



KENNESAW CHARTER SCIENCE & MATH ACADEMY

PARENT AND STUDENT
HANDBOOK 2011-12

Mission Statement

Our Mission is to foster each student's innate curiosity and joy of discovery. We prepare students to be well educated, socially aware, scientifically literate, respectful, and responsible citizens. We achieve this by combining student-centered, collaborative and hands-on instructional methods with exceptional parental and community involvement.

We believe the following to be true about KCSMA and our mission as educators:

- Learning must be made relevant through real world connections
- Every child has value and can learn
- Parent and community involvement enhance and improve teaching and learning.
- All children benefit from a climate of high expectations, social justice and encouragement.

School Leadership Team

Kennesaw Charter Science and Math Academy's School Leadership/Improvement Team is comprised of parents, staff members and administrator(s). Usually referred to as the SIT, school-based members are elected by the staff and principal, must be in good standing with the school, and adhere to all KCSMA policies and procedures. Responsibilities of the SIT include but are not limited to, ensuring that staff is working towards the academic goals and priorities of KCSMA, setting and implementing best practice procedures for KCSMA, and monitoring school wide data to make sure it is being used to guide instruction.

School Leadership Team meetings are posted on the SIT notebook in the main office, along with the most current School Improvement Plan and minutes from all SIT meetings.

SIT members are:

Charley Walper – Chair/2nd

Candace Moten -K

Kay Sims – 3rd

Chad Monnier – 5th

Karen Graham – Para

Parent – TBA

Kay Frey – Principal

Laura Anderson – 1st

Margie McMasters – 4th

Lisa Lawrence/Cameron Smith- 6th

Amy Newcomb- specials

Parent – TBA

KCSMA School Hours

Students begin their instructional day at 8:00 am.

Students who arrive on campus before 7:40 am will be sent to the Before School Program and parents will be charged the daily rate for that day

The school day ends at 3:00.

Students who are not picked up by 3:30 pm will be released to the After School Program and parents will be charged the daily rate for that day.

Each school year brings a transition period as parents and teachers become familiar with car line procedures. We appreciate your patience and flexibility during that time. Our staff will be flexible with BSP and ASP times as well, while we all adjust.

Before School Care (BSP) 6:00 am – 7:40 am

School Instruction: 8:00 am – 3:00 pm

After School Care: 3:30 pm – 6:30 pm

School Attendance

If you aren't here, you can't learn!

Good attendance is a must for success, and it's the law!

(Georgia Law 20-2-690-1 See this link for more info

http://www.cobbk12.org/centraloffice/adminrules/J_Rules/Rule%20JE.htm)

Poor attendance is associated with low/failing grades, discipline problems, low self-esteem, and increased numbers of drop-outs.

If your student must be absent from school, please contact the school and write a note to the office, within 3 days of your child's return to school, briefly explaining the reason for the absence, so that your child's absence will be excused.

*** Absences which are excusable include:

- 1) student illness
- 2) death in the family
- 3) religious holiday
- 4) if 12 or older serving as a page in Ga. General Assembly
- 5) government agency mandate
- 6) school rendered impossible to attend due to hazardous health or safety issues.

If unexcused absences (or more than 10 excused absences) become excessive, the school will require doctor's notes for absences.

According to Georgia Code Section 20-2-690.1(b) after a student accrues 10 days of unexcused absences, the parent who is in charge of that student shall be in violation of the law.

The administration of KCSMA may take the following action in the case of a student with 10 unexcused absences:

- 1) Contact Department of Family and Children Services
- 2) Student may be considered for retention
- 3) KCSMA School Board may meet to determine whether or not the student may remain at Kennesaw Charter Science and Math Academy

Tardiness and Early Check-outs

- Students are expected to be in classrooms by 8:00 am. After 8:00 am they are tardy.
- To ensure your child's safety, if your child is late walk them inside, sign them in and confirm that a staff member knows they have arrived at school.
- Excessive unexcused tardies (5 or more) may result in a referral to the school counselor or Department of Family and Children Services.

Excessive early check-outs will be considered as seriously as tardies.

Students who leave before the day is over, miss out on part of their instructional day. If your student will check-out before the day is over, please send a written note to the school. Emails cannot be accepted. Please include in the note, what time your student will be leaving.

Parents, please wait in the main lobby until your child arrives, and do not go directly to your child's class, the dining room, or the playground. Your student will be called to the office for check-out as soon as a parent enters the main office and signs the student out. Don't forget to bring your I.D. – a must for volunteering, checking students in or checking them out!

Please make travel arrangements and doctor's appointments after 3:00pm.

Students must attend ½ of the school day (until 11:30 am) to be counted present.

Parents or others authorized to pick up children are reminded:

DUE TO THE TRAFFIC ISSUES WITH CAR POOL, PLEASE DO NOT ATTEMPT TO CHECK OUT STUDENTS AFTER 2:15 pm.

Please know that if you insist on checking out a student without prior notice, we will expect your patience and understanding in waiting until we take care of our regular car pool procedures and can safely and fairly call your child for pick-up.

Excessive early check-outs and tardies (5 per semester) will prevent your student from being recognized for perfect attendance. Excessive early check-outs and tardies (5 per semester) will be reported to the School Counselor who may refer the report to the Cobb County Department of Social Services.

Visitors on campus

Kennesaw Charter students and staff love visitors!
Volunteers, prospective students, and lunch "dates" are invited to visit often.

Please keep in mind that visits are not teacher conference times.
Parent/Teacher conferences must be scheduled.

Phone calls to teachers during their instructional time, will be forwarded to the teacher's voice mail, which is checked

at the end of the day.

For the protection and safety of our students, any person entering any building on campus, must come directly to the main office, show your driver's license and pick up a visitor or volunteer badge.

You can help us keep our students safe by reporting anyone you see on campus without a visitor's pass.

The first week of school can be stressful for parents as well as little ones. For that reason we understand parents' desire to walk their student in for a few days. Please help us to assist your child to settle into their school routine more quickly by escorting your child **only** for the first week of school.

Additionally, please keep in mind that this is a very busy time of day for teachers, and not an appropriate time for impromptu meetings with them.

Small children in the classroom may be a distraction to teachers and students.

Please get prior approval before bringing small children in for classroom events/activities or for lunch. Mrs. Frey and your child's teacher will most likely make decisions about this depending on the situation.

We appreciate your understanding that visitors should not talk on cell phones when on campus during instructional hours as it may be distracting to staff and students.

See you in the Dining Room!

- The dining room is a wonderful place to sharpen our social skills.
- Students are encouraged to behave as they would in a restaurant setting, to use appropriate voice levels, table manners and conversation.
- Students are invited to focus on healthy food choices, cleaning up after themselves, and being courteous, respectful "customers" in the dining room.
- All students are expected to follow the "Food for Ten" procedure to assure that children have the opportunity to finish eating before socializing. Parents and other lunch visitors are expected to observe the "Food for Ten" procedure and to sit at the lunch table with their student.

Dining Room “OOPS” notes means a student has made the choice to act in a unacceptable manner during lunch time.

An “OOPS” note is written only after our students have been given more than one verbal warning.

First “OOPS” note = requires parent signature. Note to be returned to teacher.

Second “OOPS” note = Mrs. Frey signs this one. Requires parent signature. Student will lose a classroom or school privilege. Note to be returned to Mrs. Frey.

Third “OOPS” note = Mrs. Frey and student will call parent to let them know the behavior is not improving. Student will have silent lunch with Mrs. Frey or designee for 1 day and will lose a class/school privilege. Third note will be sent home by Mrs. Frey and requires parent signature. Please return to Mrs. Frey.

Fourth “OOPS” note = If a fourth note is issued, a parent conference with Mrs. Frey will be required. Needless to say, 4 “OOPS” notes is not acceptable under any circumstances. This meeting will give parents and student the opportunity to offer a plan so that additional notes are not received. **A fifth note will result in suspension.**

Nutrition plays an important role in learning. When the brain is hydrated, it works more effectively. For this reason we insist that students have **ONLY WATER** in their bottles. Carbonated drinks are a no-no at KCSMA.

Sorry, but we are not allowed to bring food from outside restaurants, into our school dining room. If a student brings a lunch from an outside restaurant, they will be served a school lunch, their account will be charged, and the restaurant lunch will be sent home.

Please do not send or bring carbonated or sugary drinks for snack or lunch.

Ordering Lunch

Kennesaw Charter Science and Math Academy contracts with an outside vendor to cater our lunch program. Lunches must be ordered one month in advance. If you would like your child to eat a hot lunch, please follow the guidelines below:

- 1) Lunch menus are sent home the 2nd Wednesday of every month. They must be returned by the 3rd Wednesday of each month. Lunch menus are also available on the KCSMA website
- 2) Please make a selection of hot or cold lunch and select the days your child will eat a lunch provided by Kennesaw Charter Science and Math Academy (Please keep a copy of your menu at home).

- 3) Total the amount of lunches and multiply the total by \$4.00 (this amount includes a drink) and write the amount in the space at the bottom of the menu. A quick calculator is provided on the back of the menu.
- 4) Send the total dollar amount due, along with your completed lunch menu labeled with your child's name and his/her teacher. All checks or money orders should be made payable to Kennesaw Charter Science and Math Academy, with the student's name at the bottom of the check.

One returned check places you on a cash or money order payment basis

- 5) If your child is absent and has paid for lunch, on the day your child is absent, please notify the Dining Room at extension 1118. Please supply the staff member with your child's name, teacher and grade level and ask them to cancel your student's lunch for the day.
*****If the office is not notified by 9:00 am, a credit cannot be given.**
- 6) Credits may be used in lieu of payment towards a future month's menu.

NO LUNCH MENUS WILL BE ACCEPTED WITHOUT PAYMENT OR IF THERE IS AN OUTSTANDING BALANCE. WE CANNOT ACCEPT POST-DATED CHECKS OR SAME DAY ORDERS. WE CANNOT ACCEPT ORDERS AFTER THE DEADLINE. SORRY- PHONE OR FAX ORDERS CANNOT BE ACCEPTED

***If your child comes to school without lunch, your student will be provided with a cheese sandwich, for which you will be charged \$4.00. Lunch is important to each student's success for the afternoon.

If your child is without lunch on a repeated basis, Mrs. Frey will request a conference with you and will make a report to the Department Of Family and Children Services.

FREE AND REDUCED LUNCH FORMS ARE DISTRIBUTED TO EVERY PARENT AT THE BEGINNING OF THE YEAR. IF YOU NEED ANOTHER FORM PLEASE CONTACT ROXANE STEVENSON.

Please do not include ice cream or chip money with lunch payments. Monies for these items should be sent in daily with your student.

While parents and visitors are always welcome to join their student for lunch, we do ask that dining room procedures be followed.

1. You can eat with your child in the dining room.
2. Please observe and follow the "food for 10" rule.
3. Please do not invite children other than the child you are there to see, to move to another table or to join you. Space is tight, and small changes in the structure of the tables or schedule can disrupt the dining room routine.

Keeping the lines of communication open

Website- We encourage our parents to visit the school website often. The website may be accessed by going to: www.kennesawcharter.com

Email- Teachers and other staff members can be contacted through email in the following way:
first letter of first name, last name @KCSMA.net (ex. kfrey@KCSMA.net)

PLEASE do not send an email during the day regarding a change in transportation or pick-up arrangements for your child as this is not a reliable way to share such important information.

Newsletters- Some of our teachers send hard copy newsletters to keep parents informed. Other teachers send home electronic copies of newsletters. Either way, this form of parent communication is something you can expect on a regular basis.

Facebook - Become a fan of Kennesaw Charter Science and Math Academy on Facebook.

Email Blasts - We encourage all parents to share their email address with KCSMA. To update your email address or add your email address to our list, send an email to kruch@kcsma.net.

Voicemail- All teachers have a working voicemail. If parents call during the instructional day, they will get voicemail, so as not to interrupt our students' quality of learning. Please keep in mind that teachers often have no chance to check their voicemail until students have gone home and faculty meetings/parent conferences are over. Please be considerate of this and know that teachers will respond to your call within 24-36 hours. If there is an emergency situation, parents should contact Mrs. Frey or Ms. Mallon and we will act accordingly.

Telephone use- We are committed to protecting instructional time. Students will not be called to the telephone during the day, and unless deemed necessary, students will not make telephone calls during the day. If a student is sick, our school nurse, your child's teacher, or a designee will call to let you know.

Again, if there is an emergency situation, parents can certainly contact Ms. Mallon or Mrs. Frey, and we will assist you in any way we can.

Parent/Teacher Conferences- Currently, teachers and parents have two scheduled conferences during the school year. Any time parents or staff members feel there is a need to meet, this is encouraged and supported. Please contact the teacher by telephone or email to schedule a conference. Let the teacher know specifically what information you seek and those you would like to have present for the meeting. Teachers will contact you in the same manner if they feel a parent/teacher conference is in the best interest of a student.

Following the “chain of command” - Conflict resolution is a skill we work on daily with our students. It is important that we practice and model this skill as adults. If parents have questions, concerns, or suggestions regarding the teaching and learning in their student’s classroom, or with a particular teacher, please

- 1) **Request a meeting with the teacher(s) to discuss issues. Document what happens in this meeting and know that teachers are required to do this as well. If issues are resolved during this meeting, great!**
- 2) **If, after a face-to-face meeting occurs, parent does not feel an attempt is being made to address concerns, and no plan has been put into place to resolve issues, parents should contact Mrs. Frey to request a meeting between parents (perhaps student), teacher(s), and Mrs. Frey. A date convenient to all parties will be scheduled, and a second attempt will be made to address and resolve parent concerns.**

*****The only exception to this process is a situation in which parents fear for the immediate safety or health of their student.**

If parents ever feel their child is in danger in a classroom or with a staff member, please contact Mrs. Frey or Ms. Mallon immediately.

KCSMA parent grievance policy and forms are available on our website.

Parent Directory

If you have a skill, manage or own a business, and would like to get the word out, please let us know. We will put you in touch with a Coordinator, who will make sure your name goes out to staff and parents. We hope to encourage parents to use the “in-house” services of our Kennesaw Charter family members. When there are IT, construction, beautification or other needs, we will contact these parents first, to offer them volunteer hours.

Emergency Contact numbers & Information changes

PLEASE keep us updated on your emergency contact numbers, as a cell phone number, work or home number changes.

It is critical that KCSMA be able to contact parents during the day. Please be vigilant in letting the main office (Kimberly Ruch kruch@kcsma.net) and your child's teacher know any time your contact number changes.

In case of Severe Weather or other emergencies, KCSMA will follow the action taken for all Cobb County Public Schools. Information will be broadcast on local television and radio stations. We will also try to utilize mass email when possible, and will call parents directly when appropriate – another important reason to keep your contact information current. Please check your email for information as well. It is vital that the school keep phone lines open in emergency situations. Please help us keep your student safe by refraining from calling the school for information.

Emergency Drills

Fire, severe weather and emergency drills are conducted on a regular basis at KCSMA. Students practice their emergency evaluation procedures in varied settings. Evacuation routes, areas and procedures are posted in each classroom and throughout the school. The KCSMA Crisis Team makes sure that faculty members are well-versed in crisis plans and procedures.

Enrollment Information

Kindergarten students must be 5 years old on or before September 1.

First grade students must be 6 years old on or before September 1.

Please bring the following items when you register your student:

- 1) An original birth certificate with a raised seal. We must have this in hand for your child to be a student at Kennesaw Charter or any Cobb County Public School. A copy of the birth certificate will be kept in the student's file. Other proof of age can be accepted for temporary admission (35 days).
- 2) Provide a certificate of eye, ear and dental examination (Georgia Form #3300). This certificate may be obtained from the county health department or from a physician. Provide a certificate of immunization (Form 3231), a SS card or waiver. Waivers available in the main office.

- 3) Two proofs of Cobb County School District residency must be submitted to the school at the time of enrollment.

Attendance Zone

Students who reside in Cobb County School District are eligible to attend KCSMA. Enrollment is limited. As classes fill, students who wish to enroll will be placed on a wait list and contacted as space becomes available.

Re-enrollment

To secure your child's place at Kennesaw Charter for the next school year, you must officially complete the re-enrollment or enrollment process before your child is officially enrolled at KCSMA.

Transfers

Parents who wish to withdraw their child are asked to contact the front office to request withdrawal papers. Please give the office 48 hours to process your request once the completed form is received.

Student Records

In compliance with Family Education Rights and Privacy Act (FERPA), parents may review their children's cumulative education records upon request. If student education records are inaccurate or misleading, the parent or guardian may request an amendment by contacting the school principal. Cumulative records are treated as confidential material, and the privacy rights of parents and students are safeguarded. Except as provided by law, no outside agencies or individuals may have access to a student's record without written consent of the parent. If records are copied, a minimal fee of \$0.20 per page will be charged and a 48 hour notice is required after a records request has been completed by parent/guardian.

Forms of payment

KCSMA accepts checks, cash and money orders.

Insufficient Fund Policy: You will be charged \$30.00 the first time your check does not clear. Your check will then be re-deposited. If the check does not clear the second time you will be responsible for the amount of the check **plus** the initial \$30.00 insufficient fund fee, which needs to be paid in cash or by money order. Once a check has been returned due to insufficient funds,, future payments to KCSMA can only be accepted as cash or money order.

Grade Placement

If acceptable documentation for determining a child's grade placement is not presented at the time of enrollment, student will be temporarily assigned to the grade level which is age appropriate for the student.

Carpool

MORNING CARPOOL begins at 7:40 am. Students dropped off before 7:40 will be checked into Before School Care (BSP) and charged for that day (\$3.00).

Please do not start lining up for morning carpool until 7:35am. Our staff will be coming into work and they need to be able to access the parking lots in order to be at their morning carpool post on time. Staff members will be outside to help our students out of cars at 7:40, the time students may enter the building. As of 8:00 am parents please walk in with your student and sign them in.

**See Tardy procedures.*

For the safety and courtesy of all, please do not park at the curb at the front entrance of the school. Please use a parking spot.

AFTERNOON CARPOOL runs more smoothly when parents do not enter the parking lots before 2:45 to line up for carpool. Parking lots must be clear during instructional hours in case emergency vehicles need to get through.

The following rules for carpool are non-negotiable:

- ***Please don't enter the upper or lower parking lots before 2:45pm***
- ***Please do not park on the side of the road or stop in the road and wait for carpool to begin. This is a traffic violation. Local authorities routinely patrol the area and they will issue traffic tickets.***
- ***A carpool tag must be affixed to your rear view mirror so that staff members can clearly see it from a distance. Please do not lay the tag on your dashboard. If your carpool tag is missing or cannot be seen by carpool staff, you will be asked to park and come inside to pick up your student when carpool is over.***

All families are issued 2 KCSMA carpool tags for the year. As carpool begins your number will be called by radio into the school where your child(ren) will be waiting. Teachers have a list of all students' numbers, but carpool goes much faster if students know and listen for their numbers. We appreciate your help in teaching your student(s) his or her car rider number. The quicker we learn our numbers, the faster carpool will go!

As an added measure of safety, all cars must have an official KCSMA school issued tag. Again, any car without this tag will be asked to park in a parking spot and wait until the end of carpool. Depending on the circumstances and the time of day, your student may be picked up in the office or from ASP.

- Note:**
1. If an official KCSMA carpool tag is lost, there will be a \$ 5.00 replacement fee.
 2. A picture ID must be shown to pick up students – students will only be released to individuals listed on the student information card.

TWO THINGS THAT SLOW DOWN CARPOOL:

1. **Students not knowing their carpool number, or not listening for it.**
2. **Parents talking on cell phones, not paying attention to staff direction or the flow of traffic.**

...More about carpool

- Please stay in your car at all times.
- Please do not use cell phones, including blue tooth devices during carpool times.
- Please not block entrances to businesses or residential entrances/turnarounds.
- Do not drive across the double yellow lines for any reason.
- When entering the upper lot, ALWAYS enter by making a left (enter from West Duncan Side). Exit the top lot by turning right.
- When entering the bottom lot ALWAYS enter by turning right (enter from Big Shanty/McCollum Parkway). Exit the bottom lot by turning left.
- Students in the upper lot must load and from your car on the driver's side of the vehicle. Students in the lower lot must load and unload from your car on the passenger's side of the vehicle.
- Parents may not stop and walk students into any building without first stopping by the MAIN OFFICE and checking in. Parents may not walk into any building to pick up a student without first stopping by the MAIN OFFICE.
- Students may not leave their building to run to their cars when they see their parents. They must wait until their number has been called.

Thank you for your patience and flexibility as the carpool staff does their very best to get your child into and out of your vehicle safely and efficiently.

Please show the staff the same courtesy, respect and kindness they show to your student each day.

Raised voices, inappropriate language or gestures will not be tolerated.

Transportation Changes

Please put in writing any and all transportation changes for your student, and send them with your student on the morning of the change. Emails to the teacher cannot be accepted, as many teachers do not have the chance to check their emails until the end of the day. Please talk with your student to make sure they are aware of the change in transportation so they feel safe in knowing their after school schedule.

If an emergency occurs and you need to make an unexpected change in your student's after school plans (for ASP or otherwise), it is important that you call the main office **before 1:30 pm**. We certainly understand that life gets hectic, plans get changed, and unexpected crisis situations happen. We will always be flexible, helpful & understanding, and will do our best to assist you with your transportation needs. We also ask for your understanding if you call or send a note and we occasionally experience circumstances that prevent seamless communication between parties, concerning your child's transportation needs.

It is vital that we work together!

Please remember:

- For safety and security reasons, anyone picking up a student must have picture ID and be listed on student contact card.
- If a note is not sent in for transportation changes, the student will follow his or her regular routine.

Parking

Our school has a limited number of parking spaces in front of the main building. With the exception of the designated parking spaces, the spaces are reserved for staff members and for release of car riders. Please use the designated visitor spaces or the upper parking lot when visiting the school.

It is unsafe and against the law to park directly in front of the main school building doors (at the curb). THIS IS A FIRE ZONE AND IS CLEARLY MARKED AS SUCH. Your help is appreciated, in keeping this area clear for emergency vehicles.

Child Abuse

Georgia law requires that school employees report to the local Department of Family and Children Services, any suspected cases of child abuse and neglect. Failure to comply with this requirement may result in prosecution of the school employee.

Once a report has been made, official representatives of Department of Family and Children Services have a right to come to school to interview a child. Parent permission need not be obtained by the Department or the school.

Student Uniforms & Dress Code

During the initial process of student enrollment, meeting with parents to discuss KCSMA unique programming, teaching practices and student expectations, KCSMA dress code is made very clear. School uniforms are included in a parent's decision to become part of the KCSMA family. Parents are responsible for sending their student(s) to school in uniform every day. No one is exempt from dress code expectations or other school rules. Thank you in advance for making the commitment to adhere to our student expectations for school uniforms.

**UNIFORM VIOLATIONS WILL BE HANDLED BY MRS. FREY
AFTER THE THIRD VIOLATION.**

Classroom teachers will make the first parent contact.

The School Uniform and Dress Code Committee of KCSMA have developed guidelines to assist with questions and clarification regarding uniforms. Please refer to this section of the handbook for specific rules and guidelines, violations and enforcement procedures.

Students are expected to be in uniform every day, with shirts tucked in, proper shoes (and belts if appropriate).

Fridays are School Spirit days. On Fridays, students may wear KCSMA **spirit wear** shirts (as defined below) with uniform shoes, well-fitting / hole-free jeans or khakis.

Heelies are not to be worn to school. If sneakers with wheels or other shoes considered to be “out-of-uniform” are worn to school, parents will be called to bring appropriate shoes to school.

School Uniforms and Dress Code **Expectations and Violations**

- **See Uniform Handbook for details (Available at kennesawcharter.com)**

If a student receives a uniform/dress code violation, the following will occur:

- **First Violation** -written warning to parent. Please sign and return to teacher.
- **Second Violation** – parent will be notified by telephone to bring appropriate clothing/shoes for student. Second written notice will be sent home. Please sign and return to teacher.
- **Third Violation** – Parent will be notified by telephone, by teacher, to bring appropriate clothing/shoes for student.
Third violation notice will be sent from Mrs. Frey and will require parent to be present for a conference. This notice should be signed and returned to Mrs. Frey, along with a contact from the parent, letting Mrs. Frey know when they are available for conference. In addition, student will not be allowed to participate in “no uniform day” (NUT PASS) for 9 weeks.
- **Fourth Violation** will be considered insubordination. Parents will be contacted by Mrs. Frey regarding discipline for this behavior. Student will not be allowed to participate in “no uniform today” activities (NUT PASS) for the remainder of the year.

Discipline with Dignity

Kennesaw Charter Science and Math Academy staff follows the belief that students, armed with the knowledge and examples of how to behave in an appropriate manner will, more often than not, make good choices.

Staff members school wide are expected to model respectful, friendly, courteous, helpful, responsible and encouraging behavior with peers and students. We look for opportunities to praise and celebrate students when they display life skills that will guide their futures as successful and altruistic citizens of their world.

Staff members use best practices from experts in fields of behavior, such as Dr. Becky Bailey, Dr. Eric Jensen and Susan Kovalik in their interactions with students.

Expectations for student behavior at KCSMA include the following:

1. Respect yourself and others.
2. Everyone has their own personal space and belongings.
You must be invited to be a part of either.
3. Learn from mistakes (poor choices) and reflect on them so that you don't repeat them.
4. Be honest with yourself and with others.
5. Take accountability for your actions.
6. Make restitution.
7. Forgive yourself and move on.

**Please note, we have high expectations of our students and their language. Use of words like "Suck, whatever, and what the..., etc," will not be tolerated. While this may be acceptable at home, this is not appropriate behavior at KCSMA.

Cobb County Schools website offers complete ***Discipline Levels and Code of Conduct*** derived from Georgia Law. Please take time to read these carefully, as KCSMA adheres to these Codes.

Our school wide discipline plan involves teaching students procedures, that when followed will prevent situations in which poor choices might be made. While teachers use classroom expectations, rewards and consequences customized for the needs of their students, all staff members use the following behavior plan:

First offense – Warning

Second offense – Teacher and student call parent

Third offense – Student meets with Mrs. Frey or Ms. Mallon. Parent call is made. Student spends reflection time with either Frey or Mallon until behavior is successfully processed. Student is escorted to class and is responsible for making up any missed tasks.

Fourth offense - Mrs. Frey or designee calls parent to remove student from school. If fourth offense occurs after 1:00 pm the student may either be suspended or placed in In-School-Suspension for the following day.

An important part of a student's reflection process, is having the student tell a parent about the bad choice that led to the parent call. Successful outcomes of this telephone call are two-fold.

First, the student knows that parents and administration/teacher are hearing the same information.

Next, parent may have insight into the root of the day's behavior, and can process and plan more appropriate behavior, based on their knowledge.

*** If a telephone call to discuss your child's behavior, is not acceptable in your workplace, please let Mrs. Frey and your child's teacher know.

Grading And Homework Expectations

Grades 1-3 will be using Standards Based Reporting this year. Teachers at these grade levels will be happy to discuss this assessment method if there are questions.

Regarding homework in grades 3-6, homework assignments should never be so massive that the average child cannot finish within an hour (plus 20 minutes reading time). Time accommodations for children with special needs should be addressed in their IEP, and followed by any teacher assigning homework to that child.

Projects – Classroom projects should always have a very specific rubric that clearly defines project expectations, time limits and grading system. The rubric should include a provision that gives a student the opportunity to ask for assistance, as long as student makes this request a minimum of 3 days before the project is due.

Homework should not be assigned over weekends, breaks or holidays
The only exception is: 1) Parent request 2) extra credit project

Homework should be related to the day's lesson and reviewed or assessed on the day homework is turned in (due).

Homework should be reviewed briefly (choose a couple of problems) to check for understanding, then move on to the day's instruction. Teachers will provide a small flexible group for re-teaching those who need further assistance.

Students do not need to do a whole page of math problems for homework, but enough to demonstrate mastery of that skill.

Students should not miss recess or specials to complete or make up classwork or homework. *However*, students are given the opportunity to work on missing homework tasks for the first 10 minutes of recess, then walk laps as a consequence for not turning in work on time (if missing homework becomes a frequent problem)

Reading logs for grades 3-5 will be checked for completion. Students in grades 3-5 will receive a grade of 100 for turning in and 0 for not turning in, to be counted as 10% of the students' grade.

Homework for students K-2 will be checked for completion but should not be reflected in final grading. Students at K-2 are learning responsibility. A big part of becoming responsible is completing and turning in homework tasks. Good homework habits can never be established too early.

If students in grades K-2 consistently fail to turn in homework (4 or more times in a 9 week period), parents will be required to attend a conference with teachers and Mrs. Frey.

Before and After School Program (BASP)

We are happy to offer Before and After School Care to our families who require child care. Before and After School Program Director, Kristen Settle, is committed to offering parents a program that meets or exceeds any programs in Cobb County. Ms. Settle partners with organizations in the community to bring students club opportunities, physical activities, games, and academic enrichment time. Students are given nutritious snacks, quiet time to complete homework, as well as assistance with homework if needed.

Our BASP follows the same expectations and procedures with which students are familiar from the school day, so our students don't have to adjust to a new set of rules in an unfamiliar daycare setting.

Before School Hours: 6:00 am until 7:40

After School Hours: 3:30 pm – 6:30

Fees for BASP are as follows:

Mandatory Annual Registration fee - \$ 20.00

Before School Program - \$ 3.00 per day

After School Program - \$ 8.00 per day

Please note: If your child is not picked up from school by 3:30 pm They will be placed in ASP, you will be charged for a full day's care --- \$ 8.00

Note as well: The After School Program closes promptly at 6:30 pm each day. Students picked up after 6:30 pm will be charged a late fee of \$1.00 per minute, per child.

All BASP accounts in arrears of \$50.00 or more for one week will result in:

- 1) YOUR CHILD(REN) NOT ALLOWED TO PARTICIPATE IN BASP UNTIL ACCOUNT IS CURRENT**
- 2) A COLLECTION CALL AND LETTER FROM THE SCHOOL**
- 3) OVERDUE ACCOUNT TURNED OVER TO A COLLECTION AGENCY**

The Nurse is IN **KCSMA School Clinic**

When you enroll your child at KCSMA, please include on the documentation any environmental or food allergies. Our school nurse will share this information with your child's teacher and with the dining room staff.

It's always a good idea to give this information to your child's teacher as well

Each student must have a complete Student Medical Card, signed by a parent/guardian.

It is vital that parents update and notify the nurse of changes as they occur.

Hours for the school clinic are 10:00 am until 2:00 pm Monday - Friday

Students will be sent home from school for the following reasons:

Diarrhea/Watery Stools (One episode of diarrhea occurring during a school day) Children may return to school 24 hours after the last stool if they feel well and do not have a temperature over 100° F without fever reducing medication such as Tylenol.

Vomiting (One episode of vomiting and/or if other symptoms are present (fever, abdominal discomfort, diarrhea, etc.) Student may return to school 24 hours after the last episode of vomiting.

Fever (Normal oral temperature is 98.6 degrees F)

- Low-grade (oral temperature 99.5 to 99.9 degrees) students will be sent home from school with a low grade fever if other symptoms (cough, sore throat, headache, abdominal discomfort, diarrhea, etc) are present.
- High-grade (Oral temperature of 100 degrees or above). Students will be sent home from school for a high-grade fever. Students may not return to school until free of fever for 24 hours without fever reducing medication (Advil, Tylenol). Oral temperature of 104 degrees F or above: The school nurse will institute measures to bring down the child's temperature. The parent/guardian will be notified immediately. The school nurse will initiate the school's Emergency Management Plan if the parent/guardian is unable to arrive at school within fifteen minutes to pick up their student. The school nurse will notify school administrator that 911 has been called.

Drainage It is not necessary to exclude every student from school who has drainage from the nose, eye, ear or open sores. Exclusion from school will be at the discretion of the school nurse and or principal/designee based on the following criteria:

1. Color of discharge
2. Child's personal hygiene skills and need for assistance
3. Classroom setting
4. Child's developmental level

Authorization for Medication

A form must accompany any medication (over the counter or prescription) to be given to your child. A separate form must be filled out for each medication and be given in person to the School Nurse.

Please do not send medications to school with your child.

Medications can only be accepted from the parent. If you need additional authorization forms, please let our School Nurse know. These forms will be available in the Clinic.

Only medications that are required to be taken three or more times per day will be accepted. If a medication is to be taken twice per day, please give this medication at home. If there are extenuating circumstances, please talk to the school nurse.

Remember, no over the counter drugs will be given to your student unless parent has provided the nurse with both the medication and the authorization form.

Prescription medicine must be in the original labeled container. The label must include the student's name, the name of the medicine, instructions for dispensing the medicine, and the doctor's name. Pharmacists can provide a duplicate labeled container with only the dosage to be given at school.

Over the counter medicine must be in the original container and marked with the student's name.

Parents, please pick up unused medicine from the nurse. Any medication not picked up, will be discarded at the end of the school year. Sorry, we will not send medication home with students.

**Parents can contact our School Nurse by calling
678-290-9628 (Ext. 1107).**

Computer/Internet Photos

- Students are responsible for internet etiquette while at school and whenever they are doing school-related tasks.
- Students are provided access to network services if parents give permission and if students agree to follow ethical and legal guidelines.
- Network storage is much like a school locker. Network and school administrators may review files and communications to maintain system integrity and insure that users are making responsible decisions. Anyone who uses the internet or who stores files on school property should have no expectation of privacy. During school, teachers of our younger students will guide them toward appropriate materials.

*** Offensive or otherwise inappropriate communications from parents or students (on or off campus) to KCSMA systems will be handled in the most severe manner.

The following are not permitted:

- Sending or displaying offensive messages or pictures. Offensive is anything, which is or could be perceived as violent, pornographic, or otherwise offensive to a reasonable person.
- Using obscene language
- Harassing, insulting or threatening others
- Damaging computers, computer systems, networks or school property
- Violating copyright laws
- Using others' passwords
- Trespassing in the files or folders of others.
- Intentionally wasting limited resources
- Employing the network for commercial purposes

Violations may result in:

- Loss of access to school technology
- Additional disciplinary action based on the severity of the violation
- Students/Parents may be responsible for paying for the repair or replacement of damaged files, software or technology equipment.

*** Each parent will receive a Photo Consent Form. Please complete and sign the form/Return it to your child's teacher. If this is not signed and returned, your child will not be able to be in the school yearbook.

Field Trips

Throughout the year, KCSMA staff may plan field trips, which correspond to Georgia Performance Standards. Field trips provide academic enhancement and enrichment.

Parents will receive advance notice of field trips and they will be asked to sign permission forms. Permission forms and applicable field trip fees must be collected prior to the day of the trip.

Students going on a field trip, who have preordered lunch will receive a credit on their lunch account.

Field Trip Chaperones

Parents may be asked by the principal or by the classroom teacher to serve as chaperones on field trips. The primary responsibility of a chaperone is to supervise students, keep them safe and monitor for appropriate behavior. Parental chaperones are asked to take this responsibility seriously and to remain vigilant (not on cell phones) and attentive to students' needs throughout the trip. School personnel will select parent chaperones. Parent chaperones may or may not be asked to chaperone a group of students that includes their child.

Children not enrolled in KCSMA may not attend KCSMA field trips and may not accompany a parent serving in the capacity of parent chaperone. Parents wishing to attend field trips, but have not been requested to chaperone the trip, will be considered on a case to case basis. Admission, transportation or any field trip fees will be the responsibility of the parent if not serving as a chaperone.

Parents wishing to drive their child (and only their child) home from a field trip MUST, in cooperation with the classroom teacher, sign the child out at the field trip site.

Field Trip REFUNDS

If a student is absent on the day of the field trip the parent may request in writing, a refund. Please know that transportation fees (bus or otherwise) will not be refunded. Additionally, if KCSMA has already dispersed a field trip check to the field trip destination, a refund is issued at the discretion of the organization hosting the trip. If the organization has a no refund policy, KCSMA will honor that policy. KCSMA does not receive refunds on cancelled trips or trips with less students than expected.

PARENT SIGNATURE PAGE

Please sign below to indicate that you have read and discussed the procedures and expectations in the Parent/Student handbook and agree to follow (and to assist your student in following) Handbook guidelines.

**After signing, please return this page to your
child's teacher.**

**Please keep the Handbook as a reference for the remainder of
the year**

Student name _____

Parent signature _____

Date _____