



Policies & Procedures 2020-2021



Due to Covid 19, many of our policies and procedures have been revised until further notice. We appreciate your cooperation in following these policies and procedures. Please feel free to reach out to your child's teacher or a school administrator if you have questions or concerns. We appreciate your support.

ABSENCES

Instructional time in an elementary school is structured and sequential. Family vacations should be planned with the school calendar in mind to prevent children from missing essential skills. When a student is absent, he/she must bring a written signed excuse within 3 days upon returning to school. Please indicate the following information: child's name, teacher's name, date(s), and reason for absence, signature of parent or guardian.

Excused Absences include:

- When personally ill and when attendance in school would endanger their health or the health of others.
- When there is a serious illness or death in their immediate family which would reasonably necessitate absence from school
- On special and recognized religious holidays observed by their faith

Absences from school grounds: 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.

You will receive notification from our automated attendance system for every student absence. The teacher will contact the parent after (3) absences. The school will send a letter of concern after (5) absences. The school social worker will contact the parent after (7) absences. After (10) ten absences a Truancy Intervention Panel will convene to explore/discuss underlying causes for absences.

ACCIDENTS & ILLNESSES

If a child has an accident during the day requiring outside medical attention, we will contact a parent. If a parent cannot be contacted, an ambulance may be called to take the child to a local emergency room. Judgment in such cases is at the discretion of the school authorities, and parents assume financial responsibility. Please keep updated contact numbers and home address on file with the main office. If your contact information changes, please notify the school with the correct contact information.

AFTER SCHOOL PROGRAM

The After School Program (ASP) operates on the days that school is in session. Hours are Monday-Friday from 2:20 pm – 6:00 pm. ASP will function under the guidelines established by the Cobb County Board of Education. Registration for the program is required prior to attendance. Application forms are available in the front office. There is an annual registration fee of \$10 per child. You must pay this fee and keep a credit balance in your child's account in order for them to stay in ASP. ASP cost is \$7 per day, per child. Parents are required to designate whether their child will attend ASP at Kennesaw or Big Shanty. Parents may not change sites during the school year unless a written request for a permanent change is approved by both principals.

ASP transportation to your school of choice will be provided by Cobb County. They will run one shuttle bus between KES and Big Shanty. Students who miss that bus will remain in ASP at their home school and parents will be notified that they will have to pick them up at the home school and pay the \$7.00 fee at that time. ASP services are available to parents on a pre-paid basis only. You must pay directly to the site where your child attends ASP. The district does not allow charges in the ASP program. It is advisable for parents to register and pre-pay one day of ASP for an emergency or last minute situations. If you need to use ASP and have not registered and paid the fee and do not have a credit balance in your child's account, then your child will be sent home by their regular means of transportation. All unused funds will be refunded to the parents at the end of the school year when you make that request in writing to the bookkeeper.

BUS CONDUCT

All students transported within the Cobb County School System shall behave in a manner which is conducive to their safety and welfare. Behavior of students on school buses is considered an extension of the classroom behavior. Students who fail to respond to the directions of the bus drivers shall be reported to school administration who may deny the student bus transportation. Students shall observe the *code of conduct* established for the Cobb County Public Schools.

BREAKFAST

Grab and Go Breakfast is available from 7:10am until 7:45am. Student breakfast cost is \$1.75. Students enjoy breakfast in their classrooms.

CAR RIDERS AND DAY CARE BUS RIDERS

Car riders and children who ride day care buses are dismissed from Kennesaw at 2:20 pm. Prompt pick up of your child is necessary. Any student not picked up by 2:40 pm will be placed in the ASP at the parent's expense of \$7.00 per day per child. Car riders are to be dropped off and picked up in front of the school at the designated area. Children may be dropped off in carpool when adults are supervising beginning at 7:10 AM. Cars may not be left unattended. Parents are asked to stay in one line in the car pool lane. Do NOT park and cross in front of the traffic with your students or dismiss your child in spots that are not designated. Please adhere to these rules for the safety of all students.

COMMUNICATION DEVICES

Students are not allowed to use cell phones or other electronic communication devices at school during the regular school day or at school sponsored events. KES is a BYOD (bring your own device) school, so students may bring their technology devices with appropriate written permission. Students must understand that they are responsible for their own devices. The CCSD or KES is not responsible for lost, stolen or damaged devices.

COMMUNICATION WITH PARENTS/GUARDIANS

Kennesaw has communication folders that go home on Thursday of each week with students. This folder will be an important tool for communication between you and the teacher/school. Be sure to look over that folder each Thursday. Other forms of communication that each school provides are: announcements over the school intercom, placing information on the marquee, this handbook, routine dial out messages, email blast, text blast, the school's website- <http://www.cobbk12.org/kennesaw/>, and our teacher blogs. Please take the time to read this handbook and listen to our dial-outs as that will be your sources of information for upcoming events at school.

CONFERENCES – Due to Covid 19- All 20-21 parent teacher conferences must be held virtually or by phone.

A conference with your child's teacher is the best means of learning how your child is performing in school. Each parent should plan to attend their child's scheduled conference in October. Requests for additional conferences can be coordinated between teachers and parents. If you wish to conference with your child's teacher, please email to coordinate a date and time. Parent/teacher conferences will be October 20-23, 2020. **STUDENTS ARE DISMISSED TWO HOURS EARLY EACH DAY DURING CONFERENCE WEEK.** Parents are always encouraged to discuss a classroom concern with the classroom teacher prior to addressing it with administration.

CLINIC

Kennesaw maintains a clinic staffed by a registered nurse to deal with accidents and illnesses that occur during the school day. ***IF YOUR CHILD IS RUNNING A FEVER or exhibits other Covid 19 symptoms***, PLEASE DO NOT SEND THEM TO SCHOOL. We maintain a clinic card on each child. Please be sure that your child has one on file and all the contact numbers are kept up to date. Remember: Should your child throw up, experience diarrhea, or have a fever while at school, they must be picked up in a reasonable amount of time. [By County regulation, they may not return to school for 24 hours following the time when the child last experienced these symptoms.] You will be contacted to pick the child up if they return before the 24 hour time period has elapsed.

DISCIPLINE

Our objective at Kennesaw is to teach students to have great character and to be respectful citizens. KES follows the Student Code of Conduct as issued by the Cobb County School District. KES is a Positive Behavior Interventions and Supports (PBIS) school which uses strategies to improve the behavior of students. The proactive approach establishes the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success.

DISMISSAL

Once students have been dismissed for the day, no student may return to the classroom for any reason unless accompanied by an adult. We ask that all early dismissals/sign-outs for doctor appointments, etc. take place prior to 1:45 PM.

MINIMUM STANDARD OF DRESS

All students shall maintain the following minimum standard of dress:

1. Appropriate shoes shall be worn.
2. Appropriate under-garments shall be worn and may not be visible.
3. Strapless garments shall be worn with a jacket.
4. Appropriate shorts, as determined by the school administration, may be worn.
5. No caps, hats, bandanas nor hoods covering the head are to be worn in the school buildings during the school day unless there is a special activity during which they are deemed appropriate by the school administration.
6. Clothing or ornamentation that does any of the following is prohibited:
 - a. Displays or advertises substances illegal for minors.
 - b. Displays suggestive phrases, designs, markings, or profanities.
 - c. Advocates, promotes, or suggests illegal activity.

EMERGENCIES

Should there be an emergency and you need to pick up your child, come to the school office. There is a sign out sheet. DO NOT go directly to the classrooms for students as the teacher will not release your child without office approval. Your child's protection is our concern and we solicit your cooperation in following this procedure.

FIELD TRIPS – Due to Covid 19- All 20-21 field trips are cancelled until further notice-

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 the principal based on their direct and meaningful relationship to the curriculum. Donations are requested from the parent for each field trip. No student will be denied the opportunity to attend because they are unable to make a donation. However, if adequate donations are not collected, the field trip may be cancelled and monies returned. Please know that during extenuating circumstances, field trip plans may have to be changed at the last minute.

FINANCIAL PROCEDURES

The Cobb County School District has very specific guidelines on how money is processed at the local school level. There are some points that might be helpful to remember as you send payments to school with your child. (School and ASP)

- 1) Staff members cannot receive money. It is up to the parent and/or student to drop payments in the proper location. Payments should always be in the proper envelope. Each envelope must have the student's first and last name along with the teacher name and to where the payment is applied.
- 2) We are unable to hold checks or accept postdated checks.
- 3) Should a check fail to clear when it is processed, our bank will process it a second time.
- 4) If a student's account has 2 returned checks, we will be unable to accept checks on that student account for the remainder of the school year.

HOMEWORK

Homework is designed to benefit the student in the following ways: skills practice, review, reference work, special projects and reports. It also supports a child in good work habits, promotes responsibility and affords the opportunity for an increase in self- direction.

We encourage active parent participation in their child's progress through their support and supervision of homework assignments. It is a direct means 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.

INCLEMENT WEATHER

When the Cobb County School System is closed due to inclement weather, the decision for closing schools is usually made by 6:00 am and given to the radio and television stations. The closings are usually announced right after the headlines on the hour and continuously scroll along the bottom of the TV screen. In the event of early dismissal due to inclement weather, students will be sent home following the instructions on the Inclement Weather Form. Each parent/guardian is responsible for completing this form and keeping it updated.

LOST AND FOUND

We suggest that you mark, stamp or sew your child's name in all clothing worn to school, as well as book bags and lunch boxes. The school will hold lost items until the last day of each month. Items not claimed are given to MUST Ministries. Children are encouraged to look for lost items during the school day.

LUNCH PROGRAM

A nutritious lunch is served daily. All students are required to eat in the cafeteria whether they buy lunch or bring it from home. Regular participants in the lunch program are encouraged to pay weekly or monthly in advance. Advance payments are made in the cafeteria. Credits may be used at any time. Make checks payable to your child's home school and please use a separate check for each child so the correct account can be credited. Be sure to include your child's name and teacher on the check. You can prepay for meals with a major credit card by telephone or through the internet with MealPay. Lunch is \$2.50 for students, \$3.75 for guests. Milk & juice can be purchased a la carte. Cobb County School has adopted a LIMITED charge policy. If a student arrives at school without money, they are allowed up to \$4.80 in charges at elementary school. If your child arrives at school without money for lunch and has reached the charge limit, he/she will be provided an alternate meal. We suggest that you contact the lunchroom manager to keep up with your child's account balance. Parents also have the option to mark their child's account for LUNCH ONLY and then you can send in cash with your child to purchase a la carte items such as chips or ice cream. Please contact the lunchroom manager if you want your child's account marked for lunch only. For 20-21- Due to Covid 19 Parents and other family members are not allowed to have lunch with children. We appreciate your cooperation.

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 during school hours. Books may be checked out to students for a maximum of two weeks. There is no late fine, although children are not allowed to check out additional books until overdue books are returned or paid for. Books which are damaged beyond repair, through neglect or misuse, must be purchased by the student. Lost books are the responsibility of the child who checked out the book and must be purchased by the student if not returned by the last day of school.

MEDICATIONS

All medication will be dispensed through the school clinic provided a signed authorization form is completed. 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. If a student requires emergency treatment involving hypodermic injection, prior approval must be obtained by using the required 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.

PHYSICAL EDUCATION

Physical Education is an essential part of the educational curriculum of Cobb County Schools. Students should wear rubber soled shoes or tennis shoes to ensure the safety of all students, for physical education classes. Students are not required to dress out for physical education, but they should wear appropriate clothing for participation. Non-participation: Students requesting an excuse from total participation in P.E. for any duration or restrictive participation for more than five (5) 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. A copy of this statement must be brought to the front office.

PICTURES

School pictures will be taken this school year in September and March.

Individual and class pictures will also be taken at mid-year. Candid shots may be taken at times throughout the year. All group pictures taken for public media do not require parent permission. Individual or small group pictures for public media require parent permission.

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. Such policy shall be established in writing and shall be distributed to each teacher within the school."

REGISTRATION

Students must be registered each year by parents or legal guardians. Online registration is available on our school and district websites. Summer registration date is announced on the marquee and on our webpage. For all current students, a registration form is sent home in the spring which parents must update and sign. We do understand that occasionally phone numbers and parties responsible for picking up your child can change. We ask that you make every effort during the school year to keep your child's information current on the registration card in our front office. Only the enrolling parent may change any information.

REPORT CARDS

Elementary schools in Cobb County use the 9 week grading period. Report cards are issued at the end of each nine week period. Parents will receive progress reports every 4 ½ weeks. Each report card is a compilation of the total work for the grading period. Report cards may be accessed through ParentVue.

TARDINESS

School begins promptly at Kennesaw at 7:50 am. It is very important that students arrive at school on time. When students are tardy, class is interrupted and instruction is missed. Parents must accompany tardy students into the office for sign in. Tardy slips will be obtained in the office so that the student will be admitted into the classroom. Perfect attendance certificates are given to students who are neither absent nor tardy during the school year. When a student is tardy for an excessive amount, their name may be turned over to the school social worker.

TESTING

Please see the Cobb County School District's website regarding testing dates:

<http://www.cobbk12.org/generalinfo/calendars/>

TRANSPORTATION

Car riders or day care riders not picked up after dismissal by 2:35 pm will be placed in the After School Program at the parent's expense of \$7.00 per day per child, plus the \$10 registration fee if applicable. This rule also applies when your child is involved in extracurricular activities (chorus, green club, grasshoppers, etc.) and they are not picked up promptly at the dismissal according to the guidelines of the club in which they participate.

Transportation changes must be made in writing to the teacher on the morning of the change. Transportation changes will not be accepted by phone, fax, text or email. If you have an un-expected emergency and need to change transportation during the school day, you must contact a school administrator. We can place students into ASP who (a) are registered and (b) have funds in their account.

There are no check-outs after 1:45. If you choose to send your child home on a different bus than he/she normally rides, then you must complete a BUS PASS (blank copy available in this handbook and on our website) and send it to school with your child. The parent that agrees with this arrangement must send in written permission as well. Your child will not be allowed to ride a different bus without this form.

VISITORS

Our “buzz-in” system allows our school doors to be locked during the school day. All guests will need to be cleared for entrance. There is a box to your right of the main entrance door that is equipped with a doorbell and a camera. Guests must ring the bell and be prepared to state the reason for visiting in order to gain entry. Upon entry, guests must report to the main office to sign-in and present their ID.

For 20-21- Due to Covid 19 restrictions parents will be able to enter the main office and clinic only. Visits to other parts of the school building are not currently open to parents. Feel free to zoom, email, and conference by phone with your child’s teacher. Thank you for your cooperation.

VOLUNTEERS

For 20-21- Due to Covid 19 only essential volunteers from the district or those invited for special programs are allowed. We appreciate your cooperation.

WEBSITES

We invite you to bookmark the school’s website (www.cobbk12.org/kennesaw) and use it as a source of information for you and your family.

WITHDRAWAL PROCEDURE

When a student is going to withdraw from school, the custodial parent/guardian should come to the school office to sign-off on a withdrawal form, sharing the last day the student will be in attendance, and provide the name and location of the school the student will be attending. Upon completion of the withdrawal process the school will provide a copy of the withdrawal form for the student’s new school. Our office staff needs a minimum of 24 hour notice in order to process the paperwork.

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Vision:

Empowering & Engaging Young Thinkers

Mission:

**Provide every student with the foundation to love,
learn, and lead.**