

Shallowford Falls Parent Handbook

2022-2023



Welcome to the 2022-2023 school year! We are excited to work together as Team Fox to provide the best possible learning experience for your child. This guide will provide information on a variety of topics, listed in alphabetical order.

ABSENCES

We recognize that students will be absent from time to time. Please see the CCSD policy regarding absences found at <https://www.cobbk12.org/page/6380/section-j>. In order for a student to be counted as present, he/she must attend school for ½ of the school day. Students checking out prior to 11:00 or checking in after 11:00 will be counted absent.

ARRIVAL

Students may enter the building each day starting at 7:15 AM. Please do not leave your student unattended prior to 7:15. Students arriving by car after 7:50 must be signed in by a parent and will be marked as tardy. Arriving on time each day helps ensure your students start the day in a positive manner. We ask that parents do not walk students to their classrooms so that we can build student independence. Staff is always available to help students get to class if needed.

ASP

The After-School Program (ASP) is offered daily from 2:30-6:00 PM for a fee of \$10 per day. A \$20 registration fee per student will be due prior to the first stay. Registration and payments are made through Eleyo which is accessed through ParentVue. The enrolling adult must complete the registration. Activities during ASP include snack, homework time, outside play, and other age-appropriate games, crafts, etc.

ASSESSMENT

Teachers use frequent and ongoing assessments (formal and informal) to monitor student progress toward standards and to adjust instruction. Students in grades 1, 3, 4, and 5 will participate in one or more standardized tests this year. Specific information about these tests will be sent to parents prior to testing.

BACKPACKS

Please ensure your child always brings a suitable-sized backpack for transporting homework, books, snacks, etc. Backpacks should be clearly labeled with your child's first and last name.

BIRTHDAYS

We understand that birthdays are special. Please adhere to the following guidelines for school celebrations:

- Small, individual treats may be sent in with your child to share during lunch or you may purchase items from the café. Any food items must be store bought. Please coordinate this with the teacher prior to sending, as they are aware of student dietary concerns.
- No balloons, candles, outside fast food or party favors.
- If you wish to have your child hand out party invitations at school, all students in the class must receive an invitation.

BREAKFAST Breakfast will be offered again this year for a cost of \$1.75. Students planning to eat breakfast at school should go straight to the cafeteria (before going to the classroom) when they arrive. Car riders wishing to eat school breakfast must arrive no later than 7:30 am.

Morning Car Line: Students may begin exiting cars at 7:15. Staff members will be present to supervise students. All students should be able to exit the car independently. We ask that parents remain in the car and follow the car line traffic pattern. We can keep the line moving quickly if students are ready to exit the car as soon as you stop at the designated drop off location. Please do not drop your child off at the bus loop as this causes safety concerns.

CAR RIDERS Afternoon Car Line: We will begin calling students around 2:18 each day. The SFE car tag should be clearly displayed on your dashboard or rearview mirror. If walking to school for pick up, please stay in the designated pick up area, and be sure to bring your car rider tag. If you drive a car into the parking lot for pick up, please follow the line of traffic. Parents may not turn into the parking lot instead of circling around the drive. Only parents who walk to the school may utilize the “walk-up” option. Please be mindful of our surrounding neighborhoods and do not block the entrances of our SFE neighbors.

Parents without a car rider tag will be required to park and go to the office with a valid ID. Car rider tags will be available at Sneak-a-Peek or from the front office throughout the year.

*If you need to assist your student with buckling/unbuckling, please park in a parking space.

CLINIC Our school clinic is staffed by a licensed nurse from 7:30-2:45 each day. Our nurse can treat students for minor injuries, assess for illness, and administer routine medications.

CLASSROOM COMMUNICATION Teachers will send weekly newsletters home each Friday by 5:00 PM via CTLS Parent. Newsletters will include details about current academics, upcoming special events, and other important information. Please be sure to read this each week.

CTLS Parent Please be sure to download the CTLS Parent app. This is how schoolwide and classroom communication will be delivered.

DISMISSAL CHANGES All dismissal changes must be made using the Change of Transportation Form prior to 1:45 PM (form link found at the bottom of screen when you visit

<https://www.cobbk12.org/shallowfordfalls/page/3861/arrival-dismissal-and-carpool-procedures>). Please do NOT send an email to your child's teacher regarding transportation changes. Teachers may be absent or unable to check email before dismissal. The only transportation change that can be made by phone call to the office is a change to ASP. If no Change of Transportation form is received, your child will be sent home by his/her usual method of transportation. This is for the safety of all the children.

DRESS CODE

Students should come to school in clothes appropriate for a classroom setting. We recommend closed-toe shoes and clothing that is comfortable and appropriate for the playground, PE, Art, STEM Lab, and a variety of learning environments. We advise that your child dresses in layers during the winter months. Please label all outdoor clothing with your child's name.

EARLY CHECKOUT/ LATE CHECK-IN

If you need to check your student out prior to dismissal, please come into the office with a valid ID. All early checkouts must take place before 1:45 pm. Only individuals listed in ParentVue as a "release to" contact are able to sign a child out. The enrolling adult (the person who filled out the registration) may grant "release to" permission within ParentVue for other adults.

When signing in late, please park in a designated parking space and walk your student into the office.

EMERGENCY CLOSING

Emergency closings and delayed openings are broadcast on major radio and television stations. If an emergency occurs during the day, information will be announced through radio, television, CCSD website, CCSD Mobile Alerts and email/CTLS Parent (time permitting). Due to time constraints during an emergency release, individual phone calls to parents cannot be made and SFE will follow your directions on your child's Inclement Weather Form. Please keep your copy of this form easily accessible (keeping a picture of it on your phone is a great option!) When school is closed/cancelled, ASP is closed/cancelled.

EMERGENCY DRILLS

Emergency drills (fire, tornado and lockdown/Code Red) are held throughout the year. All students will participate and are expected to follow safety procedures.

EVENTS

Information about school events will be shared via the school website, the classroom weekly newsletter and the Quick as a Fox newsletter.

FAST CLUBS

FAST clubs are offered at SFE. Information will be available at New Year Orientation and through the SFE Foundation website.

HOMEWORK

Teachers will provide a reasonable amount of homework throughout the year. Homework assignments will be purposeful and should be limited to 20 minutes per day for grades K-2 and 40 minutes per day for grades 3-5. Reading may be assigned for an additional 20 minutes per

day. No homework is assigned on Wednesdays or weekends. Per CCSD Policy, homework will not be graded, but may be used to determine proficiency with “Work/Study Habits” portion of the report card.

LOST AND FOUND

Lost and Found items will be placed in the designated area inside the gym. Please be sure to label ALL items (jackets, water bottles, lunch boxes, etc.) with your student’s name.

LUNCH

All classes will have a 30-minute lunch in the cafeteria. Students may eat a school lunch for \$3.25 or bring lunch from home. A monthly lunch menu can be found on the CCSD website <https://www.cobbk12.org/foodservices/page/35131/menus>. If sending a lunch from home, it’s helpful to practice opening any food packages and containers with your child.

LUNCH VISITORS

We use the first few weeks of school to establish routines and procedures in the cafeteria. We will communicate with parents when we are ready to welcome lunch visitors.

MEDICATION

All medications must be checked in by a parent through the Clinic. Children may not bring medications for check in on the bus. All medications must be in their original containers and labeled with your child’s name. Please contact Nurse Sue Ann with questions about medication at school.

PARENT MEETINGS

Parent conferences, RTI meetings and IEP meetings will be scheduled either face to face or virtual. Parents may request either setting.

PARENT VOLUNTEERS

Volunteers that support instruction will be pre-arranged through the classroom teacher, PTA and/or Foundation.

RECESS

Students will continue to have a 15-minute recess each day. Teachers will provide movement and “brain breaks” throughout the day.

REPORT CARDS

All students receive report cards each nine weeks. The first report card will be distributed during your Parent-Teacher Conference in October. Kindergarten through third grade have a standards-based report card, and fourth and fifth grades receive letter grades. Report cards for Quarters 2, 3, and 4 will be available digitally through ParentVue.

RECORDS REQUEST

If you are requesting your student’s records for a doctor, tutor, etc., please be aware that there is a Request for Confidential Records form that must be completed and given to the front office. Once we receive that completed form, teachers and staff have, by state law, 30 days to complete the necessary assessments and paperwork. Please plan ahead if you need records for an upcoming appointment or application deadline, as it takes quite a bit of time for a teacher to fill out the paperwork accurately.

SPECIAL CLASSES	<p>Specials classes are provided to all students. Art, PE, Music and STEM are scheduled during the specials time. Please ensure that your child wears tennis shoes on PE days. Students attend classes with the Learning Commons teacher and the Guidance Counselor on a regular basis on a rotating schedule.</p>
TECHNOLOGY	<p>One-to-one classroom laptops are available for use by each student during the school day. These devices will remain at school. Any technology brought from home should remain in student backpacks. SFE is not responsible for technology brought from home.</p>
TRANSPORTATION	<p>Students may ride the bus (if living within the SFE attendance zone), walk, ride a bike, or ride in a car to/from school. When utilizing the car rider line, please follow the guidelines listed in the “Car Riders” section of this handbook. We highly recommend the school bus if your child is able to ride.</p>
WASTE-FREE WEDNESDAYS	<p>As part of Shallowford Falls’ commitment to being a Green School, we encourage students to bring waste-free snacks and lunch items on Wednesdays.</p>
WATER	<p>Refillable water bottle stations are available for student use. Please be sure your student brings a water bottle each day. All water bottles should be labeled with the student’s first and last name.</p>