Smyrna Elementary

Parent/Student Handbook

2019-2020

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My child’s teacher is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My child's bus number and driver is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My child eats lunch at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My child has specials at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Smyrna Elementary

1099 Fleming Road

Smyrna, Ga 30080

678-842-6741



**Smyrna Elementary**

**Vision**

Leading with H.E.A.R.T. Helping Everyone Achieve Results Together

**Mission**

One Team, One Goal, Smyrna Success!

**Collective Commitments**

* Support each other professionally and personally!
* Increase positivity and encouragement by growing "The Power of Yet" among students, parents, and staff!
* Accept nothing less than growth and success for everyone!

**School Policies and Information**

**Absence From School**

A written explanation must be provided to the teacher or front office following an absence, within 3 days of the absence, in order for it to be excused. Reasons for excused absences include: personal illness, serious illness or death in the child’s immediate family, recognized religious holidays observed by the child’s faith, and conditions which render school attendance impossible or hazardous to the child’s health or safety. State law and school system rules require that teachers call parents when a child has been absent 5 days even when the absences are excused absences. At ten days of absence, the principal must send a letter to the parents. At fifteen days of absence, a social worker will get involved. Attendance has an impact on a child’s success in school. Please assist us by having your child at school each day.

**After School Program**

Smyrna offers an After School Program (ASP) from 2:30 PM until 6:00 PM on all days school is in session. All policies of the Cobb County After School Program apply. The cost of ASP is $35 per week, or $7 per day, payable in advance (Fee subject to increase, parents will be notified). There is also an annual registration fee of $10 per child, payable at the time of registration. After 2:45 PM the ASP can be reached at 678-494-7621, ext. 243. *ASP will be available during Conference Week and any other early release days with the exception of bad weather early dismissal, beginning at 12:30 PM. In the event of inclement weather which causes school to be closed during regular school hours, ASP* ***will not*** *be open.*

**Breakfast Program**

Breakfast will be served from 7:15 AM until 7:45 AM each day. In order to eat breakfast, students must be in the cafeteria line no later than 7:45 AM. Only students who are eating breakfast should be in the cafeteria. Students who do not follow established procedures or follow directions of the supervisors will not be allowed to participate in the breakfast program. Children have a limited time to eat in order to get to classrooms by 7:50 AM. Car riders/walkers will need to arrive in time to get to the cafeteria by 7:45 AM. Menus and prices will be available on the Cobb website.

**Bus and Car Transportation![C:\Documents and Settings\BAK18345\Local Settings\Temporary Internet Files\Content.IE5\DABH1CIB\MC900134537[1].wmf]()**

Bus routes and schedules are available in our school office. School bus transportation is a privilege that may be withdrawn due to inappropriate bus behavior. We appreciate your continued support for our bus drivers. District bus transportation information may be viewed online at <http://www.cobbk12.org/~transportation/>. In order for students to board or exit the bus at a stop other than the assigned stop, the parent or guardian must send a written request to the school. The request must be approved by a school administrator and then presented to the bus driver by the student. Please remind your child to take your note to the office upon arrival at school. **For students 8 and under, an adult has to meet the bus during the afternoon bus ride. If a “designated parent” is not present, the driver will return the child to school.**

If students are brought to school by car please plan your morning so that you will be in the car line no later than 7:40 AM. Students may enter the building at 7:10 AM, so the best arrival time is between 7:10 AM and 7:30 AM. Remember rainy mornings cause longer delays so leave home 5 minutes earlier than your normal time.

All car riders should follow the car rider arrival and dismissal path. For your safety and the safety of others, please do not pass the car pool line (drive in the oncoming traffic lane). Car riders should not enter the bus port at arrival or dismissal*.* A student who is a car rider has been issued a car rider tag with the student name that should be placed on your dashboard when picking up the child in the car rider lane.

**IMPORTANT NOTE: The school must be notified in writing of all transportation changes by 1:45 PM each day, preferably a note should come in to the child’s teacher in the morning. Transportation changes or directions made by phone calls (to the front office) will only be taken in emergencies. Please do not send the classroom teacher a message via email. Teachers are very busy during the instructional day and often do not check email until after the children have left school.**

**Cell Phones![C:\Documents and Settings\BAK18345\Local Settings\Temporary Internet Files\Content.IE5\3AYTWB3P\MC900442135[1].png]()**

Students shall not use, display or turn on, cell phones, video phones, or other electronic communication devices during the regular school day, including instructional class time, class changes, recess, breakfast or lunch, nor may they be used on school buses unless otherwise directed by a staff member. If a student has a cell phone, it should remain in the student’s book bag, turned off, unless otherwise directed by a staff member. The school is not responsible for lost or stolen cell phones.

**Change of Address/Phone**

If your address or phone number at home or at work changes, please send the change in writing to the office. Be sure to include the name of your child and your child’s teacher on the written change request. The office staff will forward the information to the clinic, ASP, and teacher. The office will also enter the information in the school system data base. It is important to keep the school informed of these changes so that you can be reached in case of emergency. This will ensure that you continue to receive the phone messages from school and that we have your current phone number in case of an emergency. For a change of address, you are required to send two proofs of residency to the front office. You have thirty (30) days to submit this information.

**Child Custody**

School personnel are bound by law to release children to either of their natural parents unless a copy of a court order granting custody to one parent or the other, or to a third party, is on file with the school. If you are divorced or separated and the custody of your child has been awarded by the court, please provide the school office with a certified copy of the court order.

**Classroom Parties / Birthdays**

School Board policy limits social functions to one (1) per year during school time. The details of this are established during the school year. At Smyrna we reserve the Winter Holiday Party for our one social function.

For children’s birthdays, treats may be brought during lunch time ONLY to distribute to the students. We are promoting a more health conscience approach to birthday treats and ask that you consider bringing mini cupcakes or something more nutritious. Please do not bring party favors, balloons, etc. to the classrooms as this can interrupt valuable instructional time. *We have many student s with severe allergies*. ***Please coordinate all birthday treats with the classroom teacher 2 days prior to the event so the teacher can make any necessary arrangements.***

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 **Clinic**

Our school nurse is in the clinic to care for minor injuries and illnesses from 7:00 AM until 2:00 PM. In the event your child has an accident or becomes ill, school personnel will contact you. Parents/guardians need to arrange for the child to be picked up within an hour of notification. **A child with a fever of 101 degrees or more cannot remain in school.** Children who have been ill should not return to school unless **fever-free without medication, diarrhea-free, or vomiting-free for 24 hours.** Donations of clothing are always welcome. For more information, please contact the school nurse at 770-516-4304.

**Concerns**

If you have questions or concerns related to your child’s academic or social/emotional progress, please contact the classroom teacher first. If questions or concerns remain, parents can call the school counselors or administration for assistance. Thank you for your cooperation regarding this matter.

**Dress Code**

Every student of the Cobb County School System shall be required to maintain the level of personal hygiene necessary to ensure a healthful school environment and to refrain from any mode of dress which proves to contribute to any disruption in the function of the school. Every student of the Cobb County School System is encouraged to observe a standard of grooming and dress consistent with the level of formality of the school situation.

Smyrna Elementary implements standard school attire where students are all dressed in a similar fashion; not necessarily the exact same clothes.

**Standard Dress Attire Options:**

**Shoes**

Sneakers/Tennis Shoes Only - No exceptions!

**Bottoms**

Khaki, navy or black pants or shorts for boys. No denim allowed!
Khaki, navy or black pants, shorts, skirts, or jumpers for girls. No denim allowed!
Khaki, navy or black leggings allowed.
No other skin tight fabrics allowed.

**Tops**

Any solid colored shirt with a collar.
No stripes or patterns allowed.
Any solid sweater, turtleneck, or sweatshirt.
No stripes or patterns allowed.
No advertisements on any tops.
No T-shirts or tank tops allowed.

**Homework![C:\Documents and Settings\BAK18345\Local Settings\Temporary Internet Files\Content.IE5\DABH1CIB\MC900292084[1].wmf]()**

Homework is designed as additional needed preparation, review, or practice in a given subject area which is assigned, suggested, or approved by the student’s teacher. This is to be completed within a reasonable time limit. Purposes for homework include completing unfinished class work, makeup work due to absences, reinforcement and drill of previously taught skills, enrichment, remediation, completion of projects that by their design will take greater than one day to complete, and special interest assignments. Our faculty requests that the parent give homework assistance to the students when necessary in order to complete the specific assignment.

**Immunization and Dental Certificates![C:\Documents and Settings\BAK18345\Local Settings\Temporary Internet Files\Content.IE5\EXUB4MG8\MC900310700[1].wmf]()**

Georgia Department of Human Resources requires all pupils entering a Georgia Public School for the first time to present a Certificate of Immunization. This form may be secured and completed at the Cobb County Health Department or at your child’s personal physician’s office. The school must have this form on file. Please help us to comply with this law and protect our children. **If not provided within thirty (30) days of enrollment student will be withdrawn.** A certificate of Ear, Eye, and Dental Examination is also required and can be obtained in a similar manner.

**Lost and Found**

Please label clothing with your child’s name. Clothing is periodically donated to a charitable organization, and we are constantly amazed at the quantity AND quality of “lost” items.

L**unch Program![C:\Documents and Settings\BAK18345\Local Settings\Temporary Internet Files\Content.IE5\CC5F1UFH\MC900024450[1].wmf]()**

A nutritious balanced lunch as prescribed by State and Federal standards is served each day in the school dining room. Breakfast cost $1.50 and lunches cost $2.35 for students. The cost of a guest, adult meal for breakfast is $2.00 and for lunch it is $3.75. A parent may prepay on an account, and may also pay cash on daily basis. Payments may also be made online at www.mealpay.com. There is a choice each day of hot meal or salad. Our school nutrition program is designed to meet 1/3 of the students’ food needs each day. The meal pattern is 2 oz. meat or meat alternate, ¾ cup fruit/vegetable, bread and drink. Lunches may also be brought from home. If so, please do not use glass containers or send soft drinks in cans. Menus may be viewed at www.cobbk12.org. ***We ask your cooperation in not bringing fast food items or soft drinks into our school dining room.***

***( Lunch prices are subject to change).***

**CCSD Charge Policy—**Cobb has a LIMITED charge policy. If a student arrives at school without money, they are allowed up to $7.05 in charges at elementary school and $5.20 at middle school. Charges are not allowed for a la carte, adults, or at high school. For elementary and middle schools only, if your child arrives at school without money for lunch and has reached the charge limit, he/she will be provided with an alternate meal (such as a peanut butter sandwich and milk or a cheese sandwich and milk). No alternate meal will be provided at breakfast.

**Medication**

Students may need to take medication while at school. In order to cooperate and meet the needs of students, our school nurse will assist the child in taking medication if the parents follow these guidelines: All medication is to be brought in to the clinic by an adult. Prescription and over-the-counter medication must be maintained in the original container indicating the name of patient, physician, pharmacy, name of medication, and dosage to be administered. Parents must also give permission in writing for this medication to be administered as directed.

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**Messages for Students and Teachers**

It would be most appreciated by the office staff if messages to students and/or teachers could be kept to a minimum. Emergencies arise and we are happy to help out in such cases. Daily requests for messages, lunch boxes, lunch money, homework, keys, etc. to be delivered are time consuming and disruptive to the children in the classroom. Messages are held until the end of the school day, unless a bona fide emergency exists. EVERY student should know daily what the after school plans for the family is and whether to ride the bus, go to the After School Program, or be a car rider.

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**Parking**

In order to enable emergency crews to gain access to the school, it is imperative that cars not be parked along the red-curbed entrance to the school. Bus lines are clearly defined. Parents and visitors are asked not to use this area at any time as it is used for instructional activities. Parents bringing or picking up children should never leave their cars unattended in the drive-through lane near the front entrance. Please refrain from using your cell phone during the drop off or pick up time. ***We need everyone to be concentrating on the vehicle movement and the safety of the children****.* If you need to come into the school building when you bring your child to school, please park in a designated space before escorting your child into the building. No child should cross through the parking lot by themselves.

**Physical Education![C:\Documents and Settings\BAK18345\Local Settings\Temporary Internet Files\Content.IE5\3AYTWB3P\MC900060327[1].wmf]()**

Physical education is required by Georgia law, and participation is mandatory except for health reasons. A dated written note from a physician or parent explaining the nature of the illness or injury should be presented to the physical education teacher, and should state specifically the length of time before normal participation can be resumed. Everyday school dress is acceptable for participation. However, girls need to wear shorts under their skirts and dresses for greater freedom of movement and maximum participation. Tennis shoes/sneakers with either laces or velcro closures are required. Slip-on and “casual styles” do not provide adequate support and for safety purposes are not acceptable.

**Report Cards**

Elementary report cards describing a student’s progress are sent to parents and/or legal guardians at the end of each 9 week period for grades K-5. Parent-teacher conferences are scheduled with parents and/or guardians of elementary students once during the school year to review the child’s academic progress and to discuss personal and social growth. Elementary students will be dismissed two hours earlier during the week conferences are being held. You may also request a conference at any time during the year if you believe it is necessary. Parents of 4th and 5th grade students may view grades online through ParentVue, once you have created an account.

**School Closing![C:\Documents and Settings\BAK18345\Local Settings\Temporary Internet Files\Content.IE5\CC5F1UFH\MC900303521[1].wmf]()**

When the Cobb County School system is going to be closed due to inclement weather, the decision is usually made and the announcement is given to radio and television stations by 6:00 a.m. Most metro area radio stations will announce school closings right after the headlines on the hour and at frequent intervals. Information can also be accessed online at <http://www.cobb.k12.ga.us/weather/closinginfo.htm>. *You will be asked to complete an inclement weather form at the beginning of the school year. It is important that you are able to recall what you filled out on the inclement weather form because if we go into an early dismissal due to weather your child will go home the way the inclement weather form stated.*

**Student Appointments During the School Day**

Doctor or other appointments should be scheduled outside school hours whenever possible. If a child needs to be dismissed early, he or she should bring a written note to his teacher stating time and reason. Please make every effort to schedule the appointments so that not more than ½ of the school day is missed. Parents MUST sign the child out in the school office. Office personnel will not call into the classroom except in emergency situations and for early pick up*. For safety reasons, your child may only be dismissed through the main office. Please do not go directly to the classroom to seek dismissal. The teachers will not release your child without a call from the office. We ask that all early pick-ups take place before 1:45 PM.*

**Student Behavior**

Students are expected to conduct themselves in an appropriate manner and to demonstrate respect for all staff members, all peers, and all property within the school environment. Discipline of students, for the most part, is handled by the teachers involved. However, occasionally students will be referred to an administrator. Administrators work closely with the students involved, teachers, and parents to solve disciplinary problems in a way which will enable students to learn how to better handle life’s choices. In some cases, Cobb County Board of Education disciplinary procedures directly apply. The student Code of Conduct, JICDA-E is included in the Cobb County School District Parent Information Guide which is distributed to students during the first week of school. **Parents will be required to sign a form confirming receipt of this guide.**  You may also access all Administrative Rules at [www.cobbk12.org](http://www.cobbk12.org).

**Tardies**

A child arriving after 7:50 AM is considered tardy and must be signed in by a parent/guardian in the office and obtain a classroom admittance slip. Students who are continually tardy miss critical instruction time. **Excessive tardies will result in a letter from the principal and a referral to the school social worker. The social worker and area truancy coordinator will communicate with parent to address this concern. If it continues, family may be required to attend court mediation.** Please help teach responsibility by ensuring your child arrives to school on time.

**Textbooks![C:\Documents and Settings\BAK18345\Local Settings\Temporary Internet Files\Content.IE5\EXUB4MG8\MC900351965[1].wmf]()**

Textbooks are provided for students through county and state funds. Students who have been issued textbooks will be responsible for any fees associated with loss or damage to the textbooks. Report cards will be withheld at the end of the school year if textbooks have not been returned or fees have not been paid.

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**Visitors and Volunteers**

Smyrna Elementary extends a warm welcome to all parents who wish to visit and volunteer in the school. For security reasons, all visitors are to sign in at the front office immediately upon entering the building. Each visitor/volunteer will be issued a name badge which indicates approval to be in the building. Anyone not wearing a name badge will be questioned by the staff and directed back to the office. At the end of the visit, remember to sign out and properly discard your visitor’s badge. Avoid “drop by” visits during the school day. Please call or send a note requesting a meeting or phone call from the teacher. This form of communication does not interrupt instruction. Classroom observations are welcome when scheduled with an administrator. Classroom observations are limited by time and number.

## **Smyrna Elementary Carpool Etiquette**

##### **Please review the carpool process and etiquette. While the information may seem lengthy, everything listed is to facilitate the safe and efficient drop off and pick up of all Smyrna Elementary students.**

### **The Smyrna Fire and Police Departments ask that we access the school as follows during mornings from 7:10 – 7:50 and afternoons from 1:45 – 2:30.**

##### We ask that you please **enter the car pool line from Windy Hill, turning left on Ward Street**. Go to the round-a-bout near CHS and turn left on Belmont Blvd. Drive up the hill by our playfield, approaching the school from behind. This will keep one lane free of traffic at all times and ensure that safety vehicles can get through if needed. This will also prevent back up traffic in the round-a-bout near our school. This procedure applies to both AM and PM car pool.

### **Morning Arrival - 7:15am - 7:50am**

##### Please make the car pool line a “no cell phone” zone. This request is for the safety of everyone.

##### Students may be dropped off between 7:10 AM and 7:50 AM.

##### Students must be in their classrooms by 7:50 AM or they will be marked tardy.

##### Carpool arrivals take place at the front of the building in the circle drive closest to the main entrance.

##### **Children may NOT be dropped off in the bus lanes, on the street, or at the entrance to the parking lot.**

##### When moving through the carpool lane, please pull forward as far as possible. If you are the first car in the line, pull forward to the farthest staff member or safety patrol member.

##### Children may exit cars at any point in the circle drive once the car has pulled forward and come to a complete stop. Please adhere to this rule so the drop-off line is moving and efficient.

##### Staff members and safety patrol will be present to assist.

##### Instruct your children to always exit the car from the right hand side (passenger side) and to immediately go inside the building.

##### Please drive in a single lane from the time you enter campus until you exit campus.

##### Passing in the carpool line is prohibited as it could jeopardize the safety of our children. Even if your car is carrying no passengers, you must follow the Carpool Etiquette if you are on campus during the Carpool process**.**

##### If your child is transporting a large project please park in a parking space and walk your child into the school office. Then return to your vehicle and follow the Carpool line until exiting the campus.

### **Afternoon Pickup - 2:10pm - 2:40pm**

##### **Additional guidelines are in place for the afternoon pick up.**

##### Please enter the main parking lot at the entrance closest to the school (not the entrance closest to Fleming Street), so that the carpool staff member can see your Carpool ID tag and text your child’s name to the staff in the cafeteria.

##### Smyrna Elementary Carpool ID tags MUST be displayed in the windshield.

##### Drivers who do NOT have a Smyrna Elementary carpool tag displayed MUST park and come into the main office to provide identification before a student will be allowed to enter the car. This practice is for the safety and protection of all students.

##### Students who are not picked up by 2:40 will be placed in ASP. All ASP charges may apply.

##### **Thank you for your strict adherence to our Carpool Process/ Etiquette. We take safety very seriously at Smyrna Elementary and we know that we can count on your cooperation!**