

Clark Memorial School
“Learners Today, Leaders Tomorrow”

Mission Statement:

The mission of Clark Memorial School is to ensure that our students are resilient life-long learners, guided by an enthusiastic faculty and staff through a challenging and integrated curriculum.

Goals:

- According to spring TCAP assessments, all students in grades 2-5 will be proficient or grow toward proficiency in the area of Reading/Language Arts for the 2024-2025 school year.
- According to spring TCAP assessments, all students in grades 2-5 will be proficient or grow toward proficiency in the area of Math for the 2024-2025 school year.
- Increase parental involvement in school related events and decrease the percentage of chronically absent students for the 2024-2025 school year.

School Calendar
2024-2025

Aug. 2 First day of school for students (8:00-10:00)
Aug. 5 - **No School (Professional Development for Teachers)**
Sept. 2 – **No School (Labor Day)**
Oct. 7-11 – **No School (Fall Break)**
Nov. 5 - **No School (Election Day)**
Nov. 25-29 – **No School (Thanksgiving Break)**
Dec. 20 – School dismissed at 10:00 for Christmas Break
Dec. 23-Jan. 6 – **No School (Christmas Break)**
Jan. 7 – Students return to school
Jan. 20 – **No School (MLK Holiday)**
Feb. 17 – **No School (President’s Day)**
March 24-28 – **No School (Spring Break)**
April 18 - **No School (Good Friday)**
May 22 – Last day of school (8:00-10:00)

October 22 – Parent/Teacher Conference (3:15-6:15)

March 18 – Parent/Teacher Conference (3:15-6:15)

Fall Pictures – August 26

Spring Pictures – March 20

Important: Morning Drop-Off Procedure

- Regular School Hours for students that are dropped off and picked up: 7am-3:45pm. **Students may not be dropped off earlier than 7am.**
- All students (Pre K not included) are to be dropped off in the front parking lot or in front of the school along North Jefferson Street. If you're dropping your child off on North Jefferson Street, **you must be going north-bound so that your child is getting out of the vehicle on the school side curb. We do not want students crossing the street.**
- **No student drop offs behind the cafeteria.** This is a bus loading zone and very dangerous for drop offs.
- No student drop offs behind the gym and 3rd and 4th grade annex. This area is for Pre K drop offs only.

Afternoon Pick-Up Procedure

- Students in **grades K-2** will be picked up in the front parking lot.
- Students in **grades 3-5** will be picked up in the back parking lot (behind gym and 3rd and 4th grade annex).
- Student pick ups are not allowed behind the cafeteria. This is a bus loading zone.
- Parent Walk-ups: Due to safety and health concerns, we are not dismissing students for parent walk-ups until the 3:15 bell. Those students will be dismissed at the front entrance. All students must be escorted to their vehicle. **We strongly suggest that all parents stay in their vehicle, and that all students are picked up by vehicle in the pick-up lines (K-2 in front, 3-5 in back).**
- Students riding home with another student must have a note sent to school by the parent.
- Students not picked up by 3:15 will be sent to the cafeteria. These students can be picked up in the front parking lot. Students cannot be picked up behind the cafeteria; this is a bus loading zone.
- Students must be picked up by 3:45. Students not picked up by 3:45 will need to register for the ESP Program.

Bell Schedule – Daily Dismissal of School

- 2:55 – Early bus riders report to cafeteria. Buses depart at 3:00
3:00 – Pick ups are dismissed (K-2 to the front, grades 3-5 to the back)
3:15 – Late bus riders and ESP students are dismissed to appropriate areas.
Students of parent walk-ups are dismissed at the front entrance.

Important:

Process of Early Dismissal due to Bad Weather

Please treat an early dismissal as a normal ending to the school day.

1. Grades K-2 will be picked up in the front parking lot.
2. Grades 3-5 will be picked up behind the gym/3rd and 4th grade annex.
3. Early bus riders will be excused to the cafeteria with the normal assigned supervision in place.
4. Only if the need exist, parents may come into the building and wait in the front lobby while the main office calls their child to come and leave. There is no need to sign out through the main office since the school day has ended.
5. All teaching assistants will assist until dismissed for the day.
6. Late bus students will be called to the cafeteria with the day's assigned teachers supervising.
7. Walkers will be dismissed if weather permits, parents may be called for guidance.
8. ESP may or may not be open, details will be sent out in a school-phone message.
9. **If the school is in lock-down (such as a tornado warning), parents are not allowed to check out their children until lock-down is over (School Board Policy).**
10. The principal will announce over the intercom that school is officially closed and all teachers and support staff may leave.

School Debt

If a student owes \$10 or more in school debt, **he or she will not be permitted to leave school campus for activities such as** field trips and Accelerated Reading Rewards. Once the debt is paid, students may participate in off-campus activities. Examples of school debt: damaged chrome books, lost or damaged textbooks, pictures, and ESP.

Personal Items

All valuable items (such as cell phones, electronic games and collective cards) should be left at home. If items are brought to school, they could be collected and not returned until the end of the school year. Parents may opt to pick items up at school. The school **will not be responsible for stolen or lost articles.**

Attendance

Attendance is a key factor in student achievement. Students are expected to be present each day that school is in session. When a student is absent, the absence is identified as either “**excused**” or “**unexcused.**” Up to **5 parent notes** (per school year) are allowed to be excused. After five, they are marked as unexcused. Notes from doctors are **always** excused. If a student has more than 5 unexcused absences, the school administration will notify the student’s parents by letter. A conference could be scheduled. If the absenteeism continues, the parents will be **petitioned to Juvenile Court for explanation concerning their child’s absenteeism (board policy jb-6.200).**

Tardy

One of the most important values we can teach our children is the concept of “**being on time.**” School starts at 8:00am. If a student arrives at school after 8:05, the parent must escort their child into the building in order to sign the student in. **Failure to comply may result in lost privileges for the student.**

Breakfast is served until 7:50. There is no charge for student breakfast this school year.

Discipline

We expect exemplary behavior from all of our students. If a student chooses to misbehave, immediate consequences will be issued. We want all of our students to feel safe and enjoy school to its fullest extent. Depending on the severity of the misbehavior, **one or more of the following may occur:** time out, phone call to parent at home or work, in-school detention, isolation from peers, out-of- school suspension, or special privileges (such as field trips) withheld.

Appropriate behavior is expected and recognized. **Bullying will not be tolerated.**

Visitors

Visitor parking is reserved in the front parking lot. **All visitors must report to the Main Office to sign in and to receive a visitor’s badge.**

Dress Code (Board Policy 6.3101)

Any dress or hairstyle that is considered contrary to good hygiene, distracting or disruptive in appearance, detrimental to the educational environment or to the public image of the school shall not be allowed. The administration of the school reserves the right and responsibility to determine whether a student's attire is within the limits of appropriateness for school, decency, and modesty. In matters of opinion, the judgment of the principal/designee shall prevail.

1. All clothing must be clean, appropriate for school, and size appropriate. Clothing must not have holes, be cut-off, ripped, or see-through. Inappropriate logos are not allowed. Inappropriate logos include, but are not necessarily limited to:
 - Discrimination against any individual or group;
 - Promotion of violation of school rules;
 - Depiction of the use of drugs, tobacco, or alcohol; and
 - Encouragement of violence, gang/cult affiliations, and the use of weapons or intimidation.
2. Shorts and skorts may be worn by either males or females as normal school attire. Capri length pants are allowed.
3. Skirts and dresses shall be knee length when the girl is standing.
4. Pants must be worn above the hip-bone; sagging/bagging is not allowed. The shirt/top must be of sufficient length to be tucked, but tucking is not required. No midriff/back skin may be visible at any time. If jeans are bleached, they must be bleached consistently with no suggestive designs. Inappropriate logos, and lettering/writing down the side or back of pants, or around the waistband are not permitted.
5. Tops, shirts, blouses, and dresses must completely cover the abdomen, back, shoulders, midriffs, and cleavage.
6. Footwear must be safe and appropriate for indoor and outdoor activities. Inappropriate footwear includes, but is not limited to, house shoes/bedroom slippers and skate shoes.
7. The same rules apply to all clothing accessories, including book bags, backpacks, etc.
8. Items which are prohibited include, but may not be limited to: head apparel inside the building, sunglasses, visible body piercing jewelry, large chains, and trench coats.

Appropriate corrective/disciplinary actions will be taken by the school administration if a student comes to school in clothing that is not deemed to be appropriate.

Corrective/disciplinary action may include, but is not limited to, calling parents to bring appropriate clothing, detention, in-school suspension and/or other disciplinary action as deemed appropriate.

****For a more complete and thorough explanation of the dress code, please refer to Franklin County Board of Education Policy 6.3101***

Report Cards/Grades/Honor Roll

Kindergarten

Clark Memorial's Kindergarten teachers will be sending home detailed information as to how your child will be assessed daily, weekly, and by nine weeks. ***Your child's progress and growth are enhanced greatly by two things:*** 1. Reading to your child each and every night. 2. Constant communication with your child's teacher regarding skill development (phonics, handwriting, etc.) and classroom behavior.

Grades 1/2

A transitional grading scale will be used. Letter grades of "E", "G", "S", "N" and "F" with the following numerical values will be used in reading, language arts, spelling, and math:

E	Excellent	90 - 100
G	Good	80 - 89
S	Satisfactory	70 - 79
N	Not Satisfactory	60-69
F	Failing	Below 60

Grades 3-5

The following criteria will be used in assigning scholastic grades for 3-5:

A....90-100

B....80-89

C....70-79

D....60-69

F....Below 60

Plus and minus evaluations are not to be added to letter grades.

Honor Roll – only awarded in grades 3-5.

First.....All A's.

Second....No more than 2 B's, all other grades of A with S's in all specialty classes.

Medication

If a student must take medication at school, the following procedure must be observed. Written statement provided by the physician with: Name of student, type of disease or illness and type of drug (time to be given and dosage).

- Parent or guardian must provide written statement authorizing the administration of the medicine at school.
- All medication shall be brought to school in a container, which is appropriately labeled, by the pharmacy or doctor, including the date of the prescription.
- Medicine should be sent for a week at a time and picked up at the end of each week.
- At the end of the school year, all remaining medication will be discarded if it remains in the office.

School Meals

Student Breakfast.....No Charge

Student Lunch.....No Charge

ESP

- ESP Hours: 3:15-6pm (Monday thru Friday)
- ESP Phone #: 968-5089
- ESP Cost: Please see the ESP Director for the new fee schedule.
- ESP Snow Days: 7:00am-6pm

Miscellaneous Notes and Phone Numbers

- 967-2407....Clark Memorial's Main Office
- 967-0626....Board of Education – Dr. Cary Holman (Director of Schools), Dr. Roger Alsup (Human Resources), Amie Sanders (Elementary Director), Jenny Crabtree (Federal Services) Vonda Bradford (Food Services), Jeff Sons (Transportation), and Dr. Toby Guinn (Special Education Services).

- *For parents of younger students (pre K thru 2nd grade), reading to your child every night will help your child to become a better student and accomplished reader.*