

**AVERY ELEMENTARY SCHOOL
STUDENT/PARENT HANDBOOK
2018-19**



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Avery Elementary School

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Dear Avery Parents and Students,

Welcome to Avery Elementary School! I hope all of our “cub” families have had an enjoyable summer and are ready to begin an amazing school year.

The 2017-18 brings with it great excitement. This handbook has been developed for students and parents to review and also use as a reference tool. Its purpose is to insure that good order is maintained within our school building to optimize the learning success of all of our students.

I look forward to a great school year together!

Always putting children first,

Dr. Lisa Turner

Dr. Lisa Turner
Principal

MISSION

The mission of Avery Elementary School is to provide a safe and supportive environment which is conducive to the development of each individual child. Utilizing the most current and effective materials, strategies and technology, a highly-trained and motivated staff, with parental involvement and community support, we strive to empower all students to reach their maximum potential.

GENERAL INFORMATION

ACCREDITATION

Avery Elementary School is accredited by the Southern Association of Colleges and Schools and by the Georgia Accreditation Commission. Avery also meets the qualification for a Standard School under the Georgia Department of Education.

AFTER SCHOOL PROGRAM (ASP)

Avery offers a pre-pay after-school program until 6:00 p.m. each regular school day. The program costs \$8 per day and includes a snack, recreation, and study opportunities. Late pick-up fees are \$10 per child every 15 minutes. Three disciplinary notices or three late pick-ups will result in a suspension from ASP. Upon the fourth notice, the parent is asked to find alternate childcare. A fee schedule and ASP policies are available upon registration or upon request. ASP payments are due by 10:00 a.m. on the day your child is to stay in ASP. If payment is not received by 10:00 a.m., the daily fee increases to \$12.00.

ARRIVAL TIME

Students are welcome to arrive as early as 7:10 a.m. Students not present in homeroom class at the 7:40 a.m. bell are considered tardy.

ATTENDANCE/ABSENCES/TARDIES

Prompt, regular attendance is a must for a student to perform well in school. Georgia law identifies the following as reasons for which a child may have an excused absence from school: 1. personal illness; 2. serious illness or death within the child's immediate family; 3. recognized religious holidays observed by the child's faith; 4. governmental agency order; or, 5. conditions which render school attendance impossible or hazardous to the child's health or safety. State regulations require us to collect a written excuse for any student absence.

For more information on Absences/Attendance, please see CCBOE policy JBD.

A county PERFECT ATTENDANCE award is given to students with no absences, no tardies, and no early check-outs during the school year. Students who are absent no more than three days during the year will receive an EXCELLENT ATTENDANCE award. Any student arriving at Avery at or after 7:45 a.m. is considered tardy, and the student must report to the office with a parent to receive a tardy slip.

BAD WEATHER PROCEDURE

If early dismissal is necessary, your child will be sent home following the emergency instructions you have given the school. If severe weather (such as sleet, snow, tornado, etc.) is approaching our area, and it becomes necessary to cancel school/close school early, the announcement will be made on all Metropolitan Atlanta television stations (ABC, CBS, NBC and FOX), as well as, minimally, the following radio stations: WSB 750 AM, WGST 640 AM, WLJA 101.1 FM / WLJA 1560 AM. Emergency closure announcements will also be posted on the School District's website, www.cherokee.k12.ga.us, and will also be transmitted via social media avenues, such as the School District's Facebook and Twitter accounts.

BIRTHDAYS

Due to the increased number of life-threatening food allergies, special snacks for birthdays cannot be distributed during lunch. If parents wish to donate a class snack in celebration of your child's birthday, please make arrangements with your child's teacher.

BREAKFAST

Hours of breakfast operations are 7:15 a.m. to 7:40 a.m. Students are to go directly to the cafeteria before reporting to classrooms if they wish to purchase breakfast.

CAR RIDER

Car rider dismisses at 2:15 p.m. from the gym. Any student not picked up by 2:35 p.m. will be sent to ASP.

CHAPERONES

Each grade has a required number of chaperones on field trips as deemed necessary by the Board of Education. Parents acting as chaperones may not bring along siblings or guests, as this distracts from the duties of chaperoning students. Please limit use of cell phones to emergencies only. We provide transportation on field trips and if you wish to take your child in your vehicle, it will be necessary for you to check the child out of school in order to transport him/her in a private vehicle to a school field trip destination. Also, please remember that students cannot be checked out of school while on a field trip except in cases of dire emergency and then only when approved by an administrator of the school. See Cherokee County Handbook for expectations of chaperones.

CLINIC

The clinic is staffed by a licensed nurse. The nurse's hours are Monday – Friday, approximately 7:30 a.m. to 3:30 p.m.

If a child becomes sick at school, we will notify parents. Certain illnesses can be easily spread at school, and we ask you not to send your child.

We will not administer any medications to your child without following the procedures set out in the "Medication" section. Each student has an information sheet in which you have listed a family doctor to contact in an emergency.

IT IS VERY IMPORTANT THAT YOUR ADDRESS, EMERGENCY NAMES, PHONE NUMBERS, ETC. BE KEPT UP-TO-DATE ON SCHOOL RECORDS. Please send changes in writing to your child's teacher. Please help us keep your contact information current.

COUNSELING PROGRAM

A comprehensive counseling program is offered at Avery. The parts of the program that directly serve students are listed below. In addition to these direct services, the counselor works with parents, teachers, and administrators to identify and meet individual needs.

- CLASSROOM GUIDANCE
- SMALL GROUPS
- CAREER GUIDANCE
- PERSONAL CONCERNS
- INFORMATION GIVING

DISCIPLINE

The Avery staff believes students are responsible for their actions and that every incident is unique to the situation and the individuals involved. Avery Elementary School will follow the policies and procedures for discipline set forth in the school system's discipline guide found in the Student/Parent Handbook for the Cherokee County School System.

Behavior of students on school buses is considered an extension of classroom/school behavior. Students who fail to respond to the directives of the bus drivers will be reported to school administration.

At Avery ES, everyone follows our "Avery Expectations":

Accept responsibility for what you say and do.

Voices are quiet & movement is orderly in the halls.

Enter on time, prepared and ready to learn.

Respect self, others and school property.

You control what you say and do.

Everyone's education is valued.

Safety rules are followed everywhere.

DISMISSAL TIMES

ASP students and car riders are dismissed at approximately 2:10 p.m. Bus riders and daycare van riders are dismissed at approximately 2:12 p.m.

DRESS CODE

The Avery Elementary dress code adheres to the CCSD policy and promotes an orderly learning environment in our school while preparing our students for later success in the world of work (see Appendix A: CCSD Student Dress Code). Students of the Cherokee County School District are expected to dress in a manner that is conducive to a good learning environment. Accordingly, the administration reserves the right to determine if accessories/clothing are too casual, too revealing or too distracting for school dress. Additionally, the administration reserves the right to prohibit accessories/clothing if those items create a potential safety or injury risk to the individual student or others; or, if they create a reasonable disruption to school environment.

The following *modifications have been added to our dress code to prevent disruption or interfere with the operation of the school instructional program and contribute to the good learning environment at Avery:

- Colored hair gel, food coloring, bright hair coloring is not approved for school wear unless approved for special occasions;

*Note: CCSD Dress Code guidelines may be modified by the principal at grades K-5.

EARLY PICK-UP

If you need to pick up your child before the end of the school day, you must sign your child out through the office. Except in the case of an EXTREME EMERGENCY, we ask that you do not check out a student between 1:45 p.m. and 2:30 p.m. If you must pick up your child early, please do so before 1:45 p.m. Announcements affecting transportation and other important matters are made at approximately 2:15 p.m., followed closely by the loading of first load buses beginning at approximately 2:15 p.m.

EXTRA CURRICULAR ACTIVITIES

Many academic and social activities are provided for students, including: *Academic Bowl, Student Council, School Newspaper, Friends Club, Helen Ruffin Reading Bowl, Technology Club, Science Olympiad, Running Club, and Chorus.*

FIELD TRIPS

Field trips are planned activities aligned with grade-level curriculum. All trips are planned by the teacher and approved by administration. Written/signed parent permission is required before any student participates in a field trip. All off-campus field trips must be completed by 1:45 p.m. Field trips must be educational and may be restricted by fuel shortages from time to time. Administration reserves the right to withhold a field trip experience from any student whose behavior draws concern.

For any field trip, a student who does not go on a school sponsored bus or in a school sponsored vehicle will not be under the jurisdiction of the school or under the supervision of the school. A student should NOT be picked up by ANYONE from a field trip before the school sponsored vehicles return to school, unless receiving permission by the principal. The student may be checked out from school after the field trip returns and all students are accounted for.

HALLWAYS

Greet one another appropriately while passing in the halls.

HOMEWORK

Per CCBOE Policy IHB, homework is given Monday through Thursdays and should adhere to the amount of time suggested by the school board policy / local school homework plan.

HONOR ROLL/MERIT LIST

Students in grades 4 and 5 are recognized at the end of the year for Honor Roll status if a grade of A is obtained in all academic subjects. Merit List status is achieved with grades of A and/or B in all academic subjects. Handwriting and conduct grades are not considered for Honor Roll / Merit List eligibility.

HOURS

School hours are from 7:45 a.m. to 2:15 p.m. Prompt, regular attendance is expected of all students. Students may be dropped off between 7:10 a.m. and 7:40 a.m. Punctuality is a responsibility that should be instilled in students.

Please do not bring your child to school prior to 7:10 a.m. Our staff is not on duty and often not in the building prior to this time. Students not picked up by 2:45 p.m. will be placed in ASP at a cost of \$12 per day.

INSURANCE

School Insurance is offered through the School District to students. Several insurance plans are available to provide protection against medical expenses resulting from accidental injury to your child. Enrollment materials are sent home with students at the beginning of each school year.

INTERNET POLICY

All Cherokee County School District's Internet Service users are subject to the school district's rules and regulations. The purpose of the school Internet is to support research and the educational curriculum. The use of the Internet is a privilege and inappropriate use will result in a cancellation of those privileges. All users are subject to the Acceptable Use Policy which is agreed upon by signature of the county handbook.

INVITATIONS

Invitations to parties cannot be distributed in school unless a child's entire homeroom is invited.

LOST & FOUND

We ask that students are held responsible for keeping up with personal belongings. Students needing to retrieve lost items can get permission from their teachers; parents who wish to check lost and found must check in at the office to be directed to lost and found. Please assist your child with putting names in sweaters and jackets to prevent loss. All unclaimed lost and found items will be donated to a local charity throughout the school year.

LUNCHROOM

Elementary Student Breakfast Cost - \$1.50
 Adult Breakfast and Student Second Meal Cost - \$1.75
 Elementary Student Lunch Cost - \$2.35
 Adult Lunch and Student Second Meal Cost - \$3.50

Lunch charges are for emergency situations only. All lunch charges must be paid by the last day of school.

Food purchased from outside "fast food" restaurants, and remaining in original packaging (i.e., bags and wrappers), is not permitted in the school cafeteria.

Food brought from home must be prepared at home. Food will not be refrigerated, heated or prepared by staff. Student use of kitchen equipment is not permitted.

MYPAYMENTSPLUS.COM

This is a secure, easy way to check on your child's account balance or apply funds to breakfast/lunch accounts.

MAKE-UP ASSIGNMENTS

All work missed due to any absence will be made up. Students are granted one day for each day missed for completing make-up work. The principal will be the final authority in determining alternative assignments if the work is impossible to make up. The time limit to complete missed work is not to exceed ten school days after the date the student resumes attendance.

MEDICATION

Administration, teachers, secretaries, and cafeteria personnel are not permitted to give any type of medication without proper authorization. If your child is to have medication, it must be sent from home with proper documentation and be under a doctor's or parent's direction. All prescription medication should be sent to school in the prescription bottle. All over-the-counter medication should be in the original packaging and labeled with the child's name. In order for any school personnel to administer the medication you will have to complete a Medical Form. You can receive these forms from the office, the school clinic, or Avery's website. All medication should be given to the office staff upon arrival at school. *NO MEDICATION (including cough drops) CAN BE TRANSPORTED BY BUS.* Any medication not picked up by the last day of school will be destroyed.

ONLINE PAYMENTS

We accept online payments for ASP, field trips, and other items/events throughout the year. Our online store is located at <http://averyelementary.revtrak.net>

PARENT CONFERENCES

Your child's teacher will be happy to arrange a parent conference with a teacher and/or an administrator at your request. We ask that you schedule your conference in advance.

PARTIES

Homeroom classes have two parties per year, one before the winter holidays and one at the end of the school year.

PICTURES

Individual pictures will be taken during the fall of each school year. Individual and class pictures will be taken each spring.

PROGRESS REPORTS / REPORT CARDS

Dates are published in the Cherokee County Handbook. Progress reports are issued at the middle of each 9-week grading period to students in grades 1 through 5. We ask that you

Carefully review these reports and contact the teacher as soon as possible should you have questions or concerns. Report cards will be issued four times a year.

PARENT SUPPORT

You are able to access pertinent information about your child's attendance and grades by accessing our Learning Management System: Canvas

The website is available for parents of students in Kindergarten through Fifth Grade.

PROMOTION, PLACEMENT AND RETENTION

The district's Promotion, Placement and Retention Policy (IHE) outlines appropriate progression and provides additional information based upon State Board of Education (SBOE) requirements. The policy, which is available on the district's website, defines promotion, placement and retention for all grade levels.

RESPONSE TO INTERVENTION (RTI)

This team is a problem-solving committee that collaborates to establish an academic intervention plan for students who are demonstrating significant difficulty in the areas of academic performance, organization, social interactions, or behavior. Parents are part of the team and are invited to the meetings to provide information, make suggestions, and reinforce strategies at home as appropriate.

SCHOOL COUNCIL

One of the requirements of the Educational Accountability and School Improvement Policy is to put into place a School Council. The role of this committee is to "...advise and assist the principal in facilitating the development and monitoring of the progress of the School Improvement Plan. School Council will operate under established administrative guidelines, as determined by the Superintendent of Schools." This committee is comprised of parents, teachers and the principal. The purpose of this group is to facilitate the development and implementation of the School Improvement Plan. Community feedback about any aspect of school programming can be channeled through this committee, and meetings are open to the public. Contact the school for more information.

SCHOOL IMPROVEMENT PLAN (SIP)

Avery's SIP is based on the current needs of our students. The methods for selecting areas for improvement are based upon a continuous review of student performance. The SIP is available for review on the school website.

TEXTBOOKS

Once textbooks and instructional materials are issued to a student, the responsibility for the return of these materials is that of the student and his / her parents / guardians. When textbooks, library books, or other instructional materials are not returned to the school in a form suitable for continued use, it is the responsibility of the student and his / her parents / guardians

to reimburse the Cherokee County School System for full replacement cost.

TRAFFIC AND PARKING

Parents who transport students to and/or from school will enter on the right side of the school. Please have your child exit or enter from the right side of the car so they do not cross in front of traffic. The front of the school and the bus parking lot are not accessible during arrival and dismissal times. Staff members are on duty at the right side of the building to help with unloading and loading of students. If you need to walk your child in the building, feel free to park and walk with them. We ask that you sign in at the front office. We also ask that you proceed with extreme caution as you drive through our parking lots. Safety is of utmost importance.

Additional parking is available in the bus lot beside the school. It is open to parents and guests of Avery. This parking area is available for all school events as well.

TRANSPORTATION

Any student needing to change routine transportation plans must have a signed note from his / her parent. If a student is going home with another student, both students must have signed notes. Our Transportation Change Form is available on our website.

There may be certain buses that do not allow students to ride home with friends due to buses being at capacity.

VISITORS

All visitors must sign in at the front desk, are required to wear proper identification, and remain in designated areas for the visit.

All visitors are required to enter through the front doors of the school building. A bell button is available to be buzzed in at this entrance. Guests are asked to enter one at a time.

VOLUNTEERS

We love volunteers! Volunteers will be used in many ways to assist our staff and students. If you wish to be a volunteer, please contact the school or one of the PTA officers.

Volunteers must complete Avery's on-line Volunteer Training Program and all county paperwork each year. If volunteers do not have access to a computer, the training program is available on-line in the school's Media Center.