

STUDENT & PARENT HANDBOOK 2023-2024



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Motto

Every Person Matters! Every Minute Counts!

Mission

Connecting learners through caring conversations and energizing experiences in a safe environment.

Vision

Make the world a better place by being the best school for OUR students.

2023- 2024 DATES TO REMEMBER

Student Holidays <i>Students do not attend school on these days.</i>	Other Important Dates
Monday, September 4, 2022 – Labor Day	Open House Thursday, August 3, 2023 - 3pm to 6pm
Monday, October 16, 2023 – Fall Break Tuesday, October 17, 2023 – Fall Break Wednesday, October 18, 2023 – Fall Break	First Day of School Friday, August 4, 2023
Week of November 20, 2023 – Thanksgiving Break	Parent Technology Workshop Tuesday, September 19, 2023, 6pm
December 18, 2023 through January 2, 2024 – Winter Break	Annual Title I Meeting Thursday, October 12, 2023, 8am and 6pm
Monday, February 19, 2024 – Midwinter Break Tuesday, February 20, 2024 – Midwinter Break Wednesday, February 21, 2024 – Midwinter Break	Literacy & Math Parent Workshop Grades K, 1st, 2nd Thursday, November 9, 2023, 6pm
Friday, March 22, 2024 – Student Holiday	Literacy & Math Parent Workshop Grades 3, 4, 5 Thursday, January 25, 2024, 6pm
Week of April 1, 2024 – Spring Break	Georgia Milestones Meeting Grades 3, 4, 5 Thursday, March 14, 2024, 6 pm
Wednesday, May 15, 2024 – K, 1 st , 2 nd Field Day	Title I Parent Meeting Thursday, April 18, 2024, 8am and 6pm
Thursday, May 16, 2024 – 3 rd , 4 th , 5 th Field Day	
Wednesday, May 22, 2024, 8:30am – PreK Graduation	
Wednesday, May 22, 2024, 10am – Kinder Graduation	
Thursday, May 23, 2024, <i>time to be announced</i> , 5 th Grade Graduation	

INSTRUCTIONAL HOURS / GENERAL INFORMATION

School Hours: 7:50-2:20

- ♦ Exterior doors will remain locked during the school day.
- ♦ Car Rider drop-off is at the gym between 7:15 am and 7:50. After 7:50 am, parents will need to escort students into the office to check their student in.
- ♦ Students are counted as tardy if they are not in the classroom by 7:50 am.
- ♦ If a child needs to be checked out early, the parent/guardian will need to come to the front office and be prepared to show a proper identification.
- ♦ If a student checks-out after 11:00 am, he/she will be counted present.
- ♦ All check-outs will be made through the school office and should be done no later than 1:45 pm.
- ♦ Car Rider dismissal begins at 2:20 pm and ends at 2:45 pm
- ♦ Please be sure to communicate any and all transportation changes to the office before 1:45 p.m. each day.

ATTENDANCE

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.

- ♦ To be counted on-time present, students must be in their classroom by 7:50 am.
- ♦ For absences, a written excuse or email should be sent from the parent/guardian to the teacher.
- ♦ In order to be counted present, students must check in to school before 11:00 a.m.
- ♦ Parent notes for excused absences will be accepted within 5 days of the student's return to school.
- ♦ Frequent absences may require additional documentation to validate an absence as excused.
- ♦ Students who are at home due to quarantine, inclement weather, or other situations in which the school district determines that students cannot report to school will be given remote learning guidance and expectations by their teacher.
- ♦ Please keep your child home if they are running a fever or have not been fever-free (without medication) for 24 hours.

Excused absences include the following:

1. Illnesses (including quarantine guidelines)
2. Family emergencies
3. Doctor and dentist appointments
4. Authorized school activities
5. Special and religious holidays
6. Conditions rendering school attendance impossible or hazardous
7. Attendance at a military event involving a parent

Excessive Student Absences

- When a child reaches 5 unexcused absences the teacher will reach out to the family.
- When a child reaches 10 unexcused absences a letter will be send home.
- When a child reaches 11 or more unexcused absences the parent will be referred to the school social worker
- When a child reaches 15 more more unexcused absences, the social worker will contact the parent, may visit the home and file a referral.

BOOKS

Book title collections located in the media center are accessible to stakeholders via the Destiny website (destiny.hallco.org).

CAR RIDERS

Morning: Car Rider drop-off is at the gym between 7:15 am and 7:50. After 7:50 am, parents will need to escort students into the office to check their student in.

Afternoon: Car Rider dismissal begins at 2:20 pm and ends at 2:45 pm

CODE OF CONDUCT

The Hall County School District's Code of Conduct applies to all students in the school district. All students receive a copy of the Code at the beginning of the year. Parents should carefully review the Code of Conduct with their child. The Code of Conduct provides and supports a nurturing learning environment, which helps our learners meet high expectations. Parents are required to sign a statement verifying they have reviewed the Code of Conduct with their child.

At Chicopee Woods Elementary School, we expect our students to be Respectful, Responsible Learners.

COMMUNICATION

Teachers will communicate with parents/guardians in various ways (class website, text messages, email, phone, newsletter, notes home, and parent conference).

- ♦ When contacting a teacher by phone, the front office staff will take a message and give it to the teacher at the end of the school day. The teacher will return your call within 24-48 hours.
- ♦ Please make sure the front office and teacher have accurate, working phone numbers. If there is an emergency of any kind, we want to be able to get in touch quickly.

DRESS CODE

- ♦ Face coverings are optional for the 2022-2023 school year.
- ♦ Tennis shoes should be worn for PE.
- ♦ Halter-tops, midriff tops or spaghetti straps should not be worn.
- ♦ Hats should not be worn except for special hat days.
- ♦ Clothing (including face coverings) with inappropriate sayings/images will not be allowed.
- ♦ Shorts/skirts should be appropriate length (below fingertips with arms hanging by sides).
- ♦ Undergarments should never be exposed.

Administration reserves the right to use discretion for appropriate dress and appearance. If a student comes to school in clothing, accessories or with a hair style/color (unnatural color) which creates disruption in the learning environment or is in violation of any of the above stated rules, he/she will be asked to call his/her parent to bring something more acceptable.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Parents have the right to inspect their child's educational records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances), and the right to file a complaint regarding an alleged failure by a school to comply with FERPA. School officials (employed or contracted by the district or state) have a legitimate educational interest to review records in order to fulfill their professional responsibility.

HOMEWORK GUIDELINES

- ♦ Students should read every night.
- ♦ Not all teachers will assign homework. When homework is assigned, the following guidelines will be followed:
 - K/1st grade: 15-20 minutes
 - 2nd/3rd grade: 25-30 minutes
 - 4th/5th grade: 30-50 minutes

LOST AND FOUND

Please make sure your child's name is on each item of clothing that could end up in the Lost and Found (e.g., jackets, hats, gloves, water bottle). At the end of the year, any unclaimed items are donated to charity.

LUNCH VISITORS

Parents/guardians are permitted to come to school and eat lunch with their child this year. Please follow the below guidelines when visiting:

- Please do not bring outside restaurant food
- Only two adults per student per visit, one has to be a parent or guardian
- You may enjoy lunch with your child just outside the cafeteria at the covered picnic tables
- No other students may join you and your child
- Do not photograph or video any student other than your own.

Due to limited seating, please follow the below schedule for lunch visits:

- **Mondays:** Kindergarten **AND** 5th Grade Parents/Guardians
- **Tuesdays** – 1st Grade Parents/Guardians
- **Wednesdays** – 2nd Grade Parents/Guardians
- **Thursdays** – 3rd -- Grade **AND** PreK Parents/Guardians
- **Fridays** – 4th Grade Parents/Guardians

MEALS

- ♦ No outside fast food is allowed in the cafeteria.
- ♦ To fill out a Free & Reduced Meal Application, please follow this link: <https://foodservices.hallco.org/web/free-reduced-applications/> . You may also fill out a paper application at Open House.
- ♦ Please remember that applying for free and reduced-price meals may also qualify your student for discounted fees for college entrance exams and scholarships. For further questions, please contact School Nutrition (770-534-1080) or your local school.

MEDICATION

All medication brought to school for administration at school must be in the original pharmaceutical container, clearly labeled with the student's name, name of medication, appropriate dosage, and the time for each dose. Parents are required to complete a Medication Permission Form for any medication administered at school.

PARENT-TEACHER CONFERENCES

You child's teacher will schedule at least one parent conference during the school year. Additional conferences may be scheduled by request.

PARENT LIAISON

If you need to speak with the parent liaison in person, please check-in at the office first to get a visitor badge.

PARTIES/CELEBRATIONS/OUTSIDE FOOD & SNACKS

- ◆ Each classroom can have two parties per year (winter and end-of-year)
- ◆ Parents are permitted to send in a special snack for a class in honor of their child's birthday. These items must be store-bought and pre-packaged.

RECESS

It is the goal of the Hall County School System and Chicopee Woods Elementary School that students have a scheduled recess time each day. Recess is an opportunity for students to enjoy physical activity, socialize with friends, and mentally rest. The health and wellness of our students at CWES is important to us. For this reason, a 30-minute, unstructured break is provided daily. There may be a rare occasion that recess is withheld from a student as a consequence for unacceptable behavior. If a student's recess is withheld as a consequence multiple times, the teacher will contact the parent understanding the goal is to quickly correct any concerns and have all students participating in this important and enjoyable part of the day.

VISITORS & VOLUNTEERS

- ◆ All school visitors must check-in at the front office, show proper identification, and wear a visitor badge while at the school
- ◆ Check with your child's teachers on ways you can help the classroom.
- ◆ The Parent Teacher Organization (PTO) plans many events throughout the year. We encourage you to volunteer and be a part of that group.
- ◆ Contact our parent liaison, Margarita Perez, about other ways you can help out at CWES.

ASBESTOS

The Hall County School System AHERA Management Plan is available for public inspection upon request at the Hall County Board of Education Department of Facilities. This notification is provided to fulfill the requirement of section 763.93(4) of the Asbestos Hazard Emergency Response Act, 40 CFR Part 763, October 30, 1987. All interested parents, teachers, employees or other persons are invited to review the plan, which includes the following items:

1. Location, amounts and types of asbestos containing materials.
2. Response actions to the asbestos containing materials.
3. Plans for re-inspection, and periodic surveillance.
4. Public notification procedures.

Anyone interested in reviewing the plan please call the Department of Facilities at (770) 534-1291. Ask for Pam Cravero.

Hawks are...

Responsible,

Respectful

Learners.

