

**Green Acres Elementary School's
Student Handbook
2022-2023**



**GREEN ACRES
GATORS**

Green Acres Elementary

Telephone Number: 678-842-6905

Fax Number: 678-842-6907

Lunchroom Number: 678-842-6906

**Ashley Mize, Principal
Tiffany Jones, Assistant Principal
Lauren McKeon, Special Student Services Administrator**

Dear Green Acres Families,

Welcome to the 2022-2023 School Year! Please take the time to read through the student handbook with your family and discuss the expectations with your children. We want each child to have a successful year.

We hold very high expectations at Green Acres, for all students, both academically and behaviorally. We are dedicated to providing a positive, safe school environment that allows all students the opportunity to learn and be successful. As educators, we understand the importance of home and school sharing the vision of sound discipline practices and working together for our students.

We follow the Elementary Student Code of Conduct Policies provided by the Cobb County School District. These policies are age appropriate and put in place for the welfare of our students. Latest research proves students are more likely to be successful academically when on task and demonstrating acceptable, respectful behavior.

We provide avenues for sharing our expectations through assemblies, class meetings, individual reminders and modeling proper behaviors. We provide multiple opportunities for students to improve behavior. Our students are provided consequences after careful consideration of the infraction, age of the child and intent. We also discipline out of a deep respect for the growing child and his/her developing self-esteem. This individual self-esteem comes in part from academic success. We will not allow this development to be hampered by inappropriate behavior that prevents learning.

If we are to teach our students honor, respect, encouragement and trust, we must do so together. The school day at Green Acres will be dedicated to students remaining on task in order to attain academic success. Any inappropriate behaviors will not be accepted. We are committed to teaching character, respect for our diversity and trust. Please join us in providing the very best academic environment for your child so that these expectations may be realized. Talk with your child and review our combined high expectations. Together, we will see your child reach the greatest success.

Sincerely,

The Staff of Green Acres Elementary School

Vision: Expect more! Engage more! Achieve more!

Mission: Creating pathways to success for ALL children.

STUDENT PERFORMANCE GOALS:

Reading: Increase the number of students reading on grade level by 30 students in each grade K-2 grade as measured by Next Steps Assessment. Increase the number of students scores proficient or advanced by 30 students in each grade 3-5 grade as measured by the Reading Inventory.

Math: Increase the number of students scoring proficient or advanced by 50 students in each grade level K-5 as measured by the Math Inventory.

POLICIES AND PROCEDURES

School Day

Starting Time: 7:50am

Dismissal: 2:20pm

Office hours: 7:15-3:30

ASP hours: 2:30-6:00

ABSENCES AND TARDINESS

Law requires regular school attendance for all children between the ages of seven and sixteen. Regular attendance means actual attendance of a pupil during the entire day of school.

The Green Acres school day is from 7:50 a.m. to 2:20 p.m. No student drop off before 7:15.

****The building will be open at 7:15 a.m. to accept students. Please do not drop your child off before 7:15.** There is no supervision before 7:15. Students should not be left to wait outside the front doors.**

A student must be present one half of the instructional day in order to be counted present for the day. If the child comes to school after 11:15 a.m. or leaves before 11:15 a.m., he/she is counted absent. **Children who arrive after 7:50 a.m. are tardy and must be accompanied by a parent in order to be signed in and obtain an admittance slip to the classroom.** Please ring the bell for assistance and have your ID to show for safety purposes.

Absences – Please send a note to your child’s teacher the first day he/she returns to school from an absence. The note should contain child’s name, teacher’s name, date and reason for absence, and parent’s signature. **Notes for absences will not be accepted after three days upon the student’s return to school.** It is not necessary to contact the school to notify of an absence, unless the student is to be out for several days or has a contagious disease.

Regardless of whether absences are excused, unexcused, or a combination of the two,

- After 5 unexcused absences a note is sent home informing parents of the absences.
- After 7 unexcused absences there will be a referral to the social worker.
- After 10 unexcused absences a truancy intervention panel will be activated.

Excused & Unexcused Absences – Excused and unexcused absences are governed by Georgia State Law. Children may be temporarily excused from school as follows:

1. When personally ill and when attendance at school would endanger their health or the health of others.
 2. When in their immediate family there is a serious illness or death, which would make an absence from school necessary.
 3. On special and recognized religious holidays observed by their faith.
- **MAKE-UP WORK** - Students who are absent because of illness or any other excused reason will be allowed to make up all work missed. Students who have an unexcused absence will not be allowed to make up missed work.
 - If your child is ill and absent for only one day, the work can be made up upon his/her return to school. If the absence is for several days and you would like some work so that he/she will not be behind, please call the office before 7:45 a.m. Work can be picked up after 3:00 p.m. **The teacher is under no obligation to provide lesson plans and/or work for students who have unexcused absences.**
 - Children may not leave the school grounds during regular school hours. Students may not leave the classroom without the teacher's permission.
 - **Student Check-out** - Children will be released only to their parents, legal guardians, or to those persons listed on the registration information.
****For our students' protection, identification will be required when checking a student out of school. Please bring a valid picture ID.****

If your child is to be released to someone not on the registration card, the school must be notified in writing, stating the name of the person who will be picking up the child. That person must also bring a valid picture ID.

No student checkout after 1:45 pm.

Dismissal – **Transportation changes must be made in writing before 1:45 p.m by the enrolling adult,** unless an emergency arises. This is to ensure that the dismissal changes get to the classroom teacher in a reasonable amount of time. **Students will not be released after 1:45pm.** **If there is not a dismissal change in writing, the student will go home the way he/she is normally listed to go home.**

Tardy – It is very important for students to start the day on time. A student that is tardy loses valuable instructional time and causes disruption in the classroom. Cobb County perfect attendance awards are given to students that are neither tardy nor absent during the school year.

****Students who arrive at school after 7:50 a.m. are tardy. They must be signed in by a parent at the main office and receive a tardy slip to be admitted to class.****

Students who arrive after 7:50 cannot eat breakfast.

Some helpful suggestions:

- Take vacations during school breaks in September, November, December, February and April.

- Schedule doctors appointments and dentist appointments after 11:15 so that your child is not counted absent.

AGENDAS

All students in Kindergarten through 5th Grade will receive agendas. Students and teachers are expected to utilize the agendas daily. Agendas may be used for writing homework assignments, classroom behavior, spelling words, notes between home and school, etc. Students are responsible for keeping up with their agendas. If an agenda is lost, students are responsible for paying the \$5.00 to replace it. **Please check your child's agenda every night and initial that you have seen it.**

ACCIDENTS AND ILLNESS

A licensed practical nurse serves our children during the day. Minor cuts and bruises are treated. We are not prepared to care for sick children. It is important that children stay home if they are sick or have a fever. It is the Cobb County Board of Education policy that a student having a temperature of 100 degrees or above be sent home immediately. Parents should make arrangements for their child to be picked up immediately from school if they are ill.

If a child has an accident during the day requiring medical attention, the child will be taken by ambulance to the local emergency room if a parent cannot be contacted, provided a medical release has been signed. Judgment in such cases is at the discretion of the school authorities and parents will assume financial responsibility.

****Any time a phone number changes; please ensure it is updated in parentvue by the enrolling adult. It is important to have a working phone number on file in case of an emergency.****

- Medication is not allowed in the classrooms.
- Please do not request teachers to administer any type of medicine.
- Children who have chronic conditions may make arrangements to have medication administered in the clinic by the nurse.
- All medication must be in the original container. Prescription drugs must bear the name of the patient, the name of the physician prescribing the medication and the name of the pharmacy filling the prescription.
- A "Medical Instruction Form" must be on file before medication can be given. These forms can be obtained in the school office.
- Medication shall be brought to school by a parent, legal guardian, or other designated adult.
- This includes drivers of special education buses. Prescription medication containing controlled substances may never be self-transported by student. Only Special Education bus drivers can transport medication.

PLEASE DO NOT SEND CHILDREN WHO FEEL SICK TO SCHOOL (i.e. throwing up, running a fever, etc.)

- If a child leaves school because they are sick and have to go to the doctor, please bring the ok to return to school note from the doctor's office.
- **Guidelines for Returning to School:**
 - Fever – The child may not return to school until he/she has not had a fever for 24 hours without the use of fever-reducing medicines, such as Tylenol or Motrin.
 - Vomiting – The child may not return to school until he/she has not vomited for 24 hours.

- Diarrhea – The child may not return to school until he/she has not had diarrhea for 24 hours.
- Infection – If given an antibiotic by a doctor, the child must be on the antibiotic for 24 hours before he/she may return to school.

AFTER SCHOOL PROGRAM

How to enroll your child in ASP (*The enrollment window for ASP opens July 26, 2021*)

To enroll your child in ASP you must first register for an ELEYO account. To set up your Eleyo account user profile do the following:

- The enrolling adult can access the Cobb Schools ASP Eleyo website through ParentVue (Parentvue.cobbk12.org)
 - A. Login to ParentVue
 - B. Click “Change My Information”
 - C. Click the “Student Information” Link
 - D. Click on “Enroll in ASP” icon
 - E. At the Cobb Schools Eleyo website, select “Sign In” at the top of the screen to create your profile
 - F. When creating a profile within the system you will be required to enter your basic information including an email address (used for logging in and password). If your email address is not recognized, use the Send Forgot Password email to receive a password set email.
 - G. In order to register your child for ASP, select the “Explore All Program”s link and select Cobb Schools ASP
 - H. Now you will be prompted to add relationships/children to your account, if applicable
 - I. If you have any questions, please contact the ASP Director Ms. Buchanan at (Corlis.buchanan@cobbk12.org) and Mrs. Velez (ASP Clerk) at Barbara.velez@cobbk12.org or call 678-842-6905.

The After School Program (ASP) is an available service for Green Acres students from **2:45-6:00 p.m.** on school days only. Enrichment activities, study time, and snacks are provided. Supervision is provided by certified and non-certified school personnel. The program begins on the first day of school and ends on the last day of school. If, for any reason, school is not in session, the After School Program will not operate. The ASP is self-supporting and a **prepaid program**. A non-refundable \$10.00 registration fee (per child) is required each year. The daily cost is \$7.00 or \$35.00 per week for a 5-day week. **All money is due before a child can stay in the program.** Please remember, **PAYMENT AND REGISTRATION FORM MUST BE TURNED IN BEFORE A STUDENT CAN STAY IN THE PROGRAM.**

Students must be picked up by 6:00 p.m. **A late fee of \$1.00 per minute per child will be charged to the parent for every minute past 6:00 p.m.** The following is Green Acres Elementary School’s plan of action after 6:00 p.m.

- ❖ Beginning at 5:55 p.m. we will begin to call parents that have not yet picked up their children. Documentation of these calls will be recorded. We will use ASP registration forms, school registration forms and clinic emergency cards for phone numbers. Please be certain that we have your **CURRENT PHONE NUMBERS** on file!!
- ❖ If we are unable to contact anyone at any of the phone numbers on file, the ASP Director, Principal, Assistant Principal or the Area Supervisor for Green Acres will be notified of the situation.
- ❖ At 6:30 p.m. if we have not been in contact with the parent/guardian, we will call the Cobb County Police Department to take custody of your child. **A form with pick-up instructions and which police department to contact will be taped to the front door of our building to assist you.**

Written communication is essential. If your child is not going to be in the program for any day of the week for which you have paid, **a written note is required.**

Birthdays

Unfortunately, we can not hand out birthday treats due to food allergies. In addition, do not send balloons, flowers or party invitations.

BREAKFAST PROGRAM

You want your child to do his/her best in school. One way to ensure that is to make sure your child has breakfast every single day, not just at testing time. A nutritious breakfast is served daily at Green Acres from **7:15-7:40 a.m.** **Car riders, daycare buses, and walkers must arrive by 7:40 a.m. to be served.** The only exception will be late Cobb County bus arrivals. . You can prepay breakfast as you do for lunch. Any student who has qualified for free/reduced price lunch also qualifies for free/reduced breakfast. **Breakfast charges will not be allowed.** Cash/checks only will be accepted on a daily basis. ****Note:** All families need to fill out the Family Meal Application. This can be found online at www.cobbk12.org. Visit the Food and Nutrition services website and the Family Meal Application tab.

(BUS) TRANSPORTATION

The Cobb County Board of Education provides bus transportation for all students who live a half-mile or more from the school in their attendance area. Bus routes and numbers will be provided at registration.

****A WRITTEN NOTICE IS REQUIRED ANY TIME A STUDENT WISHES TO RIDE A DIFFERENT BUS OR GET OFF AT ANOTHER STOP OTHER THAN HIS REGULAR STOP.****

If this written permission is not brought to school and approved by an administrator, the child will have to ride his regular bus home.

Bus drivers have a tremendous responsibility in transporting students safely each day. They need your cooperation. Parents and guardians are expected to take responsibility for the behavior of their children to and from school.

BUS STOP - If your child rides the bus, study the bus schedule each morning and determine a good time to let your child go to the bus stop.

K-2nd grade students that are returned to school because a parent was not at the bus stop must be picked up by 3:00 p.m. or he/she will be placed in the After School Program. The parents will be charged a \$7.00 After School Program charge, plus a \$10.00 registration fee if applicable, per child after 2:50 p.m.

BUS RULES

Students shall observe the following code of conduct established by the Cobb County Board of Education:

1. Students must show proper respect to the driver at all times and obey all driver instructions.
2. Objectionable or dangerous objects are not permitted.
3. Tobacco, illegal drugs, alcohol, and weapons are prohibited.
4. A student will keep his/her arms and head inside the bus at all times.
5. Nothing is to be thrown in, out, or from the bus.
6. The use of obscene language or gesture is prohibited.
7. Destruction or defacing school property is prohibited.
8. Fighting or physical play is prohibited.

9. Unnecessary noise is prohibited.
10. Food or drinks may not be consumed.
11. Drivers are required to assign seats to elementary and middle school students.
12. Students must be seated at all times unless otherwise directed by the driver.
13. Students must be quiet at railroad crossings.
14. When crossing a street is necessary, students will immediately cross in front of the bus in full view of the driver.
15. Students may transport band instruments on the bus if space is available.
16. The emergency door and windows are to be used only at the direction of the driver.
17. Students are to be at the bus stop 5 minutes prior to the scheduled time and are to wait in an orderly manner.
18. Students may be allowed to ride a bus and to disembark at a bus stop other than that assigned for their residence provided the parent/guardian places the request in writing and submits it to the principal or his/her designee for approval.
19. Any other disruptive behavior will be referred as deemed necessary to ensure safe transportation of students.
20. **Bus students in Kindergarten through 2nd grade will not be left at bus stop in the afternoon unless there is an adult to receive them.** A parent may give **written permission** to the bus driver to leave their student at the stop unsupervised.

Consequences for bus misconduct: A discipline report is sent home for each infraction.

Bus discipline referrals will be handled by the Green Acres' Administration. Consequences for offenses will be determined by the administration based on the Cobb County School District's code of conduct for Elementary school students.

CAR RIDERS, DAYCARE RIDERS, AND WALKERS

In order to ensure your child is supervised by an adult, car riders, daycare riders, and walkers **may not arrive at school until 7:15 a.m.** They are dismissed at **2:20 p.m.** every day. Car riders must have the appropriate paperwork filled out and will be given a number. Numbers should be clearly displayed in the front window of the vehicle. **Please remember to call your daycare when your child is absent from school or will not be riding their bus/van for any reason.**

Prompt pick-up of your child is absolutely necessary. Parents and Daycares that are late picking up car riders, daycare riders, and walkers from school will be charged a \$7.00 After School Program charge, plus a \$10.00 registration fee if applicable, per child after 2:50 p.m.

Students that walk home from school are supervised by crossing guards or an adult staff member to the end of Gober Avenue in both directions. **Parents cannot park on the side of the school to pick up students as walkers.** If students are a Car Rider, they need to be dismissed with Car Riders. Appropriate paperwork needs to be on file. This is for the safety of the child.

Parents are welcome to stand and wait at the bus port to walk their child home but should remain outside until students are brought out for their dismissal. Please do not bring pets to the school to pick up walkers.

CHANGE OF ADDRESS, TELEPHONE, EMERGENCY INFORMATION, ETC.

If your family has a change of address, phone number or emergency contact info please have the enrolling adult update this information in ParentVue.

CONFERENCES

There will be one scheduled parent/teacher conference during the school year. Conferences will be held during conference week in October. Students will be dismissed at 12:20 p.m. each day. During the conference, teachers will share with the parents the specific skills which the child is working on or has mastered so that parents may have a greater understanding of their child's progress.

We suggest that you prepare a list of questions which you feel are important to understanding your child's role in the overall school program. This list might include:

1. Does my child readily participate in classroom activities?
2. In what subject area is my child strongest? Weakest?
3. How can we help at home?

Remember, if anything is unclear about your child's school activities; please feel free to ask about it.

Offer any information about home background, which you feel, may help the teacher better understand your child. This would include extra-curricular activities, illnesses, emotional, social or other factors at home. Be positive about suggestions, which the teacher may make about your child. Remember that these suggestions are in the best interests of your child. Please don't give excuses as to why your child cannot perform; instead give us suggestions for what we can do as a team to help us work together for the advancement of your child's performance.

****You may request a conference with your child's teacher at any point in the year if you would like to discuss his/her progress.** Make sure you make the request in writing or via email and the teacher will set up a time for a conference. Please do not show up at the school and expect a conference on the spot.**

COUNSELORS

The counseling program at Green Acres benefits students through a variety of classroom guidance activities in addition to counseling services for those students that may be experiencing difficulties with learning or other areas. Our counseling program also serves as an important resource for parents, and we encourage you to let us know if we can be of service.

CUSTODY OF CHILDREN

Please see the CCSD policy at www.cobbk12.org

CTLS PARENT and ParentVUE

All families should have a ParentVUE account set up and check messages in CTLS parents daily for important information from the school.

DISCIPLINE PLAN

Classroom disruption will not be tolerated at Green Acres. The students who exhibit appropriate behavior deserve the right to learn and achieve in an environment free from disruptions and distractions caused by students engaging in inappropriate classroom behaviors.

Classroom Economy ~ How It All Works

Every child will get a Transaction Record book. (If they lose it they must "purchase" it with their credits, or they begin with a negative balance if they have forgotten what their balance was.) When the students enter the room, they begin to earn classroom cash for performing their job as a student. Just as I earn money to teach (although I do love it, I also get compensated for it), the students earn money for getting to school on time, turning in homework, being on task, and performing classroom jobs. They also earn money for proper behavior. In turn, students will also lose money for being off task or neglecting their student duties.

How do the students know how much money they have?

As the students earn money throughout the day, their credits and debits are recorded in their transaction record book. At the beginning of the year, we spend a few math periods going over the ins and outs of the checkbook and how to balance them monthly. Through economy lessons we discuss debits and credits.

It's Pay Day!

The students receive their weekly pay each Friday. At the end of the month, they balance their checkbook and go to the "bank".

Classroom Jobs

The main way students earn classroom cash is by performing Classroom Jobs. There are many different jobs in class, all of which are designed to help the class run more smoothly. Students keep their job for a full month and complete a job application to let the boss know what type of job they are wanting. The salaries earned each week for the jobs depend upon the difficulty and responsibilities of the duty itself.

What Is the Money Used For?

Just as in real life, there are debts to be paid in the classroom. Students must "pay" each month to rent their desk space. They also pay a medical co-pay when needing assistance from the nurse. They are provided with class materials at the start of the year and must use their money to purchase replacement items when needed.

Once a quarter, students visit our classroom store. They can use their money to purchase items within the store. At the end of the year, students participate in an auction with their remaining money. OR...we have a Holiday Store, and End of the Year Store...dependent on what the teacher chooses.

At times, students may be **fined** for inappropriate behavior and suspensions. Students who do not turn in their homework, are misbehaving, or are generally off task, must pay. Students who wish to use the bathroom during instructional time must also pay.

Consequences

1. Verbal Working
2. At teacher discretion student may be taxed
3. Chill out space
4. Parent Contact
5. Contact Administration

Green Acres Standard School Attire & Dress Code-Required for All Students

Shirts: All shirts must have a collar and must be long or short sleeved. Shirts may be the following colors: navy, light blue or white. There may be no patterns, markings, labels or other designs on the shirt. Shirts are to be tucked in at all times.

Pants: Pants may be navy blue or khaki with no pattern, labels or markings. There should be no holes or tears. A belt must be worn if there are belt loops. No jean or denim materials is permitted unless it is a designated "Spirit Day". No leggings, jeggings or skin tight fabric is permitted. Jeans may not be worn as uniform pants.

Shorts: Shorts may be navy blue or khaki only with no pattern, labels or other markings. There should be no holes or tears. A belt must be worn if there are belt loops. No jean, denim, gym, basketball or workout type fabric is permitted. Shorts may not be shorter than 3" above the knee. No cut offs are allowed. All shorts must have a hem.

Skirts/Dresses/Skorts/Jumpers: Skirts, dresses, skorts, or jumpers must be navy blue, khaki or navy plaid. No jean, denim or skin tight material is permitted. Skirts and dresses may not be shorter than 3" above the knee. Navy blue, khaki, or blue plaid jumpers should be worn with standard school attire collared shirt underneath.

Sweaters/Sweatshirts: No hooded sweaters or sweatshirts can be worn during the school day. All sweaters and sweatshirts must be solid colored in blue or white. There may be no patterns, markings, labels or other designs. No pictures, labels or writings may be on the front or back of the sweatshirt or sweater. When wearing a sweater or sweatshirt, a standard school attire shirt must be worn underneath with the collar showing. Sweaters and sweatshirts must be worn right side out.

Shoes: Closed toed shoes and sneakers of any kind are allowed. Boots are permitted. No Heel should be over 1" high. Flip Flops and slides are not allowed. **Sneakers must be worn on PE days. Sandals are not allowed. Shoes with wheels are not permitted.

Socks and stockings/tights: All visible socks, tights, stockings or other foot coverings must be solid and are permitted in the following colors: Blue, black, brown, or white. No other colors are permitted.

Purchasing Standard School Attire: Standard school attire can be purchased at Wal-Mart, Target and other local stores.

Friday Spirit Days: Fridays are designed as Sprit Days at Green Acres. Students may wear a Green Acres Spirit Shirt. These t-shirts may be ordered through the PTA. Order forms will be in the front office at Green Acres.

**Standard School Attire is required for all students that attend Green Acres. If a student comes to school wearing clothing outside of the standard attire the school will either provide clothes or call the parent to bring the appropriate clothes to the school.

EMERGENCIES

Should there be an emergency and you need to pick up your child, come by the school office to sign your child out. Please be prepared to show identification. DO NOT go directly to the classroom for students, as

the teacher will not release them. Your child's protection is our concern, and we appreciate your cooperation in following this procedure.

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." This is quoted from the Cobb County Board of Education Policy Manual. We feel there is a definite place for this educational experience in the program at Green Acres. The principal will approve only those trips, which can be shown to have a direct and meaningful relationship to the curriculum. Donations are solicited to cover expenses. While no child is denied these experiences, failure to receive sufficient funding may result in cancellation of the trip.

"FORGOTTEN ITEMS"

If your child forgets to bring an item he or she needs at school, please bring the item to the office, not the classroom. We will deliver it to the student or have the student come to the office for it.

FUNDRAISING ACTIVITIES

All fundraising activities involving students must have the approval of the Cobb County Board of Education. The PTA will be sponsoring several fundraisers this school year. The money is used for instructional materials and incentives for students and staff members.

GUM

The chewing of gum at Green Acres is not permitted.

HEALTH CERTIFICATE

An Immunization (Form 3231) certificate will serve as a means of documenting the immunization status for children who will be admitted to any facility or school in Georgia for the first time on or after August 1. Students will not be permitted to enroll in a Cobb County school without the required immunization forms. If any forms expire, the parent is responsible for giving a new form to the school. Students with expired immunizations may be withdrawn from school without prompt attention by the parent/custodian.

A certificate of Ear/Eye/Dental Examination (Georgia Form 3300) is also required. Both certificates can be obtained at the Health Department. A hearing and vision screening will be administered in 1st and 4th grades by Green Acres' staff in the first semester.

HOMEWORK

Homework is assigned to benefit the student in the following ways: skills practice, review, reference work, and special projects or reports. It also trains a child in good work habits, promotes responsibility, and affords the opportunity for an increase in self-direction. Another goal of homework is to help a student learn to budget time. The amount and type of homework assigned is determined by the needs of the individual student. Please notify the teacher if your child's assignments do not appear appropriate.

The National PTA suggests the following limits for homework assigned at the elementary level:

- 10 Minutes a night for first grade.
- 20 Minutes a night for second grade.
- 30 Minutes a night for third grade.
- 40 Minutes a night for fourth grade.
- 50 Minutes a night for fifth grade.

This work is in addition to required reading time as well.

The limits above are suggested as maximums and should not be interpreted as daily requirements.

Parents can assist by reading library books with their children, calling out spelling words, drilling on basic math facts, assisting with big projects and reports, and checking over completed work to see how and what their child is doing. Parents can also help with homework by providing the right atmosphere for studying.

This includes:(1) Limiting TV viewing; (2) providing a good work area with good lighting and a desk or table on which to work; (3) having reference materials and dictionary accessible; (4) maintaining peace and quiet; and (5) agreeing on regularly scheduled “homework time.” Homework is one of the closest ties we can have between the school and the home.

**** Specific Grade Level Requirements for homework policies will be sent home at the beginning of the school year. ****

INSTRUCTIONAL TIME

The cooperative goal of home and school is to provide the best educational experience possible. Therefore, we solicit your cooperation in guarding valuable instructional time. We welcome parent volunteers and would love your support in the classroom. However, the instructional time is not the time to discuss your child’s progress. You may request a conference regarding your child’s progress at any time during the year. We want to ensure instructional time is maximized and that information regarding your child’s progress is kept confidential.

If a teacher conference is needed, please call or email the teacher. Teachers must be in the classrooms by 7:15 a.m. ready to receive students; therefore, we ask that conferences be scheduled accordingly and teacher will respond to emails and call after school or during their planning time.

LOST AND FOUND

We suggest that you stamp or sew your child’s name in the clothing he/she wears to school. The school will hold lost clothing and articles only a reasonable length of time, after which it will be given to a charitable organization. You may come and look over the collection at any time. To look through the lost and found please ring the bell at the front office and be prepared to show your ID. Our Lost and found is located in the Front Office Area.

LUNCHES

A nutritious and attractive lunch is served daily at Green Acres. All students are required to eat whether they buy lunch or bring it from home.

Please arrange for your child to have a lunch or lunch money each day. All Families must fill out the Family meal application. Your student can ask the cashier how much credit is on his/her account, or you can call our Café Manager at (678) 842-6906 to check the balance. If a student does not have a lunch or lunch money, he/she must contact their parents before 8:30 a.m. to bring the forgotten money. **NO LUNCH CHARGES WILL BE PERMITTED.**

Milk (whole, low-fat, skim, and chocolate) and juice is served with lunch. If your child has milk allergies, a written note from your physician is required to enable them to drink water. If you desire your child to drink something besides milk with his/her lunch, you may send water, juice, etc. in a container.

****Carbonated beverages (coke, sprite, etc.) and food from outside restaurants, including fast food restaurants may not be brought into school.****

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.

- Kindergarten through primary students will be allowed to check out one book at a time and return it for another as quickly as it has been read.
- Intermediate students will be allowed to check out two books at a time.
- Books will be circulated for a maximum of two weeks.
- There will be no late fine; however, children will not be allowed to check out additional books until overdue books are returned or paid for if lost.
- The student must purchase books, which are damaged beyond their repair through neglect or deliberate misuse.

MOMENT OF SILENCE

During the school year, Georgia's Public school students will be afforded the opportunity for a moment of silence at the beginning of the school day. Code Section 20-2-1050 of the Official Code of Georgia provides that "each public school classroom, the teacher in charge shall at the opening of school upon every school day, conduct a brief period of quiet reflection for not more than 60 seconds with the participation of all students therein assembled." The moment of quiet reflection is not intended to be and shall not be conducted as a religious service, but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day.

PARTIES/CELEBRATIONS

The Cobb County Board of Education Policy stipulates only one party is allowed each year. That party is held just prior to winter holidays. **Student birthday celebrations are not allowed. This includes the distribution of party invitations.**

****No outside food should be brought in including cupcakes and cakes.****

Balloons, flower bouquets or presents **cannot** be delivered or brought to students at school. This policy has been made due to concerns regarding the disruption of class and/or dangerous conditions on the bus caused by the student's possession of these items.

PERFORMING ARTS

A Performing Arts Program, usually held at the school, is provided for all Cobb County students. They will see a variety of cultural programs throughout the school year. A donation amount from parents covers the transportation and programs.

PERSONAL ITEMS

Students are not to bring any personal playthings, novelties, pets, equipment, etc., to school unless given permission by a member of the staff. Please do not let your child bring Tablets, Gameboys, PS3, cell phones with games, MP3 players, cameras, etc. These items should remain at home. **If a student has a cell phone to check in with parents after-school, it must be turned off and remain in the student's book bag during his/her time at school. School personnel is not responsible for electronics that students lose or misplace. (i.e. Cell phones, tablets, etc.) If students need to call a parent due to illness or transportation questions the student must come to the front office to use a school phone.**

If items are out during the school day, they will be collected and turned into the office, and a parent will have to come pick up the items.

PHYSICAL EDUCATION PROGRAM

Physical education is an essential part of the educational curriculum of the Cobb County School System. Every student in kindergarten through the fifth grade participates in this program. Elementary students should be appropriately dressed to participate in such activities as gymnastics and tumbling without embarrassment. **Students must wear non-skid tennis shoes on PE days.** No cleated shoes, rubber or otherwise, may be worn to school. The skills and activities which are stressed in physical education are body management skills, manipulative skills (ball handling skills), rhythmic activities, locomotor skills and fitness skills. The child's teacher cannot excuse him/her from PE class.

Student must present a written excuse to the physical education teacher in order to be excused from physical education. If a student is to be excused from physical education for more than three days, a letter from the student's doctor is required stating the duration of the limitation of physical activity.

PICTURES

Individual pictures will be taken in the fall on a prepaid basis. Class and individual pictures will be taken in the spring, and are also required to be prepaid. All profits from school pictures are used to purchase additional materials, supplies and educational equipment for the school. Information will be sent home prior to scheduled picture days.

RECORDS

In the case of transfers, records will be forwarded when requested by the child's new school. Please notify Green Aces at least two days in advance of a move so the paperwork can be completed.

REGISTRATION

Registration for new students is online. Each year parents will be reminded to update student information in ParentVue.

REPORTING PROCEDURES

Elementary report cards can be viewed in ParentVue every nine weeks for Kindergarten through fifth grade.

SCHOOL CLOSING

When the Cobb County School System is going to be closed because of inclement weather, the decision for closing schools is usually made and given to the local 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. If a decision to close is made during the working hours of the school day, the statement will be given to the media and posted on the Cobb County School System website. An inclement weather form must be completed so that the school can follow your instructions in case of early closing. **The school will not be able to call parents in this situation.**

SCHOOL INSURANCE

School accident insurance will be available to students at the beginning of the school year. Specific information will be sent to you.

STUDENT HOLIDAYS

Please visit www.cobbk12.org to review all school holidays and early release days.

STUDENT USE OF PERSONAL COMMUNICATIONS/ELECTRONIC DEVICES

Students shall not use, display, or turn on communication beepers, cell phones, video phones, or electronic devices during the school day, lunch, breakfast or on the bus. **(Level 1 Discipline)** Students shall not use personal technology resources to distribute or display inappropriate material. Inappropriate material does not serve an instructional or educational purpose and includes but is not limited to the following:

- Profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, pornographic or threatening;
- Advocates illegal or dangerous acts;
- Causes disruption to the District, its employees or students;
- Advocates violence;
- Contains knowingly false, recklessly false, or defamatory information; or is otherwise harmful to minors as defined by the Children's internet protection act.

Students shall not use personal technology devices to access chat rooms/social networking sites such as Facebook, Twitter, Instagram or Snapchat during the regular school day for non-instructional purposes and without the express permission of the teacher. **(Level 1-2 Discipline)**

Students shall not use audio or visual recording devices without the permission of a school administrator or as permitted by Administrative Rule JG (1)-R (Monitoring-Recording Staff and Students). This includes, but is not limited to, using recording devices to video, photograph or record misbehaviors or to violate the privacy of others. **(Level 1-3 Discipline)**

TARDIES

School begins PROMPTLY at 7:50 am. A child who is tardy loses valuable instructional time and disrupts the class routine. If your child must be tardy, the parent MUST accompany the child to the office to sign them in. Please remember you must park in a parking space and not in front of the curb. We encourage you to take advantage of the free bus service provided by the Cobb County School District. This will ensure that your child is not marked tardy.

TELEPHONE MESSAGES/PARENT/TEACHER COMMUNICATION

Please be sure your child has all the instructions and necessary materials for the day prior to leaving for school. Outgoing calls by students must be approved. Teachers cannot take phone calls during instructional time; however, the secretary will relay any messages to the teachers. We also encourage you to email your child's teacher to share concerns and maintain open lines of communication.

TRANSPORTATION

Any changes in your child's end of the school day transportation routine **MUST BE IN WRITING**; therefore, **changes cannot be accepted over the phone**. The school has a fax machine (678)842-6907, and can accept changes in this manner **only from the parent or guardian of the student**.

**** TRANSPORTATION CHANGES MUST BE MADE IN WRITING PRIOR TO 1:45 PM UNLESS AN EMERGENCY ARISES. ****

On the Cobb County Early Release Days during Conference Week, dismissal changes will not be accepted after 11:45 a.m. This is for the safety of your child and to ensure the messages get to the classroom teachers.

Children who ride buses are to ride only the bus to which they have been assigned and must board and depart at their assigned stop. **A student is to ride their assigned bus unless written communication is received from the parent stating the exact change of transportation (i.e., riding a different bus, getting off**

at a different stop, stay for ASP, etc.). Good behavior is expected at the bus stop and on the buses and children who cause disturbances will be suspended from riding the bus. Transportation changes must be approved by administration.

TRESPASSING

No trespassing by unauthorized persons during and after school hours. No one allowed on school property between the hours of 6:00pm and 6:00am. Violators will be prosecuted.

TUTORING

Cobb County Board of Education policy does not permit a teacher to tutor students from their classes for compensation. This could be considered a conflict of interest.

VANDALISM

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

VISITING

ALL VISITORS MUST SIGN-IN IN THE FRONT OFFICE AND RECEIVE A VISITOR'S PASS. Classes start at 7:50 and all students should be in their classroom and parents should be signed out by 7:50. In order for instructional time to be maximized parents will need to set up appointments with teachers and staff for meetings. In addition, Parents must schedule and obtain prior approval from administration before visiting a class for observation purposes. A specific length of time will be predetermined for the observation.

WITHDRAWAL PROCEDURE

When a student is going to withdraw from school, the parent must come in to the office and complete a Cobb County Withdrawal Form at least **24 hours in advance of the student's last day.** This advance notice is required to allow time for the clerk to process the paperwork your student will need when enrolling in their new school. (Any student with 10 consecutive days of unexplained absence will be automatically withdrawn from school).

NOTE: Please discuss the appropriate items of this booklet with your children. Understanding these items will help make their school experiences more meaningful and pleasant.

FINAL NOTE: CCSD POLICIES

All student policies are available for review on the Cobb County School District Website. www.cobbk12.org

COBB COUNTY BOARD OF EDUCATION

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