

DUE WEST

Elementary



Since 1958

Handbook 2011-2012

**3900 Due West Road
Marietta, GA 30064**

**678-594-8071 Office
678-594-8073 Fax**

Handbook Table of Contents

A Message from your Principal and your PTA	3
School Information	4
E-news & PTA Website	5
PTA Goals and Mission	6
PTA Committee Descriptions	7-8
PTA Committee Chairs and contact info	9-10
Policies and Procedures	11-14
School Bus Info and Rules of Conduct	15-16
Teacher and Staff Assignments and Birthdays	17
Due West Mission Statement	18

The Due West PTA compiles and publishes the Due West Handbook.

A Message From Our Principals

Dear Due West Families and Friends,

Welcome to the 2011-2012 school year! We are so happy to have the opportunity to serve as your administrative team. Due West has such a rich history of involvement and support, and we are thrilled to be able to serve this community. We are looking forward to working closely with the P.T.A. to provide many opportunities for families to be active in the school. Throughout the year students will be provided opportunities to learn, grow, and build relationships. We are striving to build a strong home – school partnership for each and every student so that they can reach their fullest potential. Please feel free to contact us if you have any concerns, questions, or ideas of ways to support Due West. Thank you for entrusting us with your most precious children. We take our responsibility of educating them very seriously.

Peggy Fleming, Principal

Dr. Diane Fausett, Assistant Principal

A Message From Our PTA President

Dear Due West Pioneers,

Thank you for the opportunity to serve as your PTA president this school year. I am very fortunate to be serving with a great group of volunteers and we are looking forward to some fun and exciting events. Our focus will be on our school and community and providing events that will incorporate both.

Our families are our greatest asset outside of school and compliment the hard work our staff and students put in during the school day. We believe being visible to your children through volunteering creates pride in their school and confidence as a student. You are your child's greatest advocate and Due West PTA is here to help provide you as a parent with the tools to do that. We also know our community is special and invested in Due West Elementary and its hopes and dreams. We have planned several activities to get our Due West Elementary families and community partners together in a fun environment. Please consider becoming part of something great and join Due West PTA. YOU can make a difference.

Tara Leggett, PTA President

2011-2012 PTA Executive Board

President Tara Leggett 678-324-0816 tleggettdwepta@yahoo.com	Treasurer Pamela Smith 770-420-5667 treasurer@duewestpta.com
Vice President Brandy Black 770-309-2913 bblackdwepta@yahoo.com	Secretary Karen Young Lewis 678-354-7844 secretary@duewestpta.com Co-President
Vice President Lisa Huffman 404-694-2352 lhuffmanpta@gmail.com	

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3900 Due West Road

Marietta, GA 30064

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www.cobbk12.org

www.cobbk12.org/~duewest/.com

School Hours

7:50 a.m. – 2:15 p.m.

(Students may enter the school at 7:15 a.m.)

Office Hours

7:00 am – 3:30 p.m.

Elementary School Lunch Prices

	1 day	1 week	4 weeks	90 days
Student	\$1.65	\$8.25	\$33.00	\$148.00
Reduced	\$.40	\$2.00	\$8.00	\$36.00
Milk/ Juice	\$.50			
Adult Lunch	\$2.75			

Go to <http://www.cobb.k12.ga.us/> to view lunch menus, to review your child's purchases and to prepay.

COBB VIRTUAL LIBRARY

Due West students can access numerous online resources at home by using the Cobb Virtual Library (CVL). Please bookmark this URL to use these resources from home:

<http://cvl.cobbk12.org>

Click on the **Elementary button**.

CVL User Name: **cobb**

CVL Password: **bird**

The GALILEO password changes quarterly. You can see this password by clicking on the Passwords for Home Use at the top of the page.

Some of the resources CVL provides for elementary students are:

Sites for Primary Grades:

- *World Book Kids
- * Kids InfoBits
- * Britannica Learning Zone
- *PebbleGo

Encyclopedias & Reference

- *World Book Student
- *Grolier Online Kids
- *Britannica Online

Pictures, Sounds & Videos

- *EBSCO Image Search
- *Flickr Commons
- *Microsoft Office Clip Art
- *netTrekker Image Search
- *Soundzabound

More Resources

Cobb Public Library
Destiny Library Catalog
GALILEO

Password: pixie (valid
through 1/3/12)

Parental supervision is recommended when using any internet site.

E-news and Due West PTA Info

*All parents are encouraged to sign up for **E-news** at the PTA website. Please sign up as soon as possible so that you do not miss any important info or the newsletter.*

Information regarding the school, PTA events, and/or changes, can be found on the PTA website. There you will find the school calendar of events and can not only view it, but print it out. If you click on an event on the calendar, you will have the ability to view details, send yourself email reminders, or even export it to your own calendar.

PTA Newsletter

The school newsletter will be published around the 1st of each month. The official deadline is the 20th of each month for that month's inclusion. Email articles to Heather McBride at newsletter@duewestpta.com.

Fundraising

The PTA sponsors many activities that also contribute money to PTA. Many of these are *Effortless* Fundraisers and cost families no additional money.

- Family dinner nights such as Chick-Fil-A, Shane's Rib Shack, Moe's and Stevi B's
- Family fun nights such as Skate Night at Sparkles
- Newspaper/white paper recycling in the CVS parking lot across from Due West
- Publix Commitment Cards available in the school office
- Target—Take Charge of Education - Link your Target REDcard to Due West
- After School Enrichment Programs
- Box Tops for Education



**For all relevant information regarding Due West Elementary or links to the Cobb County School District, please refer to our PTA website:
www.duwestpta.com.**

PTA Family Fun

Due West PTA sponsors many opportunities during the year to meet other families and have a great time:

- Family Dinner Nights (Monthly)
- Due West Dash (October)
- Holiday Elves (December)
- Pizza & Bingo (January)
- Science Fair (January)
- Family Dance (February)
- Outdoor Movie (April)
- Fifth Grade Talent Show (May)

Check out the website duewestpta.com for all the details.

Due West PTA Goals 2011-2012

Pursue improved communication

- Expand use of the Due West PTA website as an information resource for parents, teachers, and students.
- Welcome and orientate new families to Due West.
- Use PTA meetings as a forum to relay information regarding legislative matters.

Enrich students' education

- Organize ongoing science and math programs and provide a student run newspaper throughout the school year.
- Enrich the learning environment for all students through programs such as Accelerated Reader, Reflections, Science Fair.
- Support our staff through classroom grants, grade level instructional support grants, Book Fair allotments, and volunteers.
- Increase awareness on health and wellness issues.
- Make improvements to the outdoor environment of the school by completing an outdoor classroom, playground improvements, and building a walking track.

Due West PTA

PTA Mission

- To support and speak on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children.
- To assist parents in developing the skills they need to raise and protect their children.
- To encourage parents and public involvement in public schools in this nation.

Purpose of the PTA

- To promote the welfare of the children and youth in home, school, community, and place of worship.
 - To raise the standards of home life.
 - To secure adequate laws for the care and protection of children and youth.
 - To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
 - To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.
-

PTA Committee Descriptions

Advocacy and Legislation

This is the MAIN function of the PTA. We are advocates for the children. This committee will identify, research, and communicate legislation. The National PTA message is "everychild.onevoice."

Accelerated Reader (AR)

Volunteers encourage and reward students for earning AR points.

After-School Student Enrichment—

Volunteers coordinate after school enrichment classes such as Drama Kids, ArtsCool Art Education, Faithweavers, Overtime Athletics, Spanish Ole, and Choi Kwan Do.

Community Liaison

Volunteers seek out community support. The chair of this committee communicates and organizes community support for school functions and works with the school's Partners in Education.

Community Outreach Committee

Volunteers develop programs and projects that involve students in helping those in need in our community.

Cultural Arts

Plan and sponsor community activities that help students gain an understanding and appreciation of the arts. Chair works with school planning and executing Fine Arts Day.

Due West Do-Dads

A team of dads, granddads, and friends assist in projects that require a male touch.

Exceptional Children

An advocate within PTA and the school for the students in the special needs classes.

Mixed Bag FUNraiser Help support the students through the tremendous fund-raise with fabulous, earth-friendly reusable bags.

Family Dance

This annual student event is held in the Spring. Volunteers plan, organize and coordinate the many activities that make this family night fun.

Family Movie Night

This is a new program for our school. Duties will include organizing a family movie on the lawn, along with concessions and games/activities.

Family Dinner Nights (Monthly)

(Chick-fil-A, Shane's, Moe's, Stevi B's)— Volunteers send out reminder notices and award prizes to classes.

Family Fun Nights

(Skate Night/Jumpits Night)— Volunteers count student participation and award prizes to the classes that win.

Fifth Grade Liaison

Volunteers help with several end-of-the-year events for fifth graders. Help from the fifth grade teachers and volunteers make these events possible.

Front Entrance

Volunteers keep the front entrance neat and attractive with flowers and plants.

Garden Parent

Provides environmental education enrichment programs and projects. Volunteers help the students plant and take care of the garden.

Handbook

The PTA produces a Handbook that includes all school and PTA information. The work starts in July for August distribution. Volunteers with a creative side are needed to type set and organize the book.

Health and Safety Committee

Organize programs to promote physical, emotional and mental well-being. Volunteers coordinate calendar events as well as student walks, drives, screening, etc. Hearing and vision screenings are conducted for K, 1st and 4th grade students.

Holiday Elves Workshop

Volunteers assist students with making crafts to give as gifts during the Holiday season.

PTA Committee Descriptions

Hospitality Committee

The Hospitality Committee develops a spirit of friendliness among members, staff, and others who attend school meetings/functions. Committee members organize food and refreshments for a variety of functions.

Media Center

Volunteers help students check out books, reshelv books, and assist the media specialist.

Membership Committee

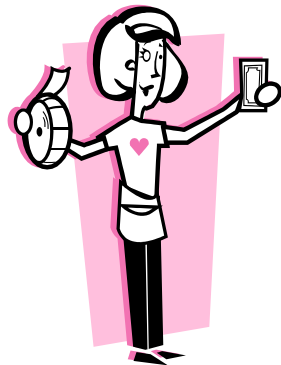
Volunteers plan, conduct and promote membership enrollment. Our goal is Platinum (100%) by September 30.

Newsletter

Volunteers write and edit our school newsletter.

Original Artwork

Volunteers take orders and distribute items imprinted with their child's artwork.



Production Lab

This group of volunteers work on bulletin boards for the school and complete projects for the teachers, such as making copies, buttons, laminating and cutting.

Recycling

Volunteers will work once every six weeks after school to help students with collecting paper from the teachers' bins to put in the recycling dumpster. This is a fundraiser for the PTA.

Reflections Program

The Reflections Program is sponsored by the National PTA. Reflections encourages students to develop their skills in the areas of art, music, literature and photography. The State and National PTA recognize winning entries. Volunteers distribute information and arrange for entries to be judged.

Room Parent Committee

These volunteers provide a close, personal contact between the PTA, parents, teachers and students. Room Parent volunteers coordinate classroom volunteers and activities as well as other PTA activities.

School Store

Volunteers work in the school store to assist students wanting to purchase school supplies. The store is open every Friday from 7:15 - 7:45 a.m. except during conference weeks.

Scrapbook Mom

Keep up with PTA & school events to compile a record of the year.

Spirit Shirt Sales

Volunteers order and sell Due West t-shirts at various school functions.

Student Directory

Volunteers collect, create, produce and distribute the student directory.

In-School Student Enrichment

Volunteers help organize enrichment programs during school.

Yearbook

Volunteers oversee photographs, creation and layout of the school yearbook for publishing. The yearbook is distributed in May.

*Volunteers do not necessarily have the time,
they just have the heart.*

-Elizabeth Andrews

PTA Committee Chairs — Continued

COMMITTEE

Advocacy & Legislation

After-School Student Enrichment

ARC & Reading Programs

Bingo & Pizza

Book Fair

Box Tops

Community Liaison

Community Outreach

Cultural Arts

Dance

Due West Dash

Due West Do-Dads

Exceptional Children

Family Dinner Nights

Family Fun Nights

Fifth Grade Liaison

Front Entrance

Garden (Environment)

Handbook

Health and Safety

CHAIRS

Susan Soetebier

Julie Austin

Debbie Willard

Stacy Tippens

Emily Dwyer

Bonnie Alderson

Laura Catlin

Laura Catlin

Robin Toole

Karen Lewis

Brooke Harvey

Jennifer Reese

Robin Toole

Gayle Cackett

Dana Rodgers

E-MAIL

advocacy@duewestpta.com

afterschoole@duewestpta.com

arcreadingprogram@duewestpta.com

bingonpizza@duewestpta.com

bookfair@duewestpta.com

boxtops@duewestpta.com

communityliaison@duewestpta.com

communityoutreach@duewestpta.com

culturalarts@duewestpta.com

dance@duewestpta.com

duewestdash@duewestpta.com

dodads@duewestpta.com

exceptionalchildren@duewestpta.com

familydinnernights@duewestpta.com

familyfunnights@duewestpta.com

fifthgradeliaison@duewestpta.com

frontentrance@duewestpta.com

garden@duewestpta.com

handbook@duewestpta.com

healthandsafety@duewestpta.com

PTA Committee Chairs — Continued

Holiday Elves Workshop	Dana Rodgers	holidayelves@duewestpta.com
Hospitality	Trish Fox	hospitality@duewestpta.com
In-School Student Enrichment		inschoolenrichment@duewestpta.com
Media Center	Gwen Stevens	mediacenter@duewestpta.com
Membership	Carmen Lumpkin	membership@duewestpta.com
Newsletter	Heather McBride	newsletter@duewestpta.com
Original Artwork	Jeanette Waters	originalartwork@duewestpta.com
Outdoor Movie Night	Melanie Granier	outdoormovie@duewestpta.com
Production Lab	Amy Pope	productionlab@duewestpta.com
Recycling (Environment)		recycling@duewestpta.com
Reflections/Science Fair	Jeanette Waters	reflections@duewestpta.com
Room Parent	Christian Burns	roomparent@duewestpta.com
School Store	Charmaine Faucher	schoolstore@duewestpta.com
Scrapbook Mom	Christina King	scrapbook@duewestpta.com
Silent Auction (Fall Festival)	Tara Leggett	tleggett_dwpta@yahoo.com
Spirit Shirts	Brandy Black	spiritshirt@duewestpta.com
Staff Representative	Cindy Stigall	staffrep@duewestpta.com
Website	Heather McBride	website@duewestpta.com
Yearbook	Suzanne Beall	yearbook@duewestpta.com

Policies and Procedures

Absences — Good attendance is a must for students to perform well in school. Georgia law identifies the following reasons for which a child may be absent from school: illness of the student, family illness or death, religious holidays recognized by the student's faith, governmental agency order such as a court order, and hazardous conditions which endanger the student's health or safety. Family vacations or pleasure trips are unexcused absences, and make-up work may not be provided. A signed and dated written excuse indicating the reason for the absence is required following an absence. In order for an absence to be coded as a medical appointment, a note from the doctor or dentist must be presented. Teachers will make every effort to provide make-up work for students when they have an excused absence. Requests for make-up work, however, should not be made unless the absence exceeds one day. Please help us keep an accurate record of your child's attendance. The teacher's attendance sheet and the reports printed from the attendance computer in the front office are official documents of when your child is or is not present at school.

Access Control— Due West is equipped with a state-of-the-art exterior door system that allows controlled access to our building and monitors all exterior doors. With the exception of the front, right-hand door, all exterior doors are locked during the school day. Selected doors are equipped with badge readers, and all staff members have badges with which to re-enter through those doors. All doors can be used to exit the building, and the fire drill bell temporarily disables the system to allow students and staff to re-enter through any door which has a card reader.

After School Program (ASP) — The After School Program is operated as a service to Due West parents and students. A student must be registered in the program before he/she can stay. There is an annual registration fee of \$10 payable the first time a student attends ASP. The program operates each day from the time school is dismissed until 6:00 p.m. The cost is \$35 per week or \$7 per day and must be paid in advance. ASP will begin on the first day of school and operate each day school is in session.

Alternate Transportation — For the protection of your child, a written notice is required any time a student wishes to ride a different bus, go home with a friend, or change their normal routine for getting home from school. In emergencies, a permission note may be faxed or e-mailed during the school day. Always call the office to verify that the message was received.

Birthday Celebration Guidelines – Birthdays are exciting at Due West, and every effort is made to ensure that each student feels special on their day. Parents may provide cupcakes, cookies, or other individual treats for the students in their child's classroom. Please comply with the teacher's suggestion as to when and where the birthday treat will be served, i.e. in the class room, in the cafeteria at lunch time, or outside. The treat must be ready to serve. The teachers and Food Service personnel are unable to provide napkins, plates, or utensils. Drinks are not necessary.

Bullying — No student shall bully another student or students. No student shall engage in harassment, intimidation, or abuse of or toward any other student(s), District employees, or other adults for any reason. Cobb County School District Administrative Rule JICDA-E clearly defines what is considered harassment, intimidation, threats (verbal, written, or electronic), and bullying behavior. Additional information may be found at www.cobbk12.org/preventionintervention.

Conferences — Parent-Teacher Conferences are scheduled once a year, in October. School is dismissed two hours earlier during this week. Conferences may be conducted at other times as needed. As a courtesy to teachers, please schedule conferences in advance.

Due West Citizens Advisory Council — A group of parents and staff meet a minimum of four times each year from the Due West Citizens Advisory Council. The purpose of this group is to provide an opportunity for the school and the community to exchange information in a "grass roots" fashion about our programs and its relationship to the community.

Early Pickup — Parents are urged to refrain from taking their children out of school before the end of the school day. If it does become necessary for a student to be picked up early, the parent will need to come

Policies and Procedures — Continued

into the office to sign out the child (indicating time and reason). Early pickup should be limited to doctor's appointments and other lawful absences.

Entrance Requirements — The entrance requirements to a Georgia public school are as follows: certified copy of the birth certificate (students must have reached the age of five or six years by September 1 to enter kindergarten or first grade, respectively), School Certificate of Immunization (Form 3231), Certificate of Ear, Eye and Dental Examinations (Georgia Department of Human Resources Form 3300), copy of Social Security card or waiver, and proof of residency. Vision and hearing screenings will be done with first and fourth graders. These screenings will be conducted during school hours by trained volunteers.

Field Trips - Field trips and presentations are scheduled throughout the year to supplement classroom instruction. Funding for the events is based on student contributions. If sufficient funds are not collected, field trips may be cancelled. Some field trips are "in-house" meaning that the presenter comes to the school rather than the students leaving the campus. Other field trips require students to be transported to another location. To participate, students must have written permission from his/parent or guardian. Student participation is not based on their ability to make monetary contributions for the event.

Guidance Program — The Due West Guidance Program is a multifaceted program which includes Classroom Guidance, Small Group Counseling, Coordination/Consulting and Individual Counseling. The primary focus of the program is Classroom Guidance with a pro-active approach aimed at improving self-understanding, increased self-esteem, and enhancement of capabilities in problem solving, decision-making and coping skills.

Homework Policy — Homework is defined as those tasks assigned to

students to be done primarily apart from the normal instructional time and away from school. It is our belief that homework is an essential part of an Elementary School Program. It is valuable as a reinforcement of skills learned at school. It can provide effective drill and has potential for developing responsibility within the student because of its independent nature. Homework can also serve to inform parents about a child's activities in school and his/her progress in those activities. Although written homework may not be assigned everyday, it is important that students regularly have some tasks to do that will reinforce their school activities. As a general rule, time to complete out of school assignments should normally range from 15 to 45 minutes depending on the age of the student. In addition to regular homework, some projects of a long-range nature, which may require additional time, are appropriate for elementary students. The ultimate goal of any homework assignment is to improve academic performance by the student.

Illness — If a student becomes ill while at school, the parents will need to pick up the child and take him/her home. If a student has a fever, is vomiting, or for other reasons, cannot function well, the parents will be contacted. The "Clinic Corner" on the Due West website is loaded with great information related to the health of your child.

Lunch—Parents are welcome to have lunch with their students. No fast food, sodas, or energy drinks are allowed in our cafeteria. Parents joining their student for lunch are encouraged to purchase an adult school meal for \$2.50.

Medication — The following medication guidelines will be observed. Parents must complete an "Authorization to Give Medication" form available at school for each medication given. Medications must be in the original, properly labeled container with the following information: the name of the student, the name and strength of the medication, the dosage and time to be given, and the name of the licensed health care provider and pharmacy. Please bring an extra empty pharmacy bottle to be used for field trips and ASP. Pharmacists may provide two labeled bottles for this purpose. Medications sent in baggies or unlabeled containers will not be given. The school will not supply over-the-counter medications. Medication must be brought to the school office/clinic by

Policies and Procedures — Continued

parent/guardian. Over-the-counter medications will only be given for a maximum of 10 consecutive school days. A doctor's note is required for over-the-counter medication that is given for more than 10 consecutive days. The school will not supply over-the-counter medications. All medication not picked up by the parent by the last day of school will be destroyed. Students may carry inhalers, Epipens or insulin with a completed "Authorization for Student to Carry a Prescription Inhaler, Epipen or Insulin" form is on file in the clinic. High School students (grades 9-12) may carry certain over-the-counter medications when a completed "Over-the-Counter Medication Permission" form is on file in the clinic.

Performing Arts — The goal of the Performing Arts Program is to provide opportunities for Cobb's children K – 5th grade to experience uniquely rewarding performing arts that might otherwise be unavailable to them. Each Cobb County student in grades 2 will be attending a ballet and each Cobb County student in grade 5 will attend a symphony performance. Students in Grades K, 1, 3, & 4 will be provided in-house performances at the school. The Performing Arts program is supported through donations from parents.

P.R.I.D.E / Student Conduct — Students are expected to maintain a level of conduct that is conducive to a productive learning environment. This year the focus is on demonstrating Pioneer PRIDE through **P**racticing good manners, **R**especting all people and property, **I**ncubating a good attitude, **D**oing the right thing, and **E**xercising safe behavior. Pioneer PRIDE is expected in all areas of the school including the classroom, hallways, cafeteria, playground, restrooms, and while on the school bus.

Report Cards — Report Cards are issued every nine weeks for all grade levels. Parents should retain the report copy but sign and return the signature card.

School Hours — The school day begins at 7:50 a.m. and ends at 2:20 p.m. Students should not arrive before 7:15 a.m. The office will be open from 7:00 a.m. until 3:30 p.m. Our telephone number is 678-594-8071. The address is 3900 Due West Road, Marietta, GA, 30064. The fax number is 678-594-8073.



School Party — School Board policy limits its social functions to one per year to be conducted during the last hour of the school day. Traditionally, this party has typically been the day before the Winter holidays. Party-type activities are prohibited at other times during the school year.

Snacks — Students get on the bus very early, and it may be a long time until lunch. Students may bring a healthy snack such as fruit or raw vegetables to eat in the classroom during the morning. No sweets, chips, high-energy drinks or junk food, please.

Student Dress — Students should refrain from wearing short shorts, muscle shirts, halter-tops, fishnet tops and bare midriff tops. Clothing displaying substances inappropriate for students or suggestive phrases are not allowed. Hats should not be worn to school except for warmth during cold weather. Jackets and other items that are easily misplaced should have the student's name written on them. On days that students have physical education, they should wear shoes that are appropriate for physical activity.

Tardiness — Class activities begin at 7:50 a.m., and students arriving after this time are tardy. Students who are tardy can be a disruption to others and miss instruction for the morning activities. Punctuality is a trait we want to instill in our students; however, we primarily depend on parents to accomplish this goal. Students who are tardy must sign in at the office before going to class.

Policies and Procedures — Continued

Textbooks and Library Books — Textbooks, library books and supplemental instructional materials are provided through County and State funds and without cost to the child's parents or guardians. When loaned to the student, the student and his/her parents become responsible for the care of the books. When loss or damage occurs, full replacement cost of the book(s) must be paid to Cobb County Schools. Additional books cannot be issued until payment is made.

Traffic and Buses — As students arrive each morning and when they are dismissed in the afternoon, the traffic can become congested. In order to have a consistent and safe flow of traffic, we ask parents to use the following procedure when bringing or picking up their children. Use the main entrance to the school, entering from Due West Road. Please turn immediately to the right as you enter the parking area so the passenger door is next to the building as you circle through the parking lot. When using this drop-off and pick-up lane take full advantage of the curb area by loading/unloading the greatest number of vehicles simultaneously. Please do not leave your car unattended in the yellow curb areas. Please use extreme caution when driving on campus. Our procedures are designed for you and your child's safety. It is helpful if all eligible students ride the bus.

Uninterrupted Instruction Time — State Standards, CCSD Board of Education Policy, and research-based instructional practice mandate that instructional time be protected from interruptions. Once school has started, any messages for students or students materials (forgotten lunch money, school supplies, assignments, etc.) should be delivered to the office and not the classroom. Unscheduled visits to the classroom are prohibited. It is helpful if students know their dismissal plans before arriving at school. Everyone's cooperation in following these procedures will help to ensure productive instructional time for students.

Visitors — Parents/volunteers and other visitors are welcome at Due West and must enter the building at the main entrance. The visitor should log in on the visitor computer located in the front office and print a visitor sticker. This visitor sticker should be worn until the visitor exits the school. Cooperation with the procedure is appreciated.

Weapons Policy — Cobb County Board of Education has developed a comprehensive weapons policy. A separate handout, describing this policy in detail, will be distributed to all students. In summary, students shall not possess, handle or transmit a weapon of any type or description.

School Bus Information

Statement

Our goal is to provide each student who is eligible to ride the bus the safest and most sufficient means of transportation to our schools. We believe that students are citizens of Cobb County and have a right to a safe and comfortable trip to and from school. Along with these rights are responsibilities. Safety rules and regulations have been developed to assure all students who are eligible to ride the bus of their rights, but it is also their responsibility to follow these rules. When rules are broken, the privilege of riding the bus will be interrupted. We encourage parents to help instill the rules of conduct to bring about an atmosphere of respect and safety for one another.

Transportation Changes

As stated previously, the bus driver wants to make sure your child is picked up for school and taken home in the afternoon in the safest, most orderly way possible. For this reason, parents are to send a written note, in advance, to the teacher any time the routine transportation procedures are changed, e.g., riding in a car instead of riding the bus, riding a bus to a friend's house, riding a different bus, getting off his/her bus at a different stop. This note is critical and is for your child's protection. Approval of a change for routine bus transportation is contingent upon available seating space on the bus. The bus driver is under direct order to observe these procedures. If the written permission has not been set up by the parent and signed by the Principal, the child will have to ride his/her regular bus home and get off at his/her regular stop or be kept at school for pick-up by the parent or other person on the pick-up list. We thank the parents and guardians in advance for their understanding and cooperation in keeping our children safe.

School Bus Information

Bus drivers have a tremendous responsibility in safely transporting our students each day. As hard as we try to provide a timely service each and every day, there are times when a driver is absent from work due to illness, inclement weather, mechanical breakdowns or personal matters. When this happens, routes may be run as a second load. This will cause the route to be late. In these instances, we ask the parents and students to be patient. Students should not leave their assigned stop. A bus will come to pick them up as quickly as possible. Parents leaving their children at a bus stop before going to work are encouraged to have a contingency plan; for example, a neighbor or family member the student can go to, a way the student can get back into their house, a work/friend/family member telephone number the student can call, an agreement among parents in the

neighborhood to supervise or car pool students to school if the bus is extremely late. We cannot emphasize enough the need for supervision at the bus stop.



School Bus Rules of Conduct

Maintaining proper conduct while on the school bus shall be the joint responsibility of the student, the parent, the bus driver, and school officials. Students shall observe the following code of conduct established by the Cobb County Public Schools.

- (1) Students must show proper respect to the driver at all times and obey all driver instructions.
- (2) Objectionable or dangerous objects are not permitted.
- (3) Tobacco, illegal drugs, alcohol, and weapons are prohibited.
- (4) A student must keep his/her arms and head inside the bus at all times.
- (5) Nothing is to be thrown in, out, or from the bus.
- (6) The use of obscene language or gestures is prohibited.
- (7) Destruction or defacing school property is prohibited.
- (8) Fighting or physical play is prohibited.
- (9) Unnecessary noise is prohibited.
- (10) Food or drinks must not be consumed.
- (11) Drivers are required to assign seats to elementary and middle school students.
- (12) Students must be seated at all times unless otherwise directed by the driver.
- (13) Students must be quiet at railroad crossings.
- (14) When crossing a street is necessary, students will immediately cross in front of the bus in full view of the driver.
- (15) Students may transport band instruments on the bus if space is available.
- (16) The emergency door and windows are to be used only at the direction of the driver.
- (17) Students are to be at the bus stop five (5) minutes prior to the scheduled time and are to wait in an orderly manner.
- (18) Students may be allowed to ride a bus and to disembark at a bus stop other than that assigned for their residence provided the parent/guardian submits a written request to the Principal or his/her designee for approval.
- (19) Any other disruptive behavior will be referred to the Principal as deemed necessary to insure safe transportation of students.

School Principals are responsible for bus conduct as follows:

- The Principal or his/her designee shall be responsible for the loading and unloading of students from the buses on school property.
- Behavior of students on school buses is considered an extension of classroom behavior. Students who fail to respond to the bus driver's direction shall be reported to the School Principal, who may deny the student future bus transportation. Improper bus conduct may result in suspension or expulsion from school. Action taken should be reported on the Bus Discipline Referral form, TFORM 0630. Copies are to be distributed to the school, driver, parent and transportation division.
- The Principal shall attempt to notify parents by phone when a student is suspended from the bus. This phone notification shall be confirmed by letter. Bus suspensions shall also be reported on the monthly discipline summary report.
- The Principal shall prohibit unauthorized persons from riding school buses.

Good Behavior on the Bus

- Obey the bus driver at all times
- No gum, candy, or drinks
- Properly load & unload the bus
- Maintain a clean bus
- Stay properly seated
- No horseplay or fighting
- No unnecessary noise

Due West Elementary 2011-2012 Staff/Birthdays

Kindergarten

Michelle Leuffgen	Mar 14	Terri Erickson	Feb 1
Megan Paternostro	Sep 12	Irene Harkness	Jan 17
Mandy Pearce	Dec 6	Vicki McDonald	Oct 22
Mary Roberts	Mar 24	Sheila Houser	May 28

First Grade

Martha Haley	June 2
Francine Lawrence	Oct 4
Lisa Petty	May 14
Pame Timbs	July 24

Second Grade

Sheri Fowler	Feb 11
Melissa Monette	Jan 28
Linda Petrea	Nov 15
Paige Ullmer	Feb 15
Kristin Waddell	Mar 5

Third Grade

Donna Chumley	Aug 1
Joanne Doss	Oct 29
Susan Hammons	Jan 21
Erin Milton	Jan 24
Kellie Slaughter	Jan 10
Jeanne Thome	Jan 1

Fourth Grade

Lynn Blocksidge	Apr 14
Jim Caswell	July 20
Holly Holston	Jan 2
Sandy McInvale	Oct 19

Fifth Grade

Judy Davis	Dec 26
Maria Entsminger	Oct 2
Mary Schwartz	Apr 11



Administration

Peggy Fleming	Principal	Sep 9
Diane Fausett	Asst Principal	Nov 18

Administrative Assistants

Susan Dewberry	Secretary	Jun 16
Kim Johnson	Clerk	Sep 29
Carmen Lumpkin	Clerk (.5)	Mar 29
Vicki Meadows	Bookkeeper	Nov 25
Charlotte Brumbach	Nurse	May 13

Paraprofessionals

Jill Hutson	Special Ed	Aug 7
Lisa Hasty	Special Ed	Sep 17
Stacy Tippens	Special Ed	Apr 15
Suzanne Beall	SNPK	Oct 11
Tim Speer	SNPK	Aug 20
Maria Ellis	HAVEN	Oct 11
Pauline Young	HAVEN	Sep 22
Sharon Spurgeon	Media	Oct 1

Food Service

Kelly Robinson	Food Svc Mgr	Mar 14
Lai Lee		Jul 10
Tracy Lindsey		Sep 21
Lisa Lovern		Aug 5
Jeanne Silvers		May 28

Lunchroom Monitors

Kenny Nadolny	Feb 24
Tracie Canter	Feb 24

Specialist and Support Staff

Bob Strong	P.E.	Sept 9
Justin Duff	Music	Dec 28
Elizabeth Kauffmann	Art	Dec 9
Mo Friese	Tech.	Mar 17
Cindy Stigall	Media	Nov 4
Lisa Slauson	Target	Mar 28
Kirsten Perla	Target	Feb 16
Katherine Moses	Counselor	Nov 14
Candy Culpepper	Counselor	May 20
Amy Coursey	EIP	Jul 20
Jennifer Flacke	EIP	Feb 15
Alison Martin	EIP	Sep 8

Special Education

Joanie Lewis	Inter Res.	Dec 1
Brittany Mason	Inter. Res.	Apr 28
Julie Fink	Inter. Res.	Mar 9
Carol Ravenscraft	Inter. Res.	Apr 28
Mary Davidson	Inter. Res.	July 27
Michelle Price	Inter. Res.	Jun 12
Leslie Hunter	SLP	Mar 7
Kelly Hamilton	M.I.D.	Feb 20
Olivia Miller	M.I.D.	Jul 16
Mayesha Bassett	SNPK	Mar 31
Angela Kaigler	HAVEN	Jun 21

Custodial

Carrie Tanner		Jul 16
Henry Johnson		
Kenneth Nadolny		Feb 24
Felicia McLean		May 13

Due West Mission Statement

2011-2012

Our mission is to foster an environment of learning, caring and sharing
that promotes personal growth and equips learners to confidently
handle the challenges
of a complex, changing world.

We Believe:

We believe in the dignity and worth of each student, staff member, parent, and community member.

We believe that everyone deserves to be treated with respect.

We believe that the educational process is the collaborative effort of students, staff, parents, and community.

We believe that high expectations for all result in optimal teaching and learning and that learning is a lifelong process.

We believe that everyone has the right to learn in a safe, nurturing environment.

We believe the staff will meet the intellectual, emotional, and physical needs of each child by using a variety of activities in a risk-free environment.

We believe that the assessment of learning is an integral part of teaching and will guide instruction resulting in continued improvement.

We believe that, in order to develop background from which to make choices, students must be offered a variety of experiences that foster positive development in the areas of social, personal, emotional, and physical growth.



History of Due West

Due West Elementary School is one of the oldest schools in Cobb County. It began in 1841 as a combination church and school and was known as Gilgal. After the building was destroyed by the troops of General Sherman on June 17, 1864, a two-story building was constructed in 1865 to house the school. The school was renamed Due West because it was located seven miles due west of Marietta. The school was closed in 1932 because of state consolidation guidelines. The school was reorganized in 1958 by the Cobb County Board of Education, and the present facility was constructed.

Originally the school had 8 classrooms; additions in 1973, 1988 and 2008, enlarged the school to the size it is today. The school has had as many as 800 students. We begin the 2011-2012 school year with **XXXX** students.

Due West is a Cobb County Green School

Beauty

Conserve

Protect

As of 2008/09

Sign up for the Enews to have the school newsletter and other important information delivered to your email.

www.duewestpta.com

