



# Parent Handbook 2021-2022

## Chicopee Woods Elementary School

2029 Calvary Church Road Gainesville, GA 30507

Phone: 770-536-2057 Fax: 770-536-2175

**Welcome to CWES!**

**Motto: Every Person Matters! Every Minute Counts!**

**Mission: The daily mission is connecting learners through caring conversations and energizing learning experiences in a safe learning environment.**

**Vision: The vision of CWES is to make the world a better place by being the best school for OUR students.**

### **Important Contact Information**

Dr. Jamie Hitzges, Principal  
Kelley Trippe, Assistant Principal  
Margarita Perez, Parent Liaison  
Rebecca Bouras, Counselor  
Griselda Saucedo, Book-Keeper  
Arianna Alvarado, Attendance

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### **School Hours (7:50am-2:20pm)**

- Car Rider Students may enter the building at 7:15am through 7:30 at the gym.
- After 7:30, students can be dropped off at the front office doors.
- Students are counted as tardy if they are not in the classroom by 7:50am.
- If tardy, students need to come stop by the office and get a tardy slip before going to class.
- Car Riders will dismiss in the afternoon at 2:15PM.

### **Check-In and Check-Out**

- When a student is late for any reason, please be sure an adult walks them to the front door.
- If a student needs to leave early, please arrive at the school by 1:45. Students will need to be checked out by the office. Please be prepared to show ID at the front door camera.
- If you arrive to pick up your student after 1:45 AND you have not called the school, you will need to get in the car rider line to pick up your student.
- Make sure that if students are tardy or leave early for an appointment, that you get an excuse from the doctor. This will ensure that the tardy is recorded as an “excused” tardy or check out.

### **Change of Transportation**

- When you need to change your student’s transportation for any reason, please call the front office before 1:45.

### **COVID Procedures**

- Important Update regarding the beginning of the 2021 school year...
- For the 2021 school year, the Hall County School District will adhere to the quarantine protocols below:
  - Contact tracing will continue in the HCSD. After being notified that an individual has tested positive for COVID-19, school officials will conduct contact tracing and notify all direct contacts.
  - Direct Contacts will be required to quarantine for 10 days.
  - However, direct contacts--both students and Hall County team members--may test on day 5 (no sooner) and return to school/work on day 8 following a negative test result.
  - Furthermore, per CDC guidelines, the following individuals will not be required to quarantine if identified as a direct contact:
    - Individuals who have been vaccinated.
    - Individuals who have had COVID-19 in the past 90 days.
- The HCSD will not require individuals to share their vaccination status. However, individuals may choose to share that information with district officials.
- Isolation Protocols will remain the same: Individuals who test positive for COVID-19 must isolate for a minimum of 10 days.
- Mask Update: The HCSD is mask-optional. We do recommend that individuals wear masks when in close contact with others.
- Please note: All mitigation measures, including contact tracing protocols, are subject to change based on the COVID-19 situation in the community. Any changes to these protocols will be shared with stakeholders and posted to the district’s Reconnect Hall August 2021 webpage: <https://www.hallco.org/web/reconnect-hall/>.

- To avoid confusion, the district would prefer to keep changes to protocols at a minimum; however, we must be ready to pivot and adjust as the need arises. We will continue to closely monitor the COVID-19 situation in our schools and community.

**Attendance Procedures** - Academic achievement and success are dependent upon children being at school, on time and staying until the end of school each day. As a school, we know that students are going to get sick and need to be out of school from time to time. When students are out because of COVID, they will be excused if they have a doctor's note and/or they have been contacted by a Hall County School District contact tracer with instructions to stay home.

## **Attendance**

### **Excused Student Absences**

- An excuse letter needs to be turned into the front office or the classroom teacher within **5** days of the absence.
- Parent notes will be accepted for up to 10 absences per year.
- Please keep children at home if they are running a fever or have not been fever free (without medication) for 24 hours. Children should also go 24 hours without vomiting before returning to school.
- If able, contact the school and let us know that your child is sick and will be absent from school.

### **Excessive Student Absences**

- In order to address excessive absences, Chicopee Woods will:
  - When a child reaches 5 unexcused absences –
    - Send a letter home for a meeting with the administration.
  - When a child reaches 10 unexcused absences -
    - Send a letter home for a meeting with the administration.
  - When a child reaches 11 or more unexcused absences -
    - The parent will be referred to a meeting with the school social worker.
  - When a child reaches 15 or more unexcused absences -
    - The school social worker will contact the parent, may visit the home and file a referral.

### **Excessive Unexcused Tardies and Check-Outs**

We understand that sometimes you are late in the morning or maybe have to check out your child to attend to family needs. It is very important that we teach our students for every minute of every day possible. If a student is continually checked out and/or tardy, this creates lost instructional time.

- When a student reaches a combination of 10 unexcused tardies and/or check outs, a meeting will be scheduled with the parent and administration.
- When a student reaches a combination of 15 unexcused tardies and/or check outs, a meeting will be scheduled with the parent, administration and social worker.
- When a student reaches a combination of 20 unexcused tardies and/or check outs, the parent (s) will be referred to the social worker.

### **Visiting Chicopee Woods ES**

Because of COVID precautions, visitors are not being accepted at CWES.

### **Volunteer/PTO**

There are many ways to volunteer at CWES even with COVID.

- Check with your child's teacher to see how you can help the classroom.
- The Parent Teacher Organization (PTO) plans many events throughout the year. Make plans to volunteer and be a part of that group.
- Contact Margarita Perez about other ways that you might be able to lend a helping hand here at CWES.

#### **Communication between the school and home is very important.**

- Teachers will communicate with you in various ways (classroom website, text messages, email, phone, newsletters and notes home).
- When contacting a teacher by phone, a message will be taken in the office and given to the teacher. Teachers will check messages at the end of the day and will return phone calls within 24-48 hours.
- If there is a change in phone number, transportation, etc please let your child's teacher know. They will forward that information to the office.
- Please make sure that the front office and classroom teacher have accurate and working phone numbers. If there is an emergency of any kind, we want to be able to get in touch with you quickly.

#### **Parties/Celebrations/Outside Food and Snacks**

- Each classroom will have 2 parties a year (winter and end of year).
- Birthday celebrations are allowed, but will be limited to lunch time. Parents can send a small snack and must be store bought.

#### **Dress Code**

Students are expected to dress appropriately for school each day.

- Shorts and skirts should be finger-tip length and not too tight.
- Straps on tank tops should be at least 3 fingers wide.
- Students should not wear shirts that reveal the belly or that have spaghetti straps.
- Students will be participating in physical activity each day. Please make sure that students wear shoes that will allow them to safely participate in those activities (recess or PE).

#### **Outdoor Trails - Chicopee Woods has over 3 miles of trails. Sometimes children slip and fall on the trails and get dirty. Additionally, there are also insects that bite/sting.**

- A change of clothes should be sent in backpacks.
- If wanted, parents should put sunscreen/bug spray on their children before leaving home in the morning.
- If parents wish to keep students from walking on the trails, please notify the teacher.

If there are ever questions or concerns about the policies and or procedures, please do not hesitate to contact the principal, Dr. Jamie Hitzges.

We look forward to an exciting school year where all students find success in all that they do!

