to engaging all students in active learning about the world. Integrating the IB Learner Profile attributes into the curriculum provides an opportunity for students to be aware of the global world in which they live and to demonstrate through their actions that they respect other individuals and cultures.

## IB Learner Profile

The aim of all IB programmes is to develop internationally minded people who, recognize their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

### As IB learners we strive to be:

<b>Inquirer</b>	We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout like.
<b>Knowledgeable</b>	We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.
<b>Thinkers</b>	We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
<b>Communicator</b>	We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
<b>Principled</b>	We act with integrity and honesty, with a strong sense of fairness and justice and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.
<b>Open-Minded</b>	We critically appreciate our own cultures and personal histories, as well as the clause and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
<b>Caring</b>	We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.
<b>Risk-Takers</b>	We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
<b>Balanced</b>	We understand the importance of balancing different aspects of our lives – intellectual, physical, and emotional – to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.
<b>Reflective</b>	We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World School. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national, and global communities.





## The IB Attitudes

In PYP schools, students should demonstrate:

<b>Appreciation</b>	Appreciating the wonder and beauty of the world and its people.
<b>Commitment</b>	Being committed to their own learning, persevering and showing self-discipline and responsibility.
<b>Confidence</b>	Feeling confident in their ability as learners, having the courage to take risks, applying what they have learned and making appropriate decisions and choices.
<b>Cooperation</b>	Cooperating, collaborating, and leading or following as the situation demands.
<b>Creativity</b>	Being creative and imaginative in their thinking and in their approach to problems and dilemmas.
<b>Curiosity</b>	Being curious about the nature of learning, about the world, its people and cultures.
<b>Empathy</b>	Imagining themselves in another's situation in order to understand his or her reasoning and emotions, so as to be open-minded and reflective about the perspectives of others.
<b>Enthusiasm</b>	Enjoying learning and willingly putting the effort into the process
<b>Independence</b>	Thinking and acting independently, making their own judgments based on reasoned argument, and being able to defend their judgments.
<b>Integrity</b>	Being honest and demonstrating a considered sense of fairness.
<b>Respect</b>	Respecting themselves, others and the world around them.
<b>Tolerance</b>	Being sensitive about differences and diversity in the world and being responsive to the needs of others.

## STUDENT PLEDGE

As a student at Clubview School, I pledge:

- To honor my friends and family and to respect my teachers
- To communicate the solutions to problems and reflect on the consequences of my actions
- To be principled, balanced, open minded and caring
- To inquire and take charge of my own learning to gain knowledge
- To demonstrate the confidence to explore new ideas
- Together we can make our school community a better place

**CLUBVIEW SCHOOL**  
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**A Georgia Charter School**  
**2836 Edgewood Road**  
**Columbus, Georgia 31906**  
**Student/Parent/Teacher Compact**



**Student's Compact**

- I will respect the cultural differences of other students, their families, school faculty and staff.
- I will work to resolve conflicts in positive, nonviolent ways.
- I will be responsible for completing and handing in curriculum assignments on time.
- I will respect the rights of fellow students in the learning environment.
- I will express the desired attributes and traits reflected in the learner profile.
- I will be responsible for delivering information to/from my teacher, parents or guardians.
- I will abide by the school's dress code and uniform policy.
- I will be responsible for the proper use of books, furniture and equipment.
- I will do my part in abiding by Clubview's tardy and attendance policy.
- I will abide by the Muscogee County School District Policies and the Clubview School Rules.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent's Compact**

- I will support my child in striving for high standards of academic achievement.
- I will help my child resolve conflicts in a positive and nonviolent manner.
- I will furnish a suitable study area for my child at home.
- I will provide my child with necessary and appropriate school supplies.
- I will make sure my child completes and turns in his/her assignments.
- I will be available for conferences with teachers and administrators.
- I will participate in school activities.
- I will abide by Clubview's tardy and attendance policies.
- I will be responsible to make sure my child abides by Clubview's dress code and uniform policy.
- I will support the Muscogee County School District Policies and the Clubview School Rules.

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Teacher's Compact**

- I will maintain a safe and positive learning environment for students.
- I will treat all students with respect and fairness.
- I will maintain and foster high standards of academic achievement.
- I will accurately inform parents of their child's progress.
- I will respect the cultural differences of students, their families and other staff.
- I will serve as a role model for students by demonstrating the attributes and traits reflected in the learner profile.
- I will attend training to strengthen and expand my professional strengths.
- I will confer and correspond with parents in a timely manner.

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Clubview Is A Georgia Charter School

As a Georgia Charter School, Clubview Elementary School is governed by a Governing Board made up of seven voting members who are 4 parents of currently enrolled students and 3 community members including one Partner in Education representative. The principal, assistant principal, IB/PYP coordinator and 2 teachers will serve on the governing board but will abstain from voting.

The Governing Board upholds the Clubview mission and vision. Each member is committed to serve with the best interest of Clubview stakeholders.



### GENERAL INFORMATION

#### SCHOOL HOURS

Students	8:00-2:30
Office hours	7:45-3:00

#### MORNING ARRIVAL

Students may come into the building at 7:30 a.m. and go directly to the cafeteria for breakfast and supervision. Adults are not on duty to provide supervision before 7:30 a.m. Students should not be on campus before 7:30 unless enrolled in the before school program. Adults on duty may dismiss students who are not eating based on space available in the cafeteria. Students may report directly to classrooms at 7:45 to prepare for the day. **Neither parents nor students are to go to the classrooms before 7:45 unless prior arrangements or appointments have been made.**

**Students are tardy if they enter the classroom after the 8:00 bell.** Please make every effort to have your child at school on time. This will prevent the teacher and other students from being disrupted. Students who are tardy will only get first lunch choice. They will not get to select their lunch. **Students who eat breakfast at school, must arrive in time to finish eating and get to class before 8:00 or they will be considered tardy. Breakfast is served from 7:30 – 7:50.**

Parents of primary students who walk their child to the classroom are encouraged to foster confidence by allowing their child to enter the classroom independently. Teachers are not available for conversation at this time. Their attention must be on the students.

#### CHECKING OUT OF SCHOOL DURING THE DAY

Regular attendance is a vital part of the teaching and learning process. Absence from school must be only for the most serious reasons. **We will not allow checkouts after 2:00 p.m.** Checkouts for medical appointments after this time require that the appointment card is presented to office personnel.

## DISMISSAL PROCEDURES

The safety of the children is our primary concern. The Dismissal Form details options you may choose for your child(ren). Students will be released only to individuals listed on the Student Enrollment forms. Any changes must be made in the office and your signature is required.

Routine dismissal procedures facilitate an orderly, safe flow of traffic that enables us to provide maximum protection for students. Your cooperation is vital. Please adhere to the following procedures:

- If there is a change in your child's dismissal, please notify the teacher in writing with specifics.
- Please make daily arrangements before dropping your child off each day. Calling to change a child's way home should be for emergencies only and should occur before 2:00 PM.
- NO VISITORS are to enter the building through any door other than the office.
- Students who ride the school bus or a van to an after school provider will be dismissed first. These students will be supervised by Clubview personnel until escorted to the assigned bus or van.
- Students who walk without a parent meeting them will be dismissed from the front doors at 2:30. Parents are responsible for students knowing their way home and the family safe plan.
- Front car riders will be called to exit the building from the cafeteria side door. These students will wait in the cafeteria and parents are not allowed to walk up and get their child if they are a car rider.
- Back car riders will be called to exit from the side door near the side drive. These students will be wait in the hallway and parents are not allowed to walk up and get their child if they are a car rider.
- If there is heavy rain at dismissal time, back walkers will be back car riders and front walkers who are typically met by a parent will be front car riders.
- Do not identify your child as a walker to meet you at a designated location on or off campus. This disrupts the safe dismissal procedures in place and is an unsafe practice. There is always the possibility of circumstances prohibiting you from being present to meet them.

Faculty and staff will supervise student dismissal and traffic flow.

## LATE PICK-UP

**All students should leave the school grounds upon dismissal unless they are attending the After School Program.** Regular dismissal ends at 2:40 each day. Students who are not picked up by 2:45 will need a parent to sign the late pick up book in the front office. Teachers are not available to supervise students left at school. Protective Services or the police will be called for students who are left after school more than 30 minutes. Please notify the school if an emergency has occurred.

Occasions may arise that require a child to remain after school for extra help, to fulfill obligations not met during the school day, or to participate in after school activities. Parents will be notified 24 hours in advance so that appropriate plans can be made regarding transportation.

## STUDENT ABSENCES AND TARDIES

Students are required to attend school regularly. Student absences are reflected in the overall rating of the school each year. Excused absences include personal illness, serious illness of an immediate family member, death in the immediate family, and observance of a religious holiday. Upon returning to school following an absence, a student must bring a **written excuse signed by the parent stating the reason for the absence**. All absences are counted, whether excused or unexcused. **Students will be considered for retention after 16 absences.**

After 5 unexcused absences and/or tardies, parent will be contacted by the school social worker and students will not be able to participate in extracurricular activities. The principal has the discretion to add to the policy as it relates to attendance and tardiness.

Once students have 6 absences, excused or not, it effects our overall school rating. IB transfer / charter students are limited to 5 unexcused absences or tardies and may be returned to their home school if this number is exceeded.

## BEFORE SCHOOL AND AFTER SCHOOL PROGRAMS

Many local before and after school programs are available. Clubview does not have MCSD bus transportation. Parents are encouraged to register early for before and after school care options if needed. It is possible that the Columbus Parks and Recreation Department will host a program from 6:30 AM on site and 2:30-6:00 PM at an alternative location. For information from the Columbus Parks and Recreation Department, call 706-225-4510 or 706-225-4658.

## SCHOOL SECURITY: VISITORS - CONFERENCES

Visitors to Clubview are welcome! ALL visitors must present a state issued ID to front office and wear a visitor badge before visiting in the building or on the grounds. Any person without a visitor's pass will be directed back to the office. All exterior doors are locked during the school day. Please keep this in mind when traveling to a different part of the building. Visitors and volunteers are required to dress appropriately.

Classroom visits are limited to one adult per visit for **less than thirty minutes and must be pre-arranged**. A student should be visited no more than once a week total by any parent or parent approved adult visitor. No parent or parent approved adult visitor may observe a student more than once per week. Classroom visits are for observation only. The visitor may not interact with the student, teacher or classmates in order to preserve the learning environment. Teachers and students must maintain their teaching and learning momentum to make the most of every day. Follow up conferences may be scheduled with the teacher following normal parent/teacher communication.

Teachers at Clubview welcome and encourage parent conferences. In order to maximize instructional time, teachers handle the scheduling of their individual conferences and may not be available for conferences during student school hours. These appointments should be limited to a thirty-minute time frame. Dropping by after school to see the teacher does not always result in a conference. Teachers have duty, workshops, meetings and other responsibilities immediately after school. To avoid the frustration caused by not being able to see the teacher, please make appointments in advance so the teacher can give you his/her full attention.

## VOLUNTEERS

Volunteers are always needed at Clubview. Volunteers serve in many different capacities including room readers, tutors, room mothers, and chaperones to name a few. Volunteers are required to check in at the office and obtain a pass before going to the classrooms or other locations. Talk to your child's teacher or other staff member to prearrange your volunteer opportunities. PTA sponsors a large number of school activities that require volunteers! PTA is a great way to stay connected!

## SCHOOL PARTIES AND INVITATIONS

Teachers and/or students are not permitted to pass out invitations at school unless everyone in the class receives an invitation. You may bring a small birthday treat (cupcakes, cookies, donuts, etc.) for your child's class at his/her lunchtime. A healthy alternative to sweet treats are goody bags for the class. Please limit the treats to the actual class. No birthday gifts are to be presented during school hours. Only two parties a year are allowed per class. These are usually held before Winter break and summer break.





## DRESS CODE

**SHIRTS:** should be solid color and must be free of printed material and emblems must be no larger than one inch square must be long enough to cover midriff when arms are raised and high enough to cover chest must have sleeves hood on hooded sweatshirts are not to be worn during school.

- Shorts, skirts and dresses should be no more than 4" above the knee and worn at the waist
- Pants, skirts and shorts must be worn at the waist.
- Pants must be worn at the waist and may not be overly baggy or have uncovered holes
- Hats, caps, and bandanas may not be worn in the building.
- **SHOES:** Tennis shoes are required for students in kindergarten through 3rd grade every day Athletic shoes are required for students in 4th through 5th grade on days students have P.E
- No cleats, skate shoes, backless, toe shoes or flip flops are allowed.

## UNIFORMS

- Monday Solid **red** shirt; **khaki** pants/long shorts/skirts/jumpers; solid uniform colored leggings
- Tuesday Solid **white** shirt; **navy** or denim pants/long shorts/skirts/jumpers; solid uniform colored leggings
- Wednesday Solid **navy** shirt; **khaki** pants/long shorts/skirts/jumpers; solid uniform colored leggings
- Thursday Solid **white** shirt; **navy** or denim pants/long shorts/skirts/jumpers; solid uniform colored leggings
- Friday Solid **red** shirt; **khaki** pants/long shorts/skirts/jumpers; solid uniform colored leggings



Solid shirts may be substituted with shirts embroidered or printed with the Clubview emblem. Class shirts are to be worn on days specified by the teacher. Classes earn out of uniform days throughout the year. Teachers will communicate this reward.

If a student is not dressed appropriately, parents will be sent a written notice. After the third violation, the student will be referred to the office.

Students should not have any visible temporary tattoos. Visitors and volunteers are also required to dress appropriately. Parents are encouraged to assist in creating a positive learning environment by eliminating distractions such as mohawks, piercings, colored hair, etc.

## SCHOOL SPIRIT DAYS

On designated Fridays, students may wear school spirit shirts with khaki bottoms or jeans. School spirit day shirts are limited to Clubview, middle school, high school, or college shirts. The shirt must be affiliated with Clubview or a school of higher learning. Professional sport shirts or jerseys not affiliated with a school are not to be worn.

## SCHOOL TELEPHONE

The school telephone number is 706-565-3017. The school fax number is 706-565-3022. The school telephone is a business phone and can be used by the students only in case of illness or an emergency. The following suggestions are made for parents:

- Feel free to call the school to deliver a message to your child in case of an emergency or a real need.
- We will not interrupt classes to call students to the phone
- Have an understanding with your child in the morning as to what to do that afternoon in the event of rain.
- Students will not be allowed to call to ask if they may go home with a friend. This must be prearranged and communicated with the teacher in writing ahead of time.
- Students will not be allowed to use the telephone to call for signed papers, homework, etc.

## MONEY

Please place all money sent to school in an envelope labeled with student's name, teacher's name, amount enclosed, and purpose of the money.

## STUDENT ACCIDENT INSURANCE

MCSD does not carry accident insurance coverage on students who are injured at school, and in most cases is not liable. MCSD Board Policy: Descriptor Code JGA and EG. Refer to the MCSD handbook for more information.

## MEDICATION

Medication and the completed release form with written instructions should be delivered to the office or clinic by the parent. A form is included in this handbook or may be obtained from the office. No medication, prescription or non-prescription, will be administered without a properly completed form filed in the clinic office.



## FEVERS

Students must be **fever free for 24 hours without medication** before returning to school. This may result in an absence following being sent home for fever. Please do **NOT** give your student fever reducing medication and then send them to school. Maintaining the health of all students is important.

## VOMITING

Students must be free from vomiting for a **minimum of 24 hours** before returning to school.

## STAPH INFECTIONS

The school must receive clearance from a doctor before students with staph infections may return to school.

## PEDICULOSIS (HEAD LICE)

Effective control of pediculosis is dependent upon school and families who support a plan that includes:

1. Education of school personnel, families and students
2. Screening of students by families and school personnel
3. Prompt treatment of those infested by: killing the lice, removing the nits, and cleaning the environment.

When it is discovered that a student has Pediculosis, the principal or his/her designee will immediately notify the parent/guardian who must make arrangements for the student to be picked up and treatment initiated. The student will be isolated from other students until the parent/guardian arrives. The principal or his/her designee will provide instructions for treatment and nit removal.

Upon return, the parent/guardian must accompany the student to school and provide proof of treatment, i.e. empty bottle or box of lice treatment product or a letter from the health department or physician.

## TINEA CORPORIS (RINGWORM) AND CONJUNCTIVITIS (PINK EYE)

The parents of a student with suspected ringworm or pink eye will be contacted to pick up the child from school and treatment initiated. Both conditions must be **verified by the doctor** and treated before the child may return to school. A statement from the doctor should be provided when the child returns to school.

## FIELD TRIPS



Each student who goes on a field trip or excursion in vehicles other than school bus must have written parental permission. Written parental permission is also required for each student who goes on an out of town trip. For local field trips on school busses, written parental permission need not be obtained.

If students are scheduled to be away from school during lunch, the school cafeteria may provide sack lunches at regular lunch prices. This will assure that all students will be fed and proper precautions are taken to keep food and drinks safe from spoilage. If you elect to provide your students lunch on field trip days, please make sure you clearly label the lunch bag and provide items safe for extended travel or extreme temperatures. All items must be able to be discarded including the lunch bag or package. Space is limited.

## DRUG/SMOKE FREE SCHOOL ZONE

Legislation enacted by the General Assembly of Georgia makes it unlawful to manufacture, distribute, dispense or possess a controlled substance in, on or within 1,000 feet of a school. Violation of this law is punishable by up to 20 years in prison and/or up to \$20,000 fine. The Muscogee County School Board has enacted a policy making all school grounds smoke free zones. Smoking is not allowed on campus by employees, students, or visitors.

## USE OF ELECTRONIC DEVICES BY STUDENTS

The detailed MCSD policy may be found in the MCSD handbook. ***Students are permitted to use devices only under the direct instruction of the classroom teacher and must only use the device for educational purposes.*** Students are **never** permitted to use cell phones in the restroom. Using an electronic device, including a cell phone, with camera, video, or voice recording function to take or transmit audio and/or pictures/video of an individual without his/her consent is prohibited. MCSD personnel are authorized to confiscate a cell phone or any other technology device from a student. School administrators may deny student use of electronic devices and impose reasonable consequences for such. Personnel will act reasonably to maintain the security of a phone or device once confiscated, and are not responsible for any unintentional loss or damage to confiscated items. Parent/guardian may pick up device at the close of the school day during the 30 minutes prior to the last bell. MCSD personnel are not expected to search for items that students have lost after they elect to bring them to school and personnel will not be responsible for the value of a phone or other device in the event of an unintentional damage, loss or theft of the phone or device. Parents should consider this carefully when sending devices to school with their child/ren. Students are prohibited from using any electronic device during the operation of a school bus, including, but not limited to, cellular phones, pagers, audible radios, audible tape or compact disc players, or laser light in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus. School administrators shall handle violations of this policy.

## EMERGENCY PROCEDURES

Fire and disaster drills are held at irregular and unannounced intervals. All signals and procedures are rehearsed with students to provide the safest actions in the case of an emergency. In case Muscogee County is placed under a TORNADO WARNING, we ask that parents NOT come to pick up students or call the school during the WARNING. Emergency procedures will be followed. Shelter areas have been assigned to each classroom and all Clubview personnel know what to do in an emergency. The driveways and the telephone lines must be clear for emergency use.

If the school is in a "lock down" all doors will be locked. No one will enter or leave the school until it is determined safe by school officials and/or law enforcement.

## LOST AND FOUND

Please label all of your child's clothing, footwear, lunch boxes, book bags, etc. If your child has lost something, please check the lost and found. At intervals throughout the year, items that are lost are given away to charity. The lost and found is located in the hallway outside the cafeteria.

## MEDIA CENTER

Students are encouraged to use the media center. Students may check out a book when they have returned one. It is the student's responsibility for the care of the borrowed book(s) and must pay for the book if it is lost or damaged.

## ACCELERATED READER PROGRAM

The Accelerated Reader (AR) Program was designed to get students to read books. Students read the books or have someone read the books to them. They are then given a comprehension test on the computer. Each AR book from the library has the reading level and number of points the test is worth if he/she answers all the questions correctly. As the students take the AR tests, they earn AR points. Each grade level has a certain number of points the students try to accumulate to get in the AR Hall of Fame. A complete list of AR books can be found on the Clubview website. You can view them by book title, author's last name, or reading level. Students can take AR tests on books checked out from the library or their home as long as the book is on the list. All AR tests are to be taken at Clubview and with the permission of the student's classroom teacher.

In order for students to reach the AR Hall of Fame, they must earn the number of points for their grade level:

- Kindergarten – 20 points
- 1<sup>st</sup> grade – 50 points
- 2<sup>nd</sup> grade – 60 points
- 3<sup>rd</sup> grade – 70 points
- 4<sup>th</sup> grade – 85 points
- 5<sup>th</sup> grade – 100 points



## CAFETERIA EXPECTATIONS

- Enter and leave quietly in a single file line.
- Speak in a low conversational voice to students near you
- Practice courtesy and good manners.
- Remain seated until given permission to leave.
- Help keep the cafeteria neat and clean.



All food and drink should be consumed or thrown away before leaving the cafeteria. The only exception is nonperishable food items that are not open. These may be placed in the student's book bag for consumption after school dismissal.

Parents who join us for lunch may purchase a meal from the cafeteria. Parents eating with their child must sit at the designated table in the lunchroom or in the courtyard due to limited space. In addition students will be limited to having lunch with their parent or family member. No other students may join the visitor. Special circumstances may be cleared with school administrators.

## BUS EXPECTATIONS

- Enter and exit quietly in a single file line.
- Speak in a low conversational voice to students near you
- Practice courtesy and good manners.
- Remain seated during the bus ride.
- Help keep the bus neat and clean.



## HALLWAY EXPECTATIONS

- Travel quietly in a single file line.
- Do not talk or make noise.
- Keep hands to yourself.
- Face forward and keep up.



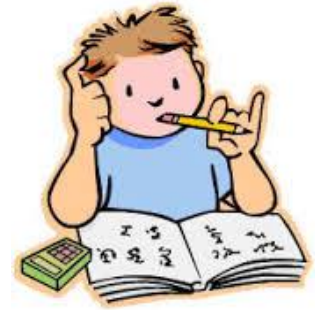
## GUIDE TO SUCCESSFUL STUDENT CONDUCT

It is the belief of the faculty at Clubview that proper behavior is necessary for learning to be possible. It is impossible to do an effective job of teaching unless the students develop responsibility for self-control and good manners. For teaching to be effective, students are expected to conduct themselves in an orderly manner at all times. Each teacher, along with their students, will create an essential agreement on acceptable classroom behavior. Four basic questions that will guide students toward making good choices:

- ⇒ Am I being safe?
- ⇒ Am I being considerate?
- ⇒ Am I setting a good example?
- ⇒ Am I being responsible?

If students are able to positively answer these four questions, they:

- Show self-control
- Listen to and follow instructions
- Obey school rules
- Treat everyone with respect
- Respect rights & property of others
- Show a positive/cooperative attitude
- Assume responsibility for actions
- Control talking
- Show cafeteria behaviors/manners
- Play and interact well with others



### WORK STUDY HABITS

The following Work Study Habits are expectations for all Clubview IB Students:

- Listens attentively
- Follows through on directions
- Uses time wisely
- Completes & turns in homework on time
- Completes & turns in classwork on time
- Assumes responsibility for belongings
- Works independently
- Participates in class discussions/activities
- Seeks help when needed
- Works cooperatively in groups
- Has materials ready when needed



*Refer to the MCS D HANDBOOK for information on specific rules and regulations.*

### INFINITE CAMPUS

The parent portal will be available through Infinite Campus for use as a valuable communication tool to provide information about your child's progress; to include attendance, schedules, student assignments, school and district announcements, email communication with teacher and a mobile app for phones and other portable devices. If you need IC Parent Portal access, please visit the school office with your state issued photo ID.

## PROGRESSIVE DISCIPLINE PROCEDURES

Disciplinary procedures are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program and the IB Learner Profile. The plan is progressive and may include parent contact, teacher detention, referral to the school counselor or administrator, out of school suspension, or referral to discipline tribunal.

### Goals

- ✧ To foster an environment that is exemplary of the IB Attitudes and Learner Profile including being free from mental and physical threat and where all students, faculty and staff are safe.
- ✧ To pursue a course of parental involvement that will include parents as partners in achieving the goals.

### Rationale

In order to provide a safe and drug free environment in which students and adults can attain their potential both academically and socially, we will enforce the following reasonable expectations of student conduct.

### Discipline Program

All teacher and administrative interventions will take into consideration the age and circumstances of each individual child and situation. Parents are a vital part of the process of working toward improving student conduct and will be included in all levels of consequences as often as possible.

### Level One Violations

***The following are violations handled by the teacher and include, but are not limited to:***

1. Horseplay, wrestling, clowning, acting out
2. Verbal exchanges not involving profanity or threats
3. Excessive talking
4. Throwing objects in class (other than those which could cause injury)
5. Pencil pops, spitballs
6. Minor hall disruption, out of class without a pass or permission
7. Name calling (other than profanity or racial slurs)
8. Possession of unauthorized objects (other than drugs or weapons)
9. Inappropriate behavior in the lunchroom (loud talking, playing with food, cutting in line, etc.), bathroom, or classroom (not completing work, cheating, etc.)
10. Continuous lack of instructional materials

### Level One Interventions

***Handled by the teacher as appropriate for the age and individual needs of a child***

1. Verbal warning
2. Low profile intervention
3. Change in student seating
4. Private conference with teacher
5. Telephone call/conference/written communication with parents
6. Formulation of behavioral contract/action plan
7. Referral to counselor
8. After school detention with teacher
9. Time out in another classroom/silent lunch
10. Referral to Student Support Team

## **Level Two Violations**

1. Major disruptive behavior
2. Fight, bullying
3. Forgery or altering school forms/documents
4. Leaving school grounds without permission
5. Obscene or inappropriate language, gestures, or acts
6. Theft, attempted theft, or possession of stolen property
7. Leaving class or designated area without permission
8. Refusing to appropriately participate in fire drills, weather drills, or other crisis practices
9. Willful or dangerous acts such as possession/use of firecrackers, smoke bombs, etc.
10. Insubordination, disrespect to adults
11. Refusal to follow directions or school rules
12. Vandalism
13. Trespassing
14. Unauthorized possession of dangerous instruments
15. Providing false information
16. Sexual harassment
17. Verbal abuse

## **Level Two Interventions**

***Handled by the administrator or designee as appropriate for the age and individual needs of a child***

1. Referral to counselor
2. Parent contact and/or conference
3. Detention
4. Out of school suspension
5. Loss of privileges
6. Referral to Discipline Tribunal

## **Level Three Violations**

**These are the most serious misbehaviors and may result in automatic referral to the Disciplinary Tribunal:**

1. Possession of a firearm or deadly weapon
2. Possession/use of drugs, alcohol, controlled substances, tobacco, or related products or paraphernalia
3. Verbal threats or physical assaults of staff members
4. Use of a dangerous weapon/instrument to intimidate or injure
5. Substantial damage to personal or school property
6. Issuance of a bomb threat
7. Arson
8. Sale, attempted sale or distribution of alcohol, tobacco, or controlled substances

# A W A R D S

**Accelerated Reader Hall of Fame:** Students who earn the required points for their grade level will be celebrated school wide through CKN and displayed on the AR HOF board outside the cafeteria. Recipients will receive a badge and certificate at the end of the year awards program. The media specialist and classroom teachers are responsible for monitoring this achievement.

**AR Banner of the Month** Each month, one classroom per grade level (1st – 5th grade) will be selected as the top readers for their individual grade level based on the class percentage and/or total number of points accumulated on AR reading practice quizzes for the month. The winning classrooms will be awarded a banner and display it outside of the classroom. The winning classrooms will also be recognized on CKN. The media specialist is responsible for designating the winning classrooms.

**IB Ambassador:** Students will be recognized by the classroom teacher each nine weeks for their growth in exemplifying the IB attitudes and attributes. Classroom teachers are responsible for identifying students for these awards.

**Amazing Ambassador:** Students who are consistent models of an IB Learner throughout the year will be recognized at the Awards Program. Classroom teachers are responsible for identifying students for these awards.

## **The King Student Cup Award:**

The fifth grade teachers select one student that meets the following criteria:

- Be a fifth grade student
- Attend Clubview for a minimum of three consecutive years
- Have an overall A average in the fifth grade
- Show respect for his/her teachers and follow their directions
- Possess self-control and demonstrate exemplary behavior
- Use his/her time wisely, set goals and work to achieve them, be courteous, and have a positive attitude toward school

The Award will be presented at the end of the year Awards Program.

## **The King Teacher Cup Award:**

The fifth grade students vote for the faculty/staff member who had the most positive influence on them since starting Clubview. The Award will be presented at the end of the year Awards Program.

## **Principal's List:**

Students in first through fifth grades who make all A's in the core academic subjects and have an average of 90 or higher for the year in specials for the year on their report card make Principal's List. Classroom teachers are responsible for identifying students who will be recognized at the end of the year Awards Program.

## **Honor Roll:**

Student in first through fifth grades who make all A's and B's in the core academic subjects and have an average of 80 or higher in specials for the year and who have at least one A per nine weeks on their report card make Honor Roll. Classroom teachers are responsible for identifying students who have made Honor Roll and will be recognized at the end of the year Awards Program.

## **President's Award for Educational Excellence:**

Gold award is reserved for students who earned an overall A average for all classes for 4th grade and the first semester of 5th grade and had high achievement in reading or math on GMAS or other standardized test if they were not in Georgia last year. Teacher recommendations will be considered. Silver award is reserved for students who may not meet both criteria for the gold award but may meet at least one. These students demonstrate tremendous growth or commitment to learning despite obstacles or extenuating circumstances. Presidential Award selection guidelines will be adjusted to meet national requirements if necessary.





### **Music Awards:**

At the end of the year, one girl and one boy will be chosen from each first through fifth grade homeroom who demonstrated high achievement during the school year in music. The music teacher will be responsible for selecting these students. These students will be recognized at the end of the year Awards Program.

### **Art Awards:**

At the end of the year, one girl and one boy will be chosen from each first through fifth grade homeroom who demonstrated high achievement during the school year in art. The art teacher will be responsible for selecting these students. These students will be recognized at the end of the year Awards Program.

### **PE Awards:**

At the end of the year, one girl and one boy will be chosen from each first through fifth grade homeroom who demonstrated high achievement during the school year in PE. The PE teacher will be responsible for selecting these students. These students will be recognized at the end of the year Awards Program.

### **Spanish Awards:**

At the end of the year, one girl and one boy will be chosen from each first through fifth grade homeroom who demonstrated high achievement during the school year in Spanish. The Spanish teacher will be responsible for selecting these students. These students will be recognized at the end of the year Awards Program.

### **Spelling Bee:**

Students in fourth and fifth grade can qualify to participate in the school Spelling Bee. The school winner will represent Clubview at the MCSD Spelling Bee. The school participants, winner and runner-up are recognized at the end of the year Awards Program. Mrs. Fitz Bickerstaff and Mr. Kevin Sharpe are the faculty advisors.

### **National Geographic Bee:**

Students in fourth and fifth grade answer geography questions designed to test his/her geography knowledge. The winner represents Clubview at the state level of the National Geographic Bee. The winner, runner-up, and participants are recognized at the end of the year Awards Program. Mr. Lee Cooper is the faculty advisor.

### **Duke University Talent Identification Program (TIP):**

Fourth and fifth grade students who have scored at the 95th percentile or above on a standardized achievement, aptitude, or mental ability test are invited to register for the Duke TIP Talent Search. Duke TIP provides a recognition for those who register. All who qualify are recognized at the end of the year Awards Program. The IB Coordinator is the faculty advisor.

### **Doreen Sears Award:**

The fifth grade teachers will select one fifth grader who improved the most in reading that year. They will be given a certificate and the book *Where the Wild Things Are*.

### **Beta Club:**

Beta Club is an honor and a service club that requires students to have high academic achievement, determination, service motivation, and leadership qualities. The criterion is determined by each chapter. The faculty advisor is Mrs. Charlene Coleman. Participants will be recognized with a certificate at the end of the year Awards Program.



## **CLUBS and ORGANIZATIONS**

*Offerings are adjusted as student and faculty interest grows and changes. Student participation is encouraged.*

### **Peer Helpers:**

Peer helpers are fifth grade students who help younger students, welcome guests, and mentor new students. Mrs. Lisa East, the school counselor, is the faculty advisor for Peer Helpers. Mrs. East selects students based on grades, teacher recommendations, leadership potential, and overall character and behavior. These students will be recognized with a certificate at the end of the year Awards Program.

### **Student Council:**

Fourth and Fifth grade students are nominated and elected by their peers to represent the student body. They must have an A/B overall average and be able to stay after school. Candidates for president, vice-president, and secretary are elected by the fourth and fifth grade students. These students will be recognized with a certificate at the end of the year Awards Program. Ms. Amberly Fahnestock and Mrs. Fitz Bickerstaff are the faculty advisors for the Student Council.

### **Science Olympics:**

A team of third, fourth, and fifth grade students, who scored high on the qualifier test are selected as the Science Olympic team. The team members will represent Clubview in a district competition and may qualify for state competition. Mr. Jones is the team coordinator who leads a group of teacher coaches. Winners are recognized at the Awards Program and will receive a certificate.

### **Clubview Kids Network (CKN):**

CKN is a 5th grade student produced news program that is broadcast each morning from the school media center. Applications from 4th grade students are accepted in the spring and news teams for the following year are selected. CKN news teams are recognized with a certificate at the end of the school year. The faculty advisors for CKN are Mrs. Shea Hurst, Mrs. Kim Schorr, and Mr. Mark Montgomery.

### **Manners Club:**

The Manners Club meets 4 times during the school year. 4th and 5th grade students will learn about proper etiquette. As a culminating event, students and their parents are invited to attend a banquet sponsored by Piedmont Columbus Regional, our Partner in Education.

### **Drama Club:**

Clubview has an annual musical. Auditions are open to 3rd-5th grade students. Students can try out for on stage parts as well as technical positions, such as light and sound. Clubview students have performed in "Elf, Jr.", "Annie, Jr.", "The Jungle Book", "101 Dalmatians", "Willy Wonka", and "Gulliver's IB Adventures." These students will have a cast party and be recognized at the end of the year Awards Program. The faculty advisors for drama club include Ms. Lori Carson, Mr. Mark Montgomery, Ms. Kathy Swords, and Mr. Kevin Sharpe.

### **Safety Patrol:**

Safety Patrol participants are selected from applicants and assigned a specific duty to promote student safety practices. Assigned duties may include before or after school responsibilities to assist with hallway traffic and car rider traffic. The faculty advisors are Mrs. Meridith Hemmings and Mrs. Min Hae Hernandez. Participants will be recognized with a certificate at the end of the year Awards Program.

### **Archery Club**

The faculty advisors are Coach Luanne Ardovino and Mark Montgomery. Students in fourth and fifth grade will be given the opportunity to sign-up to participate. Participants will be recognized at the end of the year Awards Program.

### **Art Club:**

The Art Club offers fourth and fifth grade students the opportunity to explore various mediums and subjects beyond the art class curriculum. Meetings are held once a week after school. The club size is limited to twenty students. Applications are accepted in the fall and are reviewed based upon the student's GPA and teacher recommendation.

### **Math Team:**

Top math students from fifth grade who score the highest on the written test are chosen to be part of the Math Team. Eight students are chosen to represent Clubview in local competitions. The faculty coordinator is Mrs. Tyler O'Grady. Participants will be recognized at the end of the year Awards Program.

### **Giving Garden Club:**

The Giving Garden Club members maintain the garden area and other outdoor areas of the school. The faculty coordinators are Mrs. Jessica Lusano and Ms. Traci Collins. Participants will be recognized at the end of the year Awards Program.



### **Book Club:**

Book club members participate with a group of students focused on the same literature selection. Faculty advisors guide the participants through activities and discussions centered upon deeper understanding and increasing skills. Members are selected from applicants.

## School Nutrition Program (SNP)

**Mission Statement of the Muscogee County School Nutrition Program is to provide a nutrition program that will maintain and improve the health of school children and the educational community and encourage the development of sound nutritional habits that will foster academic success.**

USDA has regulations that the School Nutrition Program (SNP) has to meet to be in compliance with their guidelines. Caloric and nutrient requirements are based on age and grade. Also, MCSD Board Approved Wellness Program (EEE and EE-R) encourages and promotes healthy guidelines to be followed including, but not limited to, elimination of the consumption of fried foods, foods containing > 35 % sugar by weight, and FDA standards for portion sizes. School lunches also offer a variety of foods, whole grains, and fat free and low fat milk choices. Muscogee County School District shall abide by nutrient standards of the School Nutrition Program for all foods sold and served on campus during the school day. The sale of foods or beverages to students on school premises other than through SNP is prohibited from 12:01 a.m. until 30 minutes after the end of the school day. Food shall not be used as a reward or punishment and shall prohibit the use of candy and other food rewards for academic performance or good behavior. **Fundraising efforts** shall be supportive of healthy eating, encouraging the sale of non-food items or nutrient dense foods. USDA regulations ban the sale of foods of minimal nutritional value.

School Nutrition Program provides a healthy breakfast and lunch choice for students every day. Students may bring their own lunches from home. **Restaurant containers are not allowed in the cafeteria.** Parents are encouraged to have lunch with their children. School lunch may be purchased to eat in the cafeteria with the students.

School meals are captured using palm scanners for identification, capturing only the image of the veins in their hand. If the parent opts out on their children being scanned, the meal will be rung up under the name.

### Community Eligibility Provision (CEP)

The Community Eligibility Provision (CEP) was established by Congress through the Healthy, Hunger-Free Kids Act of 2010, which reauthorized the Child Nutrition Programs. CEP aims to increase access to the School Meal Programs by offering breakfast and lunch at no charge to all students, without the need to process or collect individual free and reduced meal applications. Several of our schools are CEP schools. **Please contact your student's school office or call the School Nutrition Office at (706) 748-2389 to see if your student's school is a CEP school. (Clubview Elementary is NOT a CEP school.)**

### Free and Reduced Meal Priced Meal Applications

If your student is **not** enrolled in a CEP school, a new application has to be completed and approved every school year before your child can qualify for free or reduced meals. We must receive an original since these applications are scanned. We cannot accept a faxed or copied application. **ONLY ONE** application needs to be completed for your entire household. If someone receives SNAP (Supplemental Nutrition Assistance Program) OR TANF, you must include the current CASE number on the application (NOT the EBT or food stamp card number) and indicate whether the program is SNAP or TANF. We receive thousands of applications every year. Completed applications are processed within 10 days. A letter will be sent home from school with your child stating if you have been approved or denied. Applications **CANNOT** be approved if they are not completely filled out so please **COMPLETE ALL REQUIRED FIELDS** on the application. **Until your application is approved, please provide your child(ren) with money to purchase meals.**  
*(Continued on next page)*

If you have an approved MCSD 2017-2018 application on file, then benefits will be extended for the first 30 days of the 2018-2019 school year. After that, your child's status will change to PAID and they will be charged for meals until a new application is approved. If your application has been denied or is incomplete, please call our office if you have any questions: 706-748-2389. Applications can be submitted at any time throughout the year, especially if your income goes down, you lose your job, your family qualifies for SNAP or TANF benefits, or there is a change in your family size. **For quicker processing of meal benefit applications, the Family Meal Application is available online at <https://www.MySchoolApps.com/>. If you prefer, you may complete a paper application at your child's school or at the School Nutrition Office located at the Muscogee County Public Education Center, 2960 Macon Road.**

### Paying for School Lunch

Muscogee County SNP no longer accepts personal checks as payment for meals in our cafeterias.

Payments

may be made by cash, money order, cashier's check, traveler's check, or on-line via **our online payment system, My School Bucks**, using your credit or debit card.

Pre-pay for your child's school breakfast, lunch and a la carte food items. On-line payments include a transaction fee per school site. You must know your child's birthdate and/or PersonID Number from Infinite Campus (available at the school office). Allow 24 hours for payments to be posted to your child's account. From the Muscogee County School District web site, on the home page, click on the Families tab, then click on the **My School Bucks** link to access our online payment system.

### School Meal Prices:

BREAKFAST PRICES	
Elementary, Paid	.95
Middle/High, Paid	1.20
Reduced	.30
Adult	1.50
LUNCH PRICES	
Elementary, Paid	2.35
Middle/High, Paid	2.60
Reduced	.40
Adult, MCSD Staff	3.75
Adult, Outside MCSD	4.50
Free and reduced priced meals for breakfast and lunch are available for eligible students. Applications can be picked up at the School Nutrition Office, or parents may contact the School Nutrition Manager at any school.	

### Food Purchases

Only students purchasing a reimbursable meal may also purchase extra foods from the menu. Students bringing a lunch from home may purchase milk, juice, water, or ice cream.

## Charging Meals

Charging meals is discouraged, but may be necessary in certain cases. Elementary students will be allowed to charge a total of three breakfasts and three lunches. Middle and high school students will be allowed to charge a total of one breakfast and one lunch. If your child reaches his/her charge limit and does not have money in his/her account, and does not have cash with which to purchase their meal, an alternative meal will be provided. **There is no provision for adults to charge.** No charges will be accepted for a la carte items. **Students will not be able to charge any meal after May 1<sup>st</sup> through the duration of the school year.** It is necessary that all outstanding charges be paid to the cafeteria Manager prior to the last day of school. Please respond promptly to messages that you receive, both written and phone calls regarding charges on your student's account.

## Menus

Monthly menus can be found on the MCSD website. Menus may change on a very short notice due to market conditions, deliveries, or special school activities.

## Special Dietary Needs

School Nutrition will accommodate food allergies and special dietary needs when documentation from a doctor is provided. MCSD SNP will make modifications and substitutions to the regular school meals for a student **with a disability that restricts their diet**. Special Dietary Needs Prescription Form **must be** completed and signed by a physician for a student with a disability before the school cafeteria can provide any modifications or substitutions.

The completed form must be provided to the school cafeteria Manager, the clinic worker, and the special needs dietitian. A form and instructions can be found on the School Nutrition page of the MCSD web site, or at the school clinic or cafeteria. Nutrition analysis chart for menu items is available on the website.

Please be aware that there are factors that may affect a product's actual nutritional value and/or ingredient composition at any given time: Manufacturers' formulations may change without notice. USDA donated products may become available at any time during the year and may replace a purchased item. Product brands may change during the year as new bids are approved. Schools may be using inventory from a previous bid or manufacturer. Our recipes may change during the school year. A la carte snack items vary from school to school so check with the Nutrition Manager at your student's school for specific information.

## Summer Lunch

SNP provides breakfast and lunch at various schools throughout the district during the summer. Please check the web site or call 706-748-2386 for locations. All children up to 18 years of age receive a free meal. Adults may purchase a lunch.

This institution is an equal opportunity provider.

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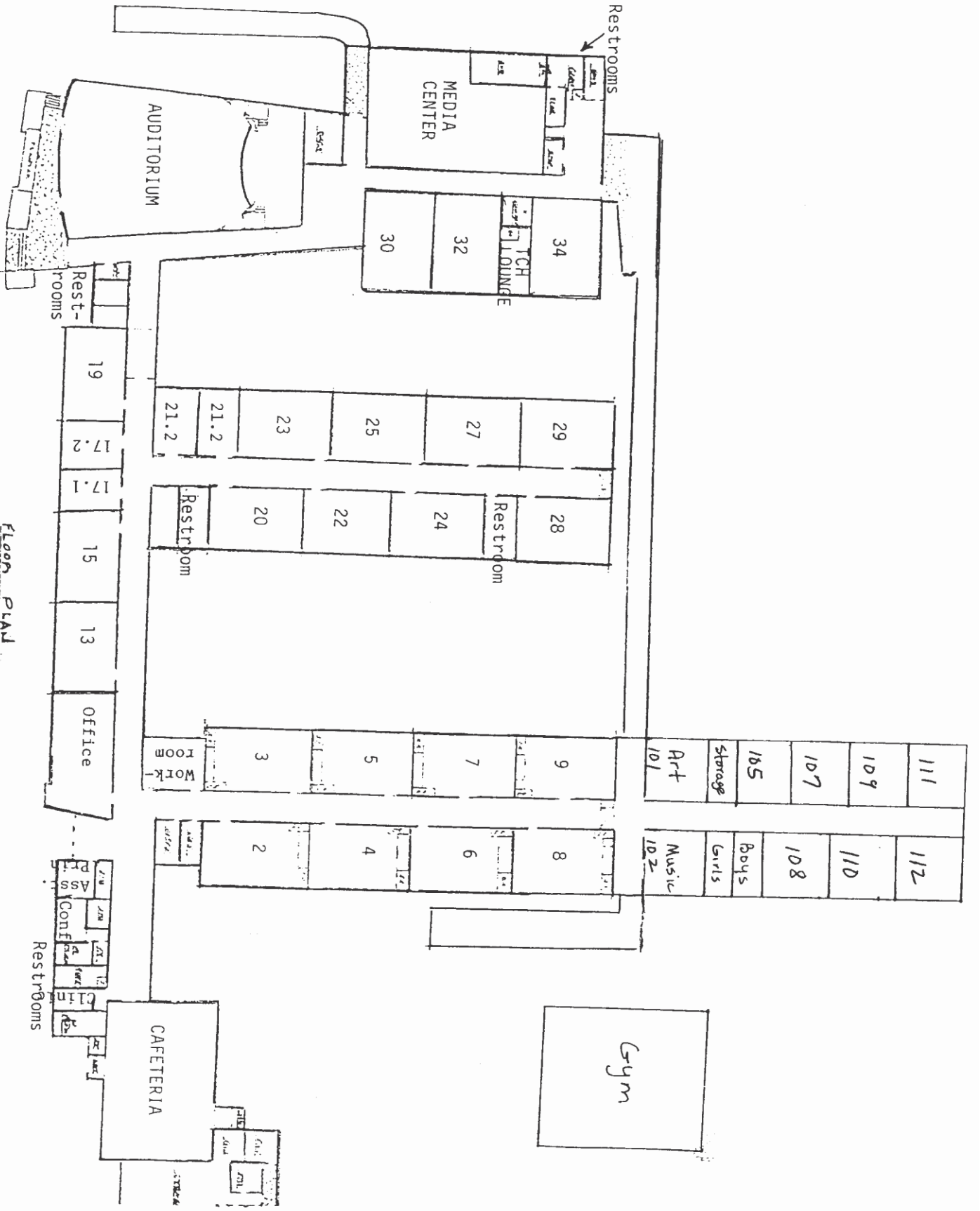
## Gifted Program Assessment and Eligibility Criteria

<b>Mental Ability</b> <b>Standardized Test of Mental Ability:</b> Full scale or appropriate component score $\geq$ the 96th percentile (by age)	<b>Achievement</b> <b>Standardized Test of Academic Achievement:</b> Score $\geq$ the 90th percentile (by age or grade) on -- Total Reading, or Total Math, or Total Battery <b>OR</b> <b>Superior Student-generated Product or Performance:</b> Score $\geq$ 90 on a scale of 1-100 as evaluated by a panel of 3 or more qualified evaluators	<b>Creativity</b> <b>Standardized Test of Creative Thinking:</b> Score $\geq$ the 90th percentile (by age or grade) on the Total Battery <b>OR</b> <b>Standardized Creativity Characteristics Rating Scale:</b> Score $\geq$ the 90th percentile <b>OR</b> <b>Superior Student-generated Product or Performance:</b> Score $\geq$ 90 on a scale of 1-100 as evaluated by a panel of 3 or more qualified evaluators	<b>Motivation</b> NGA/GPA (as defined in Rule and Regulation) on a 4.0 scale for grades 6-12 only <b>OR</b> <b>Standardized Motivational Characteristics Rating Scale:</b> Score $\geq$ the 90th percentile <b>OR</b> <b>Superior Student-generated Product or Performance:</b> Score $\geq$ 90 on a scale of 1-100 as evaluated by a panel of 3 or more qualified evaluators
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Information shall be gathered in each of the four data categories. At least one of the criteria must be met by a score on a nationally normed standardized test. Any data used in one category to establish a student's eligibility may not be used in any other category.  
Assessment data must be current within two years.

Parents interested in referring their child for gifted assessment are encouraged to speak to their classroom teacher.

# School Map



Floor Plan

# Muscogee County School District Department of Health Services

## Medication Administration/Medical Authorization and Release

This form must be completed by the parent/guardian and returned to the school principal in order for the Muscogee County School District to assist parents when their child requires medication during school hours. The medication will only be administered if it is delivered to the principal or designated staff member by the parent or guardian. Prescription medication must remain in the original prescription container and be properly labeled with the child's name and specific instructions regarding dosage and time of administration.

Student \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

Teacher's Name \_\_\_\_\_ School \_\_\_\_\_

Address of Student \_\_\_\_\_ Home Number \_\_\_\_\_

Name of Father/Guardian \_\_\_\_\_ Work Number \_\_\_\_\_

Name of Mother/Guardian \_\_\_\_\_ Work Number \_\_\_\_\_

Name of person to contact in an emergency if neither parent/guardian is available \_\_\_\_\_

\_\_\_\_\_ Relationship to Student \_\_\_\_\_

Home Number \_\_\_\_\_ Cell Number \_\_\_\_\_ Work Number \_\_\_\_\_

Name of medication to be given \_\_\_\_\_

Dosage (amount) and specific time(s) medication to be given \_\_\_\_\_

Any known allergies to food or drugs? Yes \_\_\_ No \_\_\_ If yes, please list \_\_\_\_\_

Name and address of prescribing physician \_\_\_\_\_

Any known or expected side effects from this medication \_\_\_\_\_

Please list other medications that the student is presently taking \_\_\_\_\_

Special Instructions \_\_\_\_\_

### STATEMENT OF PARENT OR GUARDIAN

The undersigned hereby releases and agrees to hold harmless and indemnify the Muscogee County School District and any employee of this school district from any liability whatsoever resulting from administration or no administration of the above described medication to our child during school hours in accordance with the above instructions. I will notify the clinic worker, school nurse or school if this medication is changed or discontinued. My signature below indicates that I have read this statement and agree to the terms set forth.

I give my permission for the school nurse to contact my child's physician? Yes \_\_\_ No \_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

Signature of School Nurse \_\_\_\_\_ Date \_\_\_\_\_



<b>Day of the Week:</b>		<b>Date:</b>	
<b>IB Country</b>		<b>IB Awareness</b>	
<b>SUBJECT</b>	<b>ASSIGNMENTS</b>		
READING			
WRITING			
VOCABULARY			
MATH			
SCIENCE			
SOCIAL STUDIES			
<b>Parent/Teacher Message &amp; Signature(s)</b>			

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<b>Day of the Week:</b>		<b>Date:</b>	
<b>IB Country</b>		<b>IB Awareness</b>	
<b>SUBJECT</b>	<b>ASSIGNMENTS</b>		
READING			
WRITING			
VOCABULARY			
MATH			
SCIENCE			
SOCIAL STUDIES			
<b>Parent/Teacher Message &amp; Signature(s)</b>			