

# **Student Handbook 2023-2024**



**ACWORTH ELEMENTARY SCHOOL**

**4220 Cantrell Road, Acworth, GA 30101**

**(770) 975-6600**

**Fax (770) 975-6602**

**[www.cobbk12.org/Acworth](http://www.cobbk12.org/Acworth)**

**Mission Statement:**

*One Team, One Goal, Acworth Success*

**Vision Statement:**

*Our vision is to continue the tradition of excellence in our community.*



The policies in this handbook are a concerted effort by the faculty, administration, and school district. This information has been carefully prepared and presented so that you and your child may know and fully understand the policies and practices of Acworth Elementary. Please feel free to contact the school if you need further information.

# ABC of Acworth

## A

### **ABSENCES:**

When a student is absent, he/she must provide a written excuse and/or a doctor's note within 3 days of returning to school. This information can be emailed to [acworthsupport@cobbk12.org](mailto:acworthsupport@cobbk12.org). Please include the following information:

1. Child's name
2. Teacher's name
3. Date(s) of absence
4. Reason for absence
5. Parent's signature

State law governs excused absences. If a child needs to be out for an extended time, please notify the teacher and the school registrar. Please make every effort to schedule medical and dental appointments after school hours to avoid interruption of the instructional program. A computer-generated call will occur each day your child is absent or tardy. Please call the school office if you receive this call in error.

If a child comes to school after 11:10 a.m. or leaves before 11:10 a.m., he/she will be counted absent. A child must be here for a minimum of half the school day to be considered present.

Attendance Referral Process: Per Cobb County School District Policy JB-R

- Three (3) unexcused absences: Teachers will communicate with parents regarding student attendance via e-mail, phone, or parent conference.
- Five (5) unexcused absences: A school-generated letter will be sent to the parents.
- Seven (7) unexcused absences: A school social work referral will be generated by the principal or principal designee listing specific school-based interventions (phone calls, letters, conferences, etc.) that have occurred before making the referral.

Please note: The principal may ask for additional medical or other documentation to verify that absences are excused, particularly when more than three (3) absences have accumulated during the semester.

- Excessive absences: As required by Georgia law, the district will participate in a Student Attendance and School Climate Committee and will address excessive absences as discussed in the Student Attendance Protocol (Form JB-5).

### **ADMISSION:**

All children entering a Georgia school for the first time must present an original copy of their Certificate of Birth, a Georgia Certificate of Immunization (form 3231), and a Certificate of Dental Health/Vision/Hearing/Nutrition Screening (form 3300). Every family must provide verification that they currently reside within the Acworth ES area and the registering parent needs to present a valid photo ID. If available, the child's social security card should be presented as well.

### **TO REGISTER YOUR CHILD:**

Step One: Go to: [olr.cobbk12.org](http://olr.cobbk12.org)

Step Two: Complete Online Registration

\*You can register using most internet-enabled devices

Our goal is to register your student efficiently and effortlessly through this safe and secure system. The enrolling adult can register all students in their family at one time. This tool will provide the convenience of entering information with the ability to save the work for later completion.

If you have a current Cobb County student, you will need to use your ParentVue account to register additional new students. Current families that do not have a ParentVue account will create a new account in the On-Line Registration Portal. The username and password you create will be your login information for Parentvue after registration is complete.

After you have completed the Online Registration form, all documents must be uploaded as part of the registration process.

### **Documents Needed for Registration:**

- Certificate of Immunization (Form #3231)
- Certificate of Vision, Hearing, Dental, and Nutritional Screening (Form #3300) which is available from physicians or the Cobb County Health Department.
  - Form #3300 must be dated within 12 months of the first day of school.
- Proof of birth: A certified copy of a Birth Certificate, Military ID, Passport, Adoption Record, a religious record authorized by a religious official, an official school transcript, or a sworn statement of age.
- Social Security Card or Cobb County School District Waiver Form JBC-4. The social security number will be required by the state for students applying for the HOPE scholarship.
- Two (2) proofs of residency (one of each) Homeownership documentation or lease/rental agreement; and current utility monthly statement.

### **ADVANCED CONTENT CLASSES**

Advanced Content courses are offered in Reading/ELA and Mathematics in 4<sup>th</sup> and 5<sup>th</sup> grade. Mathematics, Reading/ ELA (English Language Arts) extension, and enrichment activities are provided to allow the students to dive deeper into a standard.

### **AFTER-SCHOOL PROGRAM (ASP)**

The After School Program (ASP) provides a safe, fun, and nurturing environment for the care of AES students from after school until 6:00 PM each day school is in session, including early release days. Below is valuable information to help you register your child for the ASP program.

### **ENROLLING ADULT**

You must be the enrolling adult as defined by CCSD (Cobb County School District) to enroll your child in ASP. The Enrolling Adult as defined by Cobb County School District Policy is the parent/guardian with whom the student resides and who enrolled the student in school. Contracts submitted by anyone other than the Enrolling Adult will not be accepted.

### **SET UP AN ELEYO ACCOUNT AND CREATE CHILD(REN) CONTRACT**

The Cobb County School District utilizes the Eleyo Childcare Management software for the administration of the After School Program. If an Eleyo account has not previously been set up, the enrolling adult will set this up. After setting up your account, the enrolling adult will need to create a new contract for each child attending ASP for the year.

To set up an account and create a new contract, please visit <https://cobbk12.ce.eleyo.com/>

### **ASP TERMS AND CONDITIONS**

The program requires an annual \$20 registration fee, and it charges \$10 per student each day. All students staying for ASP must have a minimum of a \$10 credit on their account to be eligible to attend that day. Payments must be pre-paid, CASH ONLY, or paid through the ELEVO system.

### **QUESTIONS**

For questions related to ASP, please contact Ms. Swader, our school assistant principal, [Stacey.swader@cobbk12.org](mailto:Stacey.swader@cobbk12.org)

### **ASP PICKUP**

ASP pickup is in the back of the building through the bus port entrance.

Please note: ASP does not operate on any day the students are not in school, including school closings or early closings due to inclement weather.

**AGENDAS:** An agenda has been provided for each student. Please use this agenda to communicate with your child and his/her teacher daily. Your child should be writing homework assignments, projects, reports, and/or test information in the agenda every day. You may also use the agenda to send in notes for the teacher including transportation changes.



**BACKPACKS:** For safety reasons, rolling backpacks are not permitted. Please help your child to minimize the number of objects hanging from his/her backpack, as these can get caught on door frames or the bus door. Also, regularly check backpacks for excess books/letters/materials sent home from the school or teacher. Students should not be carrying heavy backpacks.

**BALLOONS AND FLORAL BOUQUETS:** Balloons and flower bouquets cannot be delivered to students at school. Both are distracting to the educational environment and are not allowed on the bus.

**BUS CONDUCT RULES:** Parents and students need to realize that riding the school bus is a privilege that can be taken away if student behavior is inappropriate or becomes a safety issue. Parents, please help us keep your child safe by discussing these important safety rules.

- Students should always show proper respect to the driver and obey all driver instructions.
- Objectionable or dangerous objects are not permitted on the bus.
- Tobacco, drugs, alcohol, weapons, and weapon look-alikes are prohibited on the bus.
- Students will always keep their arms and heads inside the bus.
- Nothing is to be thrown in, out, or from the bus.
- The use of obscene language or gestures is forbidden.
- Willful destruction or defacing of school property is prohibited.
- Fighting or physical play is prohibited on the bus.
- Unnecessary noise is prohibited on the bus.
- Food, gum, or drinks cannot be consumed while on the bus.
- Drivers are required to assign seats to elementary and middle school students.
- Students must always remain seated.
- Students must remain quiet at railroad crossings.
- When crossing a street is necessary, students will wait for the driver to signal to cross the street and then cross in front of the bus in full view of the driver.
- The emergency door, windows, and hatches are to be used only in the direction(s) of the bus driver.
- Students are to be at the bus stop at the scheduled time and are to wait in an orderly manner. The bus is not considered late until 5 minutes past the scheduled time.
- Students who fail to respond to the direction(s) of the bus driver will be reported to the school principal or assistant principal who can deny the student the privilege of riding the bus.
- Students should not operate the doors or stop the arm of the school bus.
- Students must be behind the guardrail or white line while the bus is in motion.
- Backpacks must be placed on the floor in front of each student on the bus.
- Cell phones and technology devices should not be on or used while on the school bus.



### **CAR RIDER PROCEDURES:**

Our car rider line is at the front of the school next to the overhang. Morning drop-off begins at 7:15 am. There will be staff available to assist your child in exiting the car. For safety reasons, students can only be dropped off at the front of the school and not at any other entrance. The back parking lot is reserved for school bus loading and unloading.

Dismissal begins at 2:20 on regular school days and 12:30 on early release days. If you are picking your child up through carpool, you must have an Acworth ES carpool tag. Please have this tag hanging from your car's rearview mirror. Students not picked up by the end of dismissal will be checked into ASP. You will be required to pay the daily fee plus registration per child if not previously registered. If you need an Acworth ES car tag, please visit the front office.

### **CHANGES IN TRANSPORTATION:**

Parents need to provide notification to the school in writing when a child's transportation at dismissal is changed. For safety reasons, we cannot take transportation changes over the phone. Plans for how a child will be leaving school should be made ahead of time and notes sent with the child that morning. The latest we can make changes is 1:45 p.m. If you have several children, notes should be sent to each of your children's teachers.

### **CHECKOUT of STUDENTS**

Student checkouts must be completed by 1:45 p.m. on regular school days and 11:45 am. on early release days. The 1:45 p.m. deadline must be enforced as the front office staff begins dismissal procedures at 2:00 p.m. Various reports are run which need to be distributed before 2:00 p.m. Identification will be checked for all student dismissals. Students will be released only to those authorized in ParentVue.

### **CHILD ABUSE/NEGLECT:**

Please be aware that the laws of the State of Georgia designate educators and school volunteers as state-mandated reporters in the event of suspected child abuse or neglect. All staff members of CCSD and school volunteers are held legally accountable for failing to make such reports and are protected against legal consequences. If abuse is suspected, a formal report will be made to the Department of Family and Children's Services. Parents do not have to be informed before a referral is made or the student is questioned.

**CLINIC:**

The clinic exists for treating minor cuts and bruises and to confirm a child's illness. Children are not allowed to attend school if they have thrown up or have had a fever during the previous 24 hours. The child must be symptom-free for 24 hours without medication. The school will contact you if your child is sick or has a fever and needs to be picked up. Cobb County Board of Education policy JGC-R (6) requires that any student having a low-grade temperature of 99.5 to 100.9 degrees when other symptoms such as cough, sore throat, headache, etc., are present, or with a temperature of 101 with no symptoms will be sent home immediately. The child will be released only to authorized persons on the registration and clinic cards, so be sure to list the names of anyone you might ask to pick up your child from the clinic. The clinic is open from 7:15 a.m. – 2:10 p.m.

**CLUBS:**

We may have various clubs that meet during ASP such as Sports Club, Garden Club, Chorus, DDP, and Science Olympiad. Students who participate in clubs must be registered for ASP and pre-pay the daily rate. Information will come home specific to those clubs at the appropriate time.

**COBB COUNTY SCHOOL BOARD POLICIES:**

CCSD policies are mentioned in this handbook. The complete collection of policies can be accessed by going to [cobbk12.org](http://cobbk12.org). Click on the “Board” tab at the top of the page, then click on “Policies & Rules” on the left sidebar. Section “I” refers to instructional policies. Section “J” refers to student policies.

**COBB VIRTUAL LIBRARY:**

Did you know that your family can access a multitude of resources from home? Check out the Cobb Virtual Library. Your child will be given a password for your family to use. Check out the site at [Cobb Digital Library \(cobbk12.org\)](http://Cobb Digital Library (cobbk12.org))

**COMMUNICATION DEVICES:**

Students are allowed to bring cell phones to school, but they must remain turned off during the school day and on the buses. Cell phones/smart watches must remain in the student's backpack while at school. Cell phones/smart watches run the risk of being lost or stolen at school. They may also be a cause for disruption of instruction. It is highly recommended that cell phones/smart watches stay at home.

**CONDUCT:**

Acworth ES students should always conduct themselves per the CCSD policies for student behavior. (Please refer to the discipline section).

**CONFERENCES WITH TEACHERS:**



Please contact the teacher via CTLS (Cobb Teaching and Learning System) to request a virtual or in-person meeting.

### **COUNSELORS:**

We are fortunate to have two counselors on staff. Mr. Cyrus Zareie and Mrs. Dawn Haskett. They provide classroom guidance, facilitate small groups, work with individual students, and meet with parents and teachers as needed. If your family or child is experiencing difficulties, please contact one of our Counselors.

Mr. Zareie can be reached at 770-975-6600 ext. 048 or [Cyrus.Zareie@cobbk12.org](mailto:Cyrus.Zareie@cobbk12.org)

Ms. Haskett can be reached at 770-975-6600 ext. 037 or at [Dawn.Haskett@cobbk12.org](mailto:Dawn.Haskett@cobbk12.org)

### **CTLS PARENT:**

All District and local school communication will be through CTLS Parent. If you do not have access to CTLS Parent, please contact [Latoya.Houston@cobbk12.org](mailto:Latoya.Houston@cobbk12.org) to ensure you are connected to important district and Acworth Elementary information.

### **CUSTODY OF CHILDREN:**

If there is a concern about child custody, be sure to provide the school with a copy of the Court Order directing custody. The parent or guardian registering the child should make sure that all those who can legally pick up the child in case of emergency are listed in ParentVue.



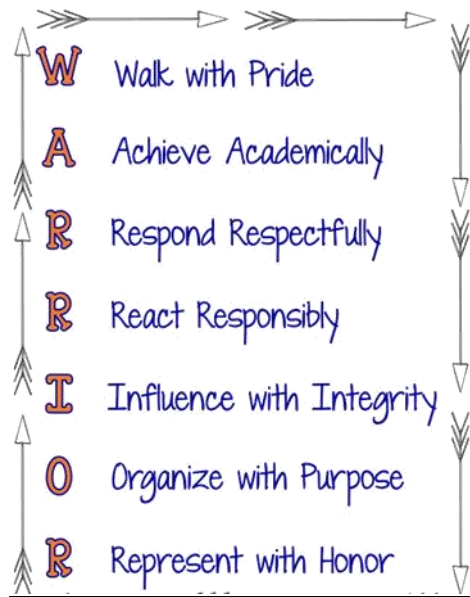
### **DAMAGE OR THEFT OF SCHOOL PROPERTY:**

When damage or theft of school property by a student occurs, parents and/or students are responsible for paying for the damage or lost property. Please see CCSD school policy JCD-R, Paragraph T.

### **DISCIPLINE:**

At Acworth, we follow the “Warrior Way” (See below). We believe establishing and building positive relationships with students is the key to creating an atmosphere of care based on kindness with firmness, dignity, and respect. A student’s chance of learning will be enhanced in a classroom with discipline and order. Each teacher has a positive behavior model in place. The teacher will communicate this model to every student and share it with parents. Teachers will teach explicit Warrior Way expectations during our “Warrior Wednesdays.” Parents will receive

our “Warrior Way” CTLS message on Wednesday mornings to help reinforce what is being taught at school.



### **DRESS CODE:**

Cobb County School District police JCDB-R encourages all students to observe a standard of grooming and dress consistent with the level of formality of the school situation.

All students 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 of school functions.

**MINIMUM STANDARD OF DRESS:** All students shall maintain the following minimum standard of dress:

1. Appropriate shoes shall be worn. No shoes without backs are allowed. Gym shoes should be worn during PE.
2. Midribs shall be covered.
3. Appropriate undergarments shall be worn and may not be visible.
4. Strapless garments shall be worn with a jacket.
5. Tank tops shall be worn with a jacket.
6. School-appropriate shorts may be worn. Shorts need to be at least halfway down the upper thigh in length.

7. 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.
8. 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.

Students dressed inappropriately or against the dress code will be required to call home to have someone bring them the appropriate wear to return to class.

### **DRUGS:**

CCSD campuses are Drug-Free. See CCSD policies on drugs Please refer to policy JCD-R, Paragraph A: JCDA, GAMA-R, and GAGC-1.



### **EARLY DISMISSAL DUE TO INCLEMENT WEATHER:**

Occasionally, it becomes necessary to dismiss school early due to inclement weather. When this inclement weather is pending, please listen to radio, television, Facebook, or Twitter for dismissal information. You may also look at the CCSD website at [www.Cobbk12.org](http://www.Cobbk12.org). Parents can now sign-up online at the CCSD website to receive text messages from the district.

The ASP program will not be available if school is dismissed early due to inclement weather.

The school bus will deliver the students to their regular stops.

### **EARLY CHECK-OUTS/ EMERGENCIES:**

Should there be a family emergency and parents need to pick up their child, please come directly to the school office. You should complete the checkout on the office sign-out form. The office will call and permit the teacher to release the student for checkout. If you need to check out your student, please do so by 1:45 p.m. Please be prepared to show a photo ID each time when picking up a student. Your child will only be released to those approved by you to pick them up as listed on the enrollment registration form and in ParentVue. Any changes or additions to this list of people need to be made through ParentVue. If you do not have access to ParentVue, you will

need to contact [Latoya.Houston@cobbk12.org](mailto:Latoya.Houston@cobbk12.org). This procedure is in place to ensure your child's safety and to sustain the instructional program.

#### **EMERGENCY PHONE NUMBERS:**

Emergency phone numbers must be on file through ParentVue. We must have the most up-to-date information. **If you move, change jobs, or your phone number(s) change, we must have any new number(s).** The school needs to be able to reach you or a person listed in your emergency contacts during the school day. Please make sure you update this information through your ParentVue account. If you have not activated a ParentVue account, please contact [Latoya.Houston@cobbk12.org](mailto:Latoya.Houston@cobbk12.org).



#### **FIELD TRIPS:**

Teachers must only schedule field trips that enrich and align with units of study or class projects that address their grade-level standards. To attend, the child must have written permission from his/her legal guardian. This permission slip will be sent home along with all the information regarding the trip. Donations and permission slips for field trips must be returned to the classroom teacher one week before the field trip for the student to participate. Trips may be canceled if adequate funds are not collected. Younger siblings are not allowed to attend field trips due to liability issues. In-house field trips also require a parent permission slip to be signed for the student to participate.

#### **FIRE/TORNADO/CODE RED DRILLS:**

Throughout the school year, we will have monthly drills to ensure that students can follow safety procedures in case of an emergency. Please remind your child of the importance of adhering to all fire/tornado and code red drills.



#### **HOMEWORK AND MAKE-UP WORK:**

The Acworth ES faculty and staff believe that homework is an integral part of the learning process. Homework reinforces concepts and skills taught in the classroom. Homework is also a valuable aid in developing organizational skills, follow through, and wise use of time. Time spent on homework should not exceed 30 minutes. Parents need to ensure that students are completing all homework assignments and producing quality work. It is important for your student to accept responsibility for doing their homework independently and to ensure that it is handed in on time. If you are concerned that your child has a lot of homework, please speak with your child's teacher. Excessive homework might occur if your child did not complete in-class assignments. A conversation with the teacher may help resolve the situation. You can check your child's agenda for homework assignments.

### **INTERROGATION AND SEARCHES:**

The administration of each school in Cobb County School District or an authorized representative has permission to conduct reasonable interrogations and searches of students to thoroughly investigate and address student misconduct or safety issues. Please refer to Policy JCAB-R.



### **LEARNING COMMONS (Media Center):**

Acworth ES is privileged to have a Learning Commons with an extensive collection of books, resources, a maker space, a Lego wall, and many technological devices. If a student signs out a book, she/he is responsible for returning it on time and undamaged. If the book is lost or damaged, the student (parent) is responsible for paying for the replacement cost of the book or the damage fee. Until the lost book is returned or paid for, students are not allowed to sign out additional books. This is the same policy for the many resources available to the students while visiting the Learning Commons. All technology should be used with care to prevent any damage to the devices.

### **LOST AND FOUND:**

Clothing items found in the building will be placed in the lost and found rack/box, which is located at the beginning of the 300 hallways. Money, eyeglasses, keys, or other items of value will be kept in the school front office. Please label all clothing, lunchboxes, etc. with your child's first and last names so that lost items can quickly be returned to their proper owners. At the end of each month, unclaimed lost items (clothes, gloves, and toys) will be donated to needy families or charitable organizations. We are not able to store lost items for longer than a month as they become a fire hazard.

### **LUNCH:**

A nutritionally balanced lunch as prescribed by state and federal standards is served each day in the school cafeteria.

Parents may prepay for school meals by the day, week, month, or semester by check, cash, money order, or paying online. Students may also pay by cash daily. Students who bring their lunch from home may purchase milk or juice. Please make sure that your child has money for meals each day.

To view daily menus or pay for lunches online go to [www.cobbk12.org/centraloffice/foodService/indexMenus.aspx](http://www.cobbk12.org/centraloffice/foodService/indexMenus.aspx) and enter *My Payments Plus*. You may also make payments on my payments plus from our school website: <http://www.cobbk12.org/Acworth/>

If your child arrives at school without money for lunch, he/she will be provided with an alternate meal (such as a cheese sandwich and milk).

Parents and legal guardians listed on the student's enrollment form are welcome to have lunch with their child. Parents are asked to adhere to Acworth Elementary Visitor's guidelines when they report to the school to have lunch with their child.



### **MEDIA RELEASE:**

Throughout the school year, students have different opportunities to have their pictures and/or names in the newspaper and on television. If you do not wish your child to be photographed or interviewed, please notify the school in writing within 10 days (about 1 and a half weeks) of enrollment. If you have questions about this, please call the office.

### **MEDICATION:**

Medication is administered at school under specific conditions. Each medication requires written permission from the parent/guardian specifying dosage and time to be given. "Authorization to Give Medication at School" forms are available in the school clinic. All medication (prescription or non-prescription) brought from home must be in the original, properly labeled container with the name of the student, the name and strength of the medication, the dosage and time to be given, and the name of the licensed health care provider and pharmacy issuing the drug. The date of the bottle must be current within the past twelve months. All medications must be brought to school by a parent/guardian or other designated adult. All medication, along with the Authorization to give medications, must be stored and dispensed in the clinic. Medication will be disposed of if not picked up at the end of the school year. If you have any questions or need additional assistance regarding your child's medical needs, please contact our school nurse, [Tammy.Nall@cobbk12.org](mailto:Tammy.Nall@cobbk12.org), or 770-975-6600 ext. 028.

**MESSAGES:**

Students should be instructed on their afterschool schedule before leaving home in the morning. If there is a change in transportation, it must be in writing. Delivering messages to the classroom disrupts the instruction of the entire class. Outgoing calls by students must be approved by the office or classroom teacher.

**OBSERVATIONS IN THE CLASSROOM:**

Classroom observations are by appointment only and will be scheduled for 30 minutes. Please contact our school assistant principal, [Stacey.swader@cobbk12.org](mailto:Stacey.swader@cobbk12.org), or 770-975-6600 ext. 011 in advance if you wish to observe.

**PARENT TEACHER ASSOCIATION (PTA):**

Membership in the Acworth ES PTA (PARENT TEACHER ASSOCIATION) is strongly encouraged. There are numerous ways for parents/guardians to get involved in this wonderful organization. Whether you want to help with fundraising, volunteering in the classroom, or serving on a committee, your time and talents will be appreciated. Throughout the school year, many flyers are sent home asking for volunteers. Also, the monthly PTA newsletter is filled with information about the school and ways to help. If you would like to help, please contact your child's teacher.

**PARENTVUE:**

Access to ParentVue is critical in maintaining effective communication between school and home. ParentVue allows parents to update guardian contact information, addresses, and phone numbers. It also allows the enrolling adult to grant access to family members to educational rights as it pertains to discipline and grades. Report cards can only be accessed through ParentVue. Parents can also stay informed of classroom grades for 4<sup>th</sup> and 5<sup>th</sup>-grade students. ParentVue usernames and passwords carry over from year to year. It is not necessary to create a new account each year. You can access it by going to the CCSD website under Parents/Sign In. You can also download the app for your phone following the instructions also found on the CCSD webpage. If you need assistance with your account, please contact [Latoya.Houston@cobbk12.org](mailto:Latoya.Houston@cobbk12.org)

**PARTNERS IN EDUCATION:**

Acworth ES is supported by many Partners in Education. Throughout the school year, they support the school in many ways. Please respond to this support by patronizing their businesses and supporting their organizations.

### **PERFORMING ARTS:**

Funds for performing arts assemblies will be collected at Acworth ES and will be used to provide students with a variety of cultural arts programs and activities on campus and off campus. A contribution will be appreciated to support these outstanding opportunities. Information will be coming home concerning this program and the financial support required. No child will be excluded because of parental inability to pay. For students to participate in these programs, parental permission is required.

### **PERSONAL ITEMS:**

Students are not to bring any personal play items, novelties, pets, equipment, spinners, etc., to school unless given specific permission by a member of the school staff. Toys can be very distracting and take away from the instructional program.

### **PHYSICAL EDUCATION:**

Physical Education (PE) is a vital part of the development of the whole child. A written excuse from the doctor is required for students who cannot participate in regular PE activities. Students are expected to dress appropriately and wear appropriate shoes for PE on the days that class is scheduled.

### **PROGRESS REPORTS:**

Midway through the nine-week marking period, all students will receive academic progress reports. Progress reports will be sent home electronically informing the parent of the current performance of their child. Parents can also access their 4<sup>th</sup> and 5<sup>th</sup> students' grades through ParentVue.



### **REPORT CARDS:**

Grading periods are every nine weeks. These formal reports are visible through ParentVue for all grades. If you have any questions about your child's academic progress, please contact his/her child's teacher. If you would like a paper copy, you will have to come to the front office to complete the paperwork to request a copy. Only those who have Educational Rights listed in ParentVue will be able to make that request. Requests will be processed within 2-3 business days. If you do not have access to ParentVue, please contact [Latoya.Houston@cobbk12.org](mailto:Latoya.Houston@cobbk12.org) to activate your account.



### **SCHOOL CLOSINGS:**

When the Cobb County School District (CCSD) decides to close school due to inclement weather, please listen to radio and television, Facebook, or Twitter for dismissal information. You may also look at the CCSD website at [www.Cobbk12.org](http://www.Cobbk12.org). Parents can now sign up online at the CCSD website to receive text messages from the district. The ASP program will not be available if school is dismissed early due to inclement weather.

### **SCHOOL DAY:**

School begins promptly at 7:50 a.m. Any child who is not in the building by 7:50 a.m. is considered tardy. If a student is tardy, parents are to accompany the child into the building to sign the child into school. (Exception: No student is tardy if riding a Cobb County school bus that is late.) Please do not drop off your child at school early as there is no supervision available until 7:15 am. For students that are car riders in the morning, please drive your child through the car rider drop-off area. Staff will be there to assist.

If a child comes to school after 11:10 AM or leaves before 11:10 AM, she/he is counted absent. When returning to school after an absence, the child must have a written excuse from the parent/guardian stating the reason for the absence.

At the end of the school day, students are dismissed beginning at 2:20 p.m. Once dismissal is in progress, students will not be checked out until after dismissal is complete. Please note that if you wish to change your child's normal procedure for going home, the school must be informed in writing or person on the day on which the change will take place. We cannot take transportation changes over the phone. We appreciate your help with these procedures. It is for the safety of all our children. After 1:45 p.m., transportation changes will not be accepted due to the possibility of the message not getting to the student in time. Parents may not check out students after 1:45 p.m.

Students not picked up during dismissal time will be required to attend ASP. An ASP registration fee of \$20 (if not already registered) and \$10 will be charged to the student and the parent will be responsible for the payment.

Anyone picking up a child by car in the afternoon must have an AES carpool tag hanging from the car's rearview mirror. For all students' safety, please stay in the carpool line until your child is loaded in your vehicle. Do not park elsewhere, walk up, and get your child. Students will not be allowed to be checked out until car riders are complete. If you need a car tag number, please visit the front office.

### **SCHOOL NUTRITION PROGRAM:**

Our school cafeteria offers a great breakfast and lunch daily at reasonable prices. \*\*\* Breakfast is served to start at 7:15 a.m. Check with your child's teacher for their class lunchtimes.

Parents may prepay for school meals by the day, week, month, or semester by check, cash, money order, or paying online. Students may also pay by cash daily. Students who bring their lunch from home may purchase milk or juice. Please make sure that your child has money for meals each day.

To view daily menus or pay for lunches online go to. You may also make payments on myPaymentsplus from our school website at <http://www.cobbk12.org/Acworth/>.

### **SPIRIT DAY:**

Each Wednesday (Warrior Wednesday) and Friday, students are encouraged to wear an Acworth ES t-shirt or blue and orange. Spirit-wear T-shirts can be purchased from the school. Please see your child's homeroom teacher about purchasing a spirit shirt.



### **TARGET**

The goals of Cobb's Advanced Learning Programs Department are to develop cognitive skills, develop effective skills, and extend and enrich the Georgia Standards of Excellence. Acceptable progress in the gifted resource classroom is defined as maintaining most S's and P's every semester. Students must also earn at least one S per standard in 7 out of 10 standards over the year.

Elementary gifted resource students will receive a Target Progress Report provided they are in attendance for approximately 65% of the classes offered each semester. Quarterly feedback is provided as needed. At the end of the 4th quarter, student performance for the entire year will be reviewed. The annual review section at the bottom of the progress report will indicate services for the coming year.

### **TELEPHONE MESSAGES:**

To protect instructional time, telephone messages for teachers will be placed in the teachers' mailboxes. Only in an emergency will the message be immediately conveyed to the classroom. The best form of communication is through email or a message through CTLS.

### **TESTING:**

Acworth ES students are assessed on various tests throughout the school year. You will receive information about these tests and specific dates and times.

### **TEXTBOOKS/MATERIALS:**

Textbooks will be issued to all students. Students are responsible for the proper care and use of these schoolbooks. All textbooks may be carried home to study and complete assignments. Fees will be collected for lost or damaged books. Please help encourage responsibility by ensuring your child arrives at school with textbooks and learning materials needed for class.

### **TOBACCO USE:**

The use of any tobacco products by anyone is prohibited on school property. Refer to Policy KGR, GAN, or GAN-R for further information.

### **TRAFFIC SAFETY:**

Please follow the school's procedures for dropping off students in the parking lot area for car riders in the morning and afternoon. Staff supervision is provided in the morning and afternoon to ensure procedures are followed.

### **TRANSPORTATION:**

If you have questions regarding your child's bus route, please go to the CCSD website at <https://www.cobbk12.org/page/310/bus-route-finder> to find your child's bus route. Parents can also download the "Here Comes the Bus" app to locate their child's bus while in route. Please go to <http://herecomesthebus.com/> for sign-up instructions.

If there is a transportation problem with the school bus, parents should call the CCSD, Department of Transportation at (678) 594-8000. Information can be found on the CCSD website at <https://www.cobbk12.org/page/19011/transportation>.

#### **Important Transportation Information:**

- Unauthorized persons are not permitted to ride the bus.
- Students under the age of 9 must have a parent or designated adult present at the bus stop in the afternoon  
OR have signed the appropriate permission slip to release the child without an adult. Check with the bus driver for this form, if a responsible adult is not at the bus stop to accept a student who is under 9 years of age, the student will be returned to the school, and it will be the parent's responsibility to come to school to get them.
- The pre-scheduled routes may not be altered except when changed permanently with permission from the Department of Transportation.
- Books, lunch boxes, book bags, etc. brought onto the bus may not be placed in the aisle of the bus or front of the emergency door.
- Items may be placed in a seat if space permits, and it does not deprive any student of a seat.
- No change in transportation will occur without a written note from the parent/guardian.
- We cannot take transportation changes over the phone.

**VANDALISM:**

Please refer to policy JCD-R, Paragraph T.

**VISITORS:**

To ensure the safety of our children, all outside doors to Acworth ES are locked during the day. We use a buzz-in system that requires that any visitors to the building ring the doorbell and identify the purpose of their visit.

To eat lunch with your student or to check them out early please follow the following procedures:

- Please buzz in at the main entrance and show your ID to our clerks. They will ask the nature of your visit.
- Once inside the building please stop by the front office and sign in using the IDENTI-Kid system. You will need your ID for this as well.
- If going into the building to have lunch with your student, please wear the visitors pass during your visit.
- Upon leaving, please stop by the front office to sign out on the IDENTA-Kid system.

**VOLUNTEERS:**

Parents/guardians are always welcome to volunteer in the school. There are many ways to support the school during the school day or at home. If you are interested in volunteering, please contact [Latoya.Houston@cobbk12.org](mailto:Latoya.Houston@cobbk12.org)

**WALKERS:**

If your child walks to school, he/she may be picked up by the garden outside the media center. Students will be located on the outside "Buddy Bench" (weather permitting) or inside the media center. You will need to obtain a Car rider/walker tag from the front office to be shown to the staff member(s) on duty. Students will only be dismissed by parents/guardians with a tag.

**WEAPONS:**

Please refer to policy JCD-R, Paragraph W for further information.

**WEBSITE:**

Please visit our school website throughout the school year for important dates, events, and other information for Acworth Elementary School. Our website will continue to be updated and improved during the school year. Visit us @ <http://www.cobbk12.org/Acworth/>

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