

RUSSELL ELEMENTARY

Putting All the Pieces Together



Student Handbook 2019-20

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Mission

One Team, One Goal: Student Success

Vision

To ensure high levels of learning for ALL students

Collective Commitments

In order to achieve the shared vision of our school, Russell Elementary has made the following collective commitments.

- I will be a positive contributing member of my collaborative teams.
- I will keep parents informed on the progress of their child and provide them with resources, strategies, and information to help **ALL** students succeed.
- I will support and model PBIS initiatives by using Class Dojo, Russell Bucks, and Target Talk.
- I will implement individual and small group instructional practices (e.g. guided reading, guided math, guided writing, and writing conferences) to provide personalized learning for **ALL** students.
- I will develop and implement common formative assessments by using CTLS in order to monitor student learning and determine next steps.

2019-20

Policies and Procedures

Absences

Instructional time in an elementary school is structured and sequential. Each absence means a student has lost an opportunity to learn. Poor attendance or multiple tardies could adversely affect your child's academic performance and placement for the next school year. Family vacations should be planned with the school calendar in mind to prevent children from missing essential skills. The parent/guardian must write a note to the school explaining the reason for the absence within **three (3) days** of the student's return to school, or the absence will be marked as unexcused. Please indicate the following information: Child's name, Teacher's name, Date(s), Reason for absence, Signature of parent or guardian. Excuses may be sent in prior to an absence when applicable and for half-day absences.

Excused Absences Include:

- *A child is ill or attendance in school would endanger his/her health or the health of others*
- *A serious illness or death occurs in the immediate family of the child*
- *A child is observing a recognized religious holiday of his/her faith*
- *A child is mandated by order of a governmental agency*

Absences from School Grounds:

Children may not leave the school grounds during regular school hours unless authorized to do so through the attendance office. Children will be released only to their parents and/or guardians unless the school has been authorized otherwise in writing. **If a child must leave early, a parent or authorized adult must come into the office and sign the child out. The child will be called to the office to be released.** Identification will be required.

Important Reminder: Students who are checked out early in the afternoon miss valuable instructional time.

Accidents & Illnesses

If a child has an accident during the day requiring medical attention, we will immediately contact a parent. If a parent cannot be contacted, the child will be transported to a local emergency room provided a medical release has been signed. Judgment in such cases is at the discretion of the school authorities, and parents assume financial responsibility. **Please keep an updated phone number on file in the office.**

Admission Requirements

Admission requirements for admission to Cobb County Schools are established in accordance with the laws of the State of Georgia and policies of the Cobb County School System.

AGE

Children who are five (5) years of age on or before September 1st are eligible for kindergarten. Children who are six (6) years of age on or before September 1st are eligible for first grade.

RESIDENCE

In order for a student to be admitted to Cobb County Schools, the parent/guardian shall provide proof of residency.

Any **ONE OR MORE** of the following will be required:

- Home ownership title or security deed in the name of the parent/guardian
- Lease or rental agreement
- Current utility bill (gas, telephone, power, water)
- Voter registration documentation from Cobb County

BIRTH CERTIFICATE

A certified copy of the birth certificate must be presented at registration.

GEORGIA CERTIFICATE OF IMMUNIZATION – GA FORM 3231

It is required by law that your child be immunized. Immunization may be obtained through your private physician or the Cobb County Health Department. The state of Georgia now requires that all children born after January 1, 1992 receive a three (3) dose series of Hepatitis B vaccine and two (2) doses of varicella prior to entering kindergarten.

EYE, EAR, DENTAL AND NUTRITION CERTIFICATES – GA FORM 3300

It is also required by law that each child has this certificate. This certificate may be obtained at the local Health Department or from a physician.

CUSTODY PAPERS

In cases of divorce or legal separation disputes, we request official **custody papers** to keep on file. Legal papers declaring guardianship changes should be on file at the school. It is the parent's responsibility to inform the school of the most current custody arrangements and provide updated paperwork.

SOCIAL SECURITY NUMBER

Based on Georgia law (Official Code of Georgia Annotated, Code Section 20-1-150), a copy of the Social Security card will be needed for children who are enrolled in a public school in Georgia. If a parent does not wish to divulge the child's social security number to the school, they must have a notarized waiver form on file. That form becomes part of the student's permanent record. Waivers are available at the school.

After School Program

The After School Program (ASP) operates on the days that school is in session and will begin the first day that school is in operation. Hours are from school dismissal time to 6:00 p.m. The ASP will operate as an extension of the instructional day for students of Russell Elementary and will function under the guidelines as established by the Cobb County Board of Education. Registration for the program is required prior to attendance. Application forms and information are available in the school office. ASP services are available to parents on a PRE-PAID basis only. The registration fee is \$10.00 and ASP is \$7.00 per day. It is advisable for parents to register and pre-pay one day of ASP for emergency or last minute situations. All unused funds will be returned to parents at the end of the school year upon parent's written request.

Attendance

Regular attendance means actual attendance of a pupil during the entire day of school. We solicit your cooperation in planning appointments that do not interrupt school hours. All children enrolled for 20 school days or more prior to their seventh birthday shall become subject to the provisions of the compulsory school attendance law. Poor attendance or multiple tardies could adversely affect your child's academic performance and placement for the next school year. The Cobb County Board of Education requires that the school keep proper attendance records on all students. These records shall be open to inspection by the school social worker. We promote prompt and regular attendance for all students.

Balloon and Flower Bouquets

Balloon and flower bouquets **cannot be delivered** to students, due to concerns regarding classroom disruptions and/or dangerous bus conditions caused by the student's possession of these items.

Books

Textbooks for the children are provided through County and State funds without cost to the child's parents or guardians. In compliance with the textbook policy, all charges for lost or damaged textbooks must be paid in order to issue replacements or transfer records to other systems. All textbooks issued to children will be their responsibility should the books be lost, damaged, or stolen.

Bus Conduct

All students transported within the Cobb County School System shall behave in a manner that is conducive to their safety and welfare. Behavior of students on school buses is considered an extension of classroom behavior. Students who fail to respond to the direction(s) of the bus drivers shall be reported to school administration who may deny the student bus transportation. 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. Large toys, insects, glass bottles, animals, plastic bags, straight or safety pins, skateboards or objectionable and dangerous items are not permitted.
3. Tobacco, illegal drugs, alcohol and weapons or look-alikes are prohibited.
4. Students will keep their 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. Unnecessary noise is prohibited.
8. Destruction or defacing school property is prohibited.
9. Food, gum, or drinks cannot be consumed on the bus.
10. Drivers are required to assign seats to elementary and middle school students.
11. Students must be seated at all times unless otherwise directed by the driver.
12. Students must be quiet at railroad crossings.
13. If crossing a street is necessary, students will wait for the driver to signal to cross the street and then cross in front of the bus in full view of the driver.
14. The emergency door, windows, and hatches are to be used only at the direction of the driver.
15. **Students should report to their bus stop five minutes prior to the scheduled time and are to wait in an orderly manner. The bus is not considered late until five minutes past the scheduled time.**
16. **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 the request in writing to the principal for approval.**
17. Any other disruptive behavior will be referred to the principal as deemed necessary to ensure safe transportation of students.



Bus Information

Bus drivers have a tremendous responsibility in transporting our students safely each day. **As hard as we try to provide a timely service on a daily basis, 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 run late. In these instances, we ask the parents and students to be patient. Students should not leave their assigned stop. A bus will be by to pick them up as quickly as possible.** Parents leaving children at a stop before going to work are encouraged to have a contingency plan, such as a neighbor or family member to assist the student. Perhaps there can be an agreement among parents in your neighborhood to supervise or carpool students to school if the bus is extremely late. **We cannot emphasize enough the need for supervision at the bus stop.**

Car Riders and Day Care Bus Riders

Children who ride day care buses are dismissed immediately following the afternoon announcements. From 2:20 pm to 2:40 pm, students should be picked up from the car rider area only. Students will not be called to the main office for dismissal. from the car rider area only. Adults in the car rider line must have a car rider sign in order to pick up students.

Please do not come to the office earlier and check out your child to “get an early start.” There are no dismissal changes or dismissals made after 1:45pm. This is disruptive to the end of your child’s day and interrupts the classroom and the office. Prompt pick up of your child is necessary. Any student not picked up by 2:40 p.m. will be placed in the After School Program at the parent’s expense. **Car riders are to be dropped off and picked up in the designated area(s) only, following identified procedures with the traffic pattern.**

Chain of Command

Parents are their child’s most important advocate. There may be times when a concern arises that must be addressed by the parent. The first line of communication is the teacher or adult with whom the issue lies. For example, if an issue arises during the After School Program (ASP), the first person the parent should address is the ASP teacher. If the issue is not resolved, then the ASP Director should be notified. If no resolution is found, a school administrator should be made aware of the concern.

Communication Devices

Students shall not use, display, or turn on communication beepers, **cellular phones**, video phones, or electronic communication devices during the regular school day, including instructional class time, transition time, breakfast or lunch. No such devices may be used at any time on school-operated vehicles, including buses. Failure to adhere to the above will result in appropriate disciplinary action(s) including, but not limited to, confiscation of item. **Students at Russell Elementary are encouraged not to bring any form of communication devices to school.**

Conferences

A conference with your child’s teacher is the best means of learning how your child is performing in school. **Every parent is asked to attend the scheduled conference each year.** The parent or teacher may make requests for additional conferences. We ask that you not drop in unannounced for a conference; the teacher may have a prior commitment. **Conference Week** for the 2018-2019 school year will be posted on the Cobb County School District website at www.cobbk12.org. Students are dismissed two hours early during conference week. ASP will begin two hours earlier during this week. Please make appropriate arrangements for your child’s pickup and after school care due to the early dismissal at 12:15pm.

We suggest you prepare a list of questions which you feel are important to understanding your child’s role in the overall school program. This list may include some of the following:

Does my child readily participate in classroom activities? In what subject area is my child strongest? Weakest? How can we, as parents, help at home? Offer any information about home background that you feel may help the teacher better understand your child. This would include illnesses, emotional, social, or other factors at home. Feel free to ask questions if something is puzzling you about your child's school activities. Be positive about suggestions that the teacher may make about your child. Remember that the teacher has your child's best interest in mind.

Conflict

Conflict is a very natural part of life. We do take the time to teach children conflict resolution skills. Parents are the most significant influence in a child's life. **We need parental support in teaching and promoting nonviolent management of conflict.** If a child experiences a conflict for which he/she may need some help, our counselors are available to assist.

Contributions, Donations and Grants

In conformity with State Board of Education rules and regulations, voluntary contributions, donations and grants may be received from interested citizens for support of the educational program of Cobb County School District. Incidental to this, citizens may contribute toward expenditures for materials, supplies, equipment and activities. **No student may be charged either tuition or fees as a condition of enrollment or full participation in the instructional program.** Pursuant to law OCGA 20-2-671, admission to all Cobb County Public Schools shall be gratuitous to all eligible children residing within the Cobb County District.

Custody of Children

School personnel will release children to either of their natural parents unless we have a copy of a court order that grants custody to one parent or the other, or to a third party on file. We cannot enter into cases of court litigation unless subpoenaed by a court to appear as a witness. If you are divorced or separated and the custody of your child or children has been involved in a dispute, a copy of the court order should be on file in our office. By law, no change of custody will take place at school.

Russell's Positive Behavioral Interventions & Supports (PBIS)

Our objective at Russell Elementary is to teach students to be Respectful, Responsible, Role Models (3Rs). We expect and insist on proper behavior and conduct so that optimal learning may take place. When necessary, we employ the appropriate methods of dealing with unacceptable behavior as outlined in the Cobb County Board Policies on Student Discipline. For a detailed explanation of the "J" policies on student discipline, please visit www.cobbk12.org. Russell Elementary does not use corporal punishment as a disciplinary measure.

Behavior Expectations

RUSSELL'S PBIS MATRIX

A Positive Place To Learn And Grow

	Hallway	Bathroom	Cafeteria	Bus	Media Center	Assembly	Car Rider	Computer Lab
Be Respectful	<ul style="list-style-type: none"> • Be quiet • Follow the teacher's directions 	<ul style="list-style-type: none"> • Flush the toilet • Wash your hands 	<ul style="list-style-type: none"> • Use appropriate language 	<ul style="list-style-type: none"> • Follow driver's/monitor's directions • Use appropriate language 	<ul style="list-style-type: none"> • Talk in a low voice 	<ul style="list-style-type: none"> • Keep eyes on the speaker • Be quiet 	<ul style="list-style-type: none"> • Follow the teacher's directions 	<ul style="list-style-type: none"> • Close all programs and sign off • Follow the teacher's directions
Be Responsible	<ul style="list-style-type: none"> • Face forward 	<ul style="list-style-type: none"> • Have a bathroom pass • Be quiet 	<ul style="list-style-type: none"> • Throw all trash away • Eat only your food 	<ul style="list-style-type: none"> • Stay seated and face forward 	<ul style="list-style-type: none"> • Use shelf place markers • Check out one book within your Lexile range and one of your choice 	<ul style="list-style-type: none"> • Sit on the floor criss-cross applesauce 	<ul style="list-style-type: none"> • Sit on the floor criss-cross applesauce 	<ul style="list-style-type: none"> • Only visit websites selected by the teacher
Be A Role Model	<ul style="list-style-type: none"> • Walk in a straight line on the right with your hands at your side or behind your back 	<ul style="list-style-type: none"> • Enter and exit silently in an orderly manner 	<ul style="list-style-type: none"> • Enter and exit silently in an orderly manner • Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> • Keep items in backpacks • Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> • Enter and exit silently in an orderly manner 	<ul style="list-style-type: none"> • Enter and exit silently in an orderly manner 	<ul style="list-style-type: none"> • Walk in a straight line with your hands at your side or behind your back 	<ul style="list-style-type: none"> • Push in your chair when you leave • Keep hands, feet, and objects to yourself

Dress Code (Uniform)

****Solid Colors means no stripes, patterns, or designs of any kind. ****



COLLARED SHIRTS/TOPS (short/long sleeve)

SOLID COLORS

White
Navy
Light Blue
Yellow
Gray



PANTS or SHORTS/SKIRTS/JUMPERS (knee-length)

SOLID COLORS

Navy
Khaki
Black



SWEATSHIRT/SWEATERS/LIGHT WEIGHT JACKETS

SOLID COLORS

White
Navy
Light Blue
Yellow
Gray



TIGHTS/LEGGINGS (under skirts/dresses...not alone with shirts)

SOLID Uniform Colors

CLOSED TOE SHOES

(No sandals, flashing light sneakers, or roller sneakers)



SOCKS

Black, Dark/Light Blue or White (Solid Colors)

FRIDAYS

Russell Spirit Shirt OR Uniform Shirt ONLY and Jeans

Winter coats may not be worn in the school building.

Dress Code Violations

1st violation – Warning/Parent contacted by teacher

2nd violation - Parent contacted by Administration/Clothes changed to uniform

3rd violation – CCSD Student Code of Conduct Policy

Early Student Checkout

If your child needs to be dismissed early from school, the parent must come in to sign the child out in the front office and provide a picture ID. We discourage leaving early unless it is absolutely necessary. We encourage you to try to schedule your child's doctor and dental appointments after school hours. This avoids interruption to your child's progress. The school can release a child only to his/her parents, legal guardian, or a person specified in writing by the parents or guardian. We respectfully ask that **no student be checked out after 1:45** so that front office priorities can be maintained to ensure that transportation changes and dismissal policies are followed accurately.

Emergencies

Should there be an emergency and you need to pick up your child, come to the front office of the school. You will need to show your identification and sign the student out. **DO NOT** go directly to the classrooms for students, as the teacher will not release them. Your child's protection is our first priority, and we solicit your cooperation in following this procedure. **The front office staff will call your child to the office for release.**

Field Trips

A field trip is defined as "a planned educational experience directly related to and correlated with a particular unit of study or a specialized function of the school." We believe that there is a definite place for this educational experience in the instructional program. **All field trips are approved by administration based on their direct and meaningful relationship to the curriculum.** Donations are requested from parents for each field trip. No student will be denied the opportunity to attend; however, if adequate donations are not collected, the field trip may be canceled. **Students participating in field trips must return to school for dismissal.**

School Counselors

The mission of the Cobb County School Counseling program is to assist students in overcoming barriers that impede learning. The goal of all Cobb County Professional School Counselors is to implement a standards-based comprehensive school counseling program that:

- Includes a curriculum that addresses the needs of all students in the domains of academic, personal/social, and career development
- Provides specialized interventions based on identified student needs
- Assists students in acquiring appropriate attitudes, knowledge, and communication skills to promote healthy relationships
- Enhances the ability of students to identify and utilize the appropriate resources needed for post-secondary success
- Creates positive relationships with students fostering personal growth, service to others, and academic achievement
- Advocates for all students and encourages them to develop to their fullest potential
- Encourages counselors to consult and collaborate with other educators, parents, and community on behalf of all students

Homework

Homework is assigned to benefit the student in the following ways: skills practice, review, support class assignments, special projects, and reports. It also trains a child in good work habits, promotes , and affords the opportunity for an increase in self-direction. Another goal of homework is to help a student learn how to budget time. The amount and type of homework assigned is determined by the needs of the individual student.

We encourage active parent participation in their child's program through their support and supervision of homework assignments. This is one method of communication that tells parents a great deal about what is being done at school. Parents can also help with homework by providing the right atmosphere for studying.



Illness and Infections

We have a school nurse on staff. The nurse or staff will provide basic first-aid for cuts and abrasions. Students who become ill during the day, or show signs of infection or contagious diseases (see below) will be sent home. In this situation, parents or guardians will be required to pick up their child when contacted by the school. Because we care, we coordinate with the Cobb County Board of Health in protecting children from certain symptoms of communicable diseases. If your child has any of these symptoms, please keep him/her home, or make appropriate child care arrangements. If your child has a hospital stay and/or emergency room visit, you will need to provide the school with a release by the medical provider in order for your child to return to school.

APPEARANCE, BEHAVIOR—unusually tired, pale, lack of appetite, difficult to wake, confused or irritable. This is sufficient reason to exclude a child from school.

EYES—thick mucus or pus draining from the eye or pink eye (conjunctivitis).

FEVER—temperature of 100 degrees F or higher.

ANY NOSE DISCHARGE AND/OR CHRONIC COUGH—should be seen by a health care provider. These conditions may be contagious and require treatment.

SORE THROAT—especially with fever or swollen glands in the neck.

DIARRHEA—three (3) or more watery stools in a 24-hour period, especially if the child acts or looks ill.

VOMITING—vomiting two (2) or more times within the past 24 hours.

RASH—body rash, especially with fever or itching. Diaper rashes, heat rashes, and allergic reactions are not contagious.

EAR INFECTIONS WITHOUT FEVER—do not need to be excluded, but the child needs to get medical treatment and follow-up care. Untreated ear infections can cause permanent hearing loss.

LICE, SCABIES—children may not return to school until they have been treated and are free of lice and nits (eggs). Children with scabies can be admitted after treatment. Proof of treatment is required.

****Please note:** if your child is prescribed an antibiotic for infection, they must remain home for 24 hours of taking the antibiotic before he/she can return to school.

Inclement Weather

In the event of inclement weather, the Cobb County School System will make a decision and alert radio and television stations by 6:00 a.m. The closing are usually announced right after the major news headlines and are displayed on a continuous scroll along the bottom of the screen. In the event of **early dismissal** due to inclement weather, students will be sent home following the instructions on the inclement weather form. The **enrolling parent** or guardian is responsible for completing this form and keeping it updated. The After School Program will be canceled when there is an early school closing.

Instructional Time

The hours for Russell Elementary are 7:50 a.m. until 2:10 p.m. **Instructional time will be guarded from unnecessary interruptions each day. Items such as lunches, homework, backpacks, etc. will be held in the office until lunchtime. We will email the teacher to have the student pick up anything dropped off.**

Lost and Found

We request that you mark, stamp, or sew your child's name in all clothing worn to school, as well as all book bags and lunchboxes. The school will hold lost items for a reasonable length of time, after which they will be given to a charitable organization. You may come and look over the collection of Lost and Found items at any time. Lost and Found items will be donated to charity at the end of each nine-week grading period.



Lunch Program

We offer a healthy and nutritious lunch to your child each day. All students are required to eat in the cafeteria whether they buy lunch or bring it from home. Students are not to leave school to have lunch off campus. Regular participants in the lunch program are encouraged to pay weekly or monthly in advance. Advance payments can be made either in the cafeteria every morning between 7:15 a.m. and 8:00 a.m., by using the **Meal Pay** system, or by completing a white payment envelope marked 'meal pay' and placing the envelope in the safe. **Checks should be made payable to *Russell Elementary School* and should include your child's name and teacher.** To use the **Meal Pay** system, register online at www.mealpay.com or call 1-866-210-3679. To use **Meal Pay**, you will need your child's student ID number, which you can request from the cafeteria manager or from the school

office. You are always welcome to have lunch with your child. Also, **no carbonated drinks may be brought from home.**

Please visit the Food and Nutrition Services website for current meal prices, menus, nutrient analysis, and staff contacts. Go to: www.cobbk12.org → (click) **Lunch Menus** (located on the left side of the page). This will take you directly to the Food and Nutrition Services website. Meal prices are located at the bottom of the page. The link to our menus is at the top of the page.

Make-up Work

Neither class work nor homework assignments will be sent home when a child is absent **only one day**. This work can be made up when the child returns to school. To obtain missed work assignments due to lengthy absences, contact your child's teacher.

Media Center

The Media Center is designed to serve the total school population in several areas of service. The Media Center is open to students at all times. Books will be circulated for a maximum of two weeks. There are no late fines. However, children are not allowed to check out additional books until overdue books are returned. If a book is damaged while checked out by students, fees will be applied. If the book is unusable, the fine will be the full cost of replacement. If there is a major damage, the fine is 50% of the full cost of replacement and if there is minor damage, the fine is 25% of the full cost of the book. Lost and damaged books are the responsibility of the child who checked out the book.

Medication

All medication will be dispensed through the school clinic with a signed authorization form. With written permission from a child's parent/guardian, a school employee or adult volunteer may assist the child in taking medication. **Prescription drugs must be in the original container, bear the name of the patient, the name of the physician prescribing the medication, the dosage and the name of the pharmacy filling the prescription.** An asthma action plan must be provided with the physician's signature for all students with asthma requiring medication. If a student requires emergency treatment involving hypodermic injection, prior approval must be obtained by using the appropriate form. Written parental consent for the administration of medication to the pupil is required (1) for each discrete illness and for each medication ordered, whether given simultaneously or sequentially and (2) twice a school year for a chronic illness requiring long term administration.

Messages

Please be sure that your child comes to school with all the instructions and supplies needed to ensure a successful school day. If an emergency should arise, please leave a note in the office that will be delivered to the teacher/student. Messages to students and/or teachers should be **kept to an absolute minimum** in order to preserve the instructional day. If you are writing notes regularly, we ask that you seek ways to reduce these messages.

Transportation changes must be submitted in writing. **As a security measure, telephone and email changes will not be accepted.**

Parent Facilitator

Our parent facilitator serves as a key liaison for parental involvement and engagement including serving on PTA committees and designing innovative opportunities, which bring parents, community members, teachers, and students together into one world of learning. The Parent Facilitator can be reached at 770-819-5937.

School Improvement Policy School Parental Involvement Policy School-Parent Compact

Please see the school web site:
www.cobbk12.org/Russell/Title I

Parties

Cobb Board of Education Policy stipulates that only one classroom party is allowed each year. That party is held just prior to Winter Holidays. Please do not request parties at other times of the year. Please communicate with the teacher if you wish to send in a birthday treat. **We encourage pencils and school supplies as an alternative to sweets.**

Performing Arts

A Performing Arts program is provided for all children. Students will see a variety of cultural arts programs throughout the school year. A voluntary donation from parents defrays the transportation and program costs. Please support the program by your contribution.

Personal Items

Students are not to bring any personal playthings, novelties, pets, equipment, etc., to school unless given permission by the teacher or administration. Toys and play items will be confiscated and held for parental pick-up.

Physical Education

Physical education is an essential part of the educational curriculum of Cobb County Schools. Students should wear lace-up shoes, preferably tennis shoes, for physical education classes. Keeping the safety of each student foremost, no sandals, wedges, boots, clogs or dress shoes should be worn to P.E. Students are not required to dress out for physical education, but they should wear appropriate clothing for participation in activities such as tumbling or gymnastics.

Non-participation: Students requesting an excuse from total participation in P.E. for any duration or restrictive participation for more than five consecutive days after returning to school must have a physician's statement specifying the type of illness or injury and the nature and duration of the restriction.

Pictures

Individual pictures will be taken in the fall. Individual and class pictures will also be taken later in the school year.



Pledge of Allegiance

Each morning, students in the Cobb County School System shall be afforded the opportunity to recite the Pledge of Allegiance to the flag of the United States of America. Students participating in the recitation of the Pledge will be expected to stand, face the flag, and recite the Pledge in unison. Students not participating in the recitation of the Pledge may a) stand and refrain from reciting the Pledge, or b) remain seated. **Georgia Code Section 20-2-286 states: "Each student in the public schools of this state shall be afforded the opportunity to recite the Pledge of Allegiance to the flag of the United States of America during each school day. It shall be the duty of each local board of education to establish a policy setting the time and manner for recitation of the Pledge of Allegiance. Such policy shall be established in writing and shall be distributed to each teacher within the school."**

Parent Teacher Association (PTA)

PTA supports our instructional efforts by providing human and financial resources. PTA is only as strong as its members are. Please join and be an active member of PTA.

Prohibited Substances

Cobb County Policy JDCAB/C – Consuming, possessing, storing alcoholic beverages, illegal drugs, or being under the influence of alcoholic beverages and/or drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, or any other substance listed under the Georgia Controlled Substance Act, on school property, school buses, or at a school sponsored event is prohibited. A student shall not falsely identify a substance to be alcohol or other drugs. Sniffing or being under the influence of inhalants is prohibited. Students are prohibited from bringing drug related paraphernalia to school. Possession of all prescription medication must be in compliance with Policy JGCD. Students are prohibited from bringing diet pills, caffeine pills, or other stimulants to school. Possession of all over-the-counter medication must be in compliance with Policy JGCD.

Registration

Students must be registered each year by parents or legal guardians. For all new kindergarten and first-grade students, a spring registration is conducted. The registration date is announced in the local newspaper. For all current Russell Elementary students, a registration form will be sent home in the first day folders that parents must update and sign. A form will also be sent home in the spring of this year that parents must update, sign, and return for your child to be enrolled for the 2019-2020 school year.

Report Cards

Students in Cobb County elementary schools receive report cards at the end of each nine-week period. In addition, parents will receive regular communication regarding student progress during each quarter.

Response to Intervention

Response to Intervention (RTI) is a process of examining a student's needs through interdisciplinary teaming. Teams are comprised of classroom teachers, administrators, parents, and auxiliary personnel. A student who experiences academic and/or behavior difficulties is eligible for services. A teacher, parent, or administrator may make requests for service.

Safety and Security

*We would like to inform you of a safety feature that Cobb County School District has added recently. High definition cameras were installed in our building, allowing activity to be viewed inside and outside of the building 24 hours a day/7 days per week. This is in addition to the Access Control System (electronic badge entry/entrances locked) already in place. In the spring of 2013, a "buzz in" door system was added as a safety measure. This feature keeps the front door locked at all times (with the exception of 7:00 am – 8:10 am) and requires all visitors to ring a doorbell and stay in front of the camera until they are "buzzed in". At that point, the visitor will report immediately to the front office to sign in.

School Council

Russell Elementary has a School Council, which meets on a regular basis. The purpose of this council is to promote communication between the school and community. Council members will determine meeting dates and times, which will be posted in advance. Elected staff members, parents, and selected community leaders will serve on this council.

Sexual Harassment Policy

It is the policy of the Cobb County Board of Education that students shall be able to enjoy an educational environment free from all forms of discrimination, tension, and conflict, including sexual harassment. Sexual harassment is unlawful under federal law, specifically prohibited by the Board of Education, and will not be tolerated. Please refer to policies JAB and GAB for the specific definition and compliant filing procedures. A copy is available on Cobb's website www.cobbk12.ga.us.



Snack

Our students are allowed to bring a **nutritious** snack from home each day. During the morning or afternoon blocks of time, depending upon lunch schedules, teachers will allow students to eat their healthy snacks while completing their assignments. Please remember that we stress **nutritious snacks** as a part of our health curriculum. Snacks that have high sugar content should be avoided.

Solicitation

No person, firm, corporation or business shall enter school property during the hours of operation for any purpose of selling, trading or bartering merchandise of any kind to a student, employee, school club or organization, nor shall any of the above enter school property for the purpose of soliciting money from a student, employee, school club, or organization for any purpose other than approved exceptions. All school fund-raising drives shall meet guidelines established by the Cobb County Board of Education and receive approval of the principal. **Door-to-door solicitation by students is prohibited.**

Suspension

The power of suspension is vested in the school administration. This action will never be taken lightly, and will be taken only after every other means have been exhausted in trying to deal with the problem. In every case involving suspension, parents will be called. Discipline will be enforced at Russell Elementary. It is the feeling of the administration that children cannot learn in an environment that lacks order. We expect good manners and behavior at all times. Violation of a county policy, such as weapons, drugs, etc. will result in automatic suspension.

Tardiness

School begins promptly at 7:50 a.m. It is very important that students arrive at school on time. **When students are tardy, class is interrupted, instruction is missed, and a bad habit may be instilled in the student. Parents must accompany tardy students into the front attendance office for sign-in. The parent must log the tardy student into the tardy notebook. The student will be given a tardy slip to be admitted into the classroom.** Please be sure your child has breakfast at home, as the cafeteria will not be serving breakfast after 7:45.

Textbooks

Students are responsible for all textbooks issued to them. Any lost or damaged book must be paid for before another one will be issued. Report cards will be held until all fees for lost or damaged media center materials and classroom instructional materials are paid.

Transportation Changes

We respectfully ask that no transportation changes be made after 1:45 pm. The front office begins calling down the changes at this time and for the safety and accuracy of this process, we cannot accept late changes. **Please note: All changes must be made in writing for the safety and security of your child.** We are unable to verify the identity of the person making the change over the phone or by email. A request change to place a pre-registered child in ASP will be accepted over the phone, provided there are funds in the student's account. At the ASP checkout, we are able to verify the change with an adult. ****Bus rider changes cannot be taken over the phone or by email. Car rider changes can be taken over the phone. The pickup person must have a pass in their car, or come in the front office to show identification and get a car rider pass.**** Thank you for your understanding and compliance in this matter.

Tobacco Policy

The tobacco policy adopted by the Cobb County Board of Education states: Tobacco use has been determined by the Surgeon General as a health hazard. Furthermore, the Cobb County Board of Education has determined that tobacco use is inconsistent with the concepts and principles taught in the curriculum of the school system.

Since tobacco use is not in the best interest of students or employees, the use of tobacco products by employees or visitors shall be prohibited in all school system buildings, offices, vehicles (including trucks, automobiles and buses) and grounds, or while they are in the presence or view of students, or while supervising student activities or school-sponsored events. School staff members shall be responsible for enforcing policies and regulations concerning student use of tobacco.

Vandalism

Deliberate and willful destruction of school property cannot be tolerated. Offenders will be dealt with accordingly. After-hours vandalism will be reported to the police immediately and charges brought against the offenders. Parents are responsible for property maliciously destroyed by a student.

Visitors

Parents and other visitors are welcome in our school. We enjoy the opportunity to share our school and its programs with others. Upon arrival on campus, please ring the doorbell, face the camera, and hold up your identification to it until you are "buzzed in". For the safety of our students and to preserve instructional time, **all visitors must report to the office immediately upon entering the school.** Each visitor is asked to sign-in and **disclose the purpose of their visit,** and wear a visitor's sticker while in the building. With your cooperation, our children will remain safe and instructional time will be preserved. **We ask that you not visit classrooms unless the teacher has been made aware of your visit in advance. We must ensure that all disruptions to the instructional program are minimized and unannounced visits can be disruptive to the learning process.**

Volunteers

Volunteers play an increasingly vital role in the total educational program. A school volunteer is an adult member of the educational team who is willing to give time and talent to help our students. Please contact the parent facilitator, school office, your child's teacher, or a PTA officer to become involved. Volunteers must sign-in each time they enter the building, prior to beginning their scheduled work. All volunteers must sign an Acknowledgement of Volunteer Responsibilities under the Family and Educational Rights and Privacy Act (FERPA) informing you about your responsibilities to protect students' personally identifiable information (PII) if your volunteer services require you to access and use PII. **Also, to minimize distractions/disruptions, we ask that volunteers do not bring children (including preschoolers) with them to school as they volunteer.**

Weapons Policy

A student shall not use or threaten to use, or sell, attempt to sell or conspire to sell, or possess, handle, or transmit or cause to be transmitted, a weapon, either concealed or open to view, on school property, as hereinafter defined. School property includes, but is not limited to, (1) the land and improvements which constitute the school, (2) any other property and building where any school function or activity is conducted, (3) any bus or other vehicle used in connection with school functions and activities, including but not limited to, school buses, buses leased by the School District and privately-owned vehicles used for transportation to and from school activities, and (4) personal belongings, automobiles, or other vehicles which are located on school property. This policy also covers look-alike weapons (toy guns, knives, etc.). A suspension may be assigned for a minimum of one day up to and including the last day of the current school quarter or semester. An expulsion is any suspension that runs beyond the current school quarter or semester. A copy of this policy (JCDAC) will be sent home with students at the beginning of the school year and will be given to parents who register their children later in the year. Please review this policy with your child.

Withdrawal Procedure

When a student is going to withdraw from school, he/she should bring a note from the parent or guardian stating the last day the student will be in attendance, the area the family is moving to, and the school the student will be attending, if known. **The student should give the note to his/her teacher who will send the information to the front office.** The teacher will give the student a copy of a withdrawal form on his/her last day of attendance to take to the new school. Our office staff needs (at minimum) a one-day prior notice in order to process the paperwork. Only the parent who registered the child will be allowed to initiate the withdrawal process.