

Hickory Flat Elementary School

Student/Parent Handbook

2017-2018



**2755 East Cherokee Drive
Canton, GA 30115
770-704-1444**

Whitney Nolan, Principal

Kerry Estep, Assistant Principal

THUNDERBIRD BATTLE CRY

**We are the Thunderbirds!
And we are proud!
We can be quiet.
But sometimes loud!
We try our best
In all we do,
And we will #
BE KIND TO YOU!**

**We have a Thunderbird!
His name is Thor!
He will be awesome
forevermore!
He tries his best
In all he does.
And he will #
BE KIND TO US!**

MISSION STATEMENT

WE AT HICKORY FLAT ELEMENTARY:

HONOR THE RICH LEGACY OF LEARNING THAT HAS TAKEN PLACE IN THIS SCHOOL SINCE 1838.

FOCUS ON EACH STUDENT AND EMPOWER THEIR LEARNING.

EXCEL- IN BUILDING A FOUNDATION OF ACADEMIC EXCELLENCE.

SOAR - BY DEMONSTRATING OUR THUNDERBIRD 13 AND #BEKIND INITIATIVE IN ALL ASPECTS OF LIFE.

MASCOT

Thunderbirds



COLORS

Green and White with accents of black and silver.

AFTER-SCHOOL PROGRAM

Hickory Flat offers an after-school program (ASP) which provides supervision for students from 2:30 p.m. until 6:00 p.m. each day that school is in session. The program is open to children enrolled in K-5 at Hickory Flat.

The cost of the program is \$40.00 per week and/or \$8.00 per day per child. This is a pre-paid program. There is a \$12.00 daily drop-in fee for students placed in ASP after 10:00 AM. In addition, there is a late fee for picking up a student after 6:00 p.m. (per the school's clock). The After-School Program is self-supporting and relies entirely on the funds generated from student participation to pay salaries and purchase supplies. The funds may also be used for instructional materials and facility improvements to the school. Prices are subject to change.

We will offer weekly activities periodically for an additional fee from outside-approved companies. Some of the various activities are drama, guitar, hit-hop dance, art, basketball, etc.

In order to register your child and/or obtain additional information or guidelines concerning the program, contact the school office at 770-704-1444.

For student safety, a photo I.D. is required when signing a student out of the After-School Program.

ATTENDANCE

Arrival/Dismissal Time

- 7:00am – 7:45am = Arrival time. Students report to their assigned area.
- 7:25 = Report to Homeroom - 7:25am.
- 7:45am = Instructional day begins.
- Tardy after 7:45am.
- 2:15pm = Bus rider dismissal
- 2:25pm = Car rider dismissal

For safety reasons, students not picked up by 2:45pm are enrolled in the After School Program and respective charges are applied.

Absences

Although circumstances may necessitate that a student be absent from school, the Cherokee County Board of Education recognizes that optimal learning takes place when the student is present and involved in classroom activities. Accordingly, it is critically important that parents/guardians make every effort to have their children attend school.

As permitted under state law and State Board of Education policies, a student's absence, tardy, or early checkout may be excused for the following reasons:

1. Personal illness and when attendance in school would endanger their health, or the health of others.
2. Serious illness or death of an immediate family member.
3. Mandated by order of governmental agencies, including pre-induction physical examinations for service in the armed forces, or by a court order.
4. Celebrating religious holidays.
5. Conditions that render attendance impossible or hazardous to one's health or safety.
6. Registering to vote or voting, for a period not to exceed one day.

When a student receives 7 unexcused absences, the Social Worker will be contacted.

Checkouts and Tardiness

- Provide a note from a doctor or dentist for tardiness and checkouts to be excused.
- Be prepared to present a photo I.D. when checking out your student.
- The office staff will call for your student.
- There will be no checkouts after 1:45pm or during bus dismissal.

Excuses

Parents/Guardians will provide excuses for absences in writing (note or email to teacher) on the day the student returns to school. Please include:

- Student name
- Date of the absence
- Reason for the absence
- Parent/guardian signature.

All written excuses will be evaluated by administration or designee to determine if the absence is excused or unexcused.

CAFETERIA INFORMATION

MEAL	STUDENT REGULAR	STUDENT REDUCED	ADULT/STUDENT SECOND
Elementary Breakfast	\$1.50	\$.30	\$1.75
Elementary Lunch	\$2.35	\$.40	\$3.50

The Cherokee County School District has changed its school meal pre-payment account system for the 2017-18 school year.

Existing funds in students' My Payments Plus accounts from last school year have been transferred over to the new K12 Payment Center; students will be able to use these funds when school begins August 1.

Parents must set up an account at www.K12PaymentCenter.com to add funds. You will need your child's student ID (the 5- or 6-digit ID your child uses to buy meals); if you don't have this ID, the front office of your child's school can provide it to you.

Parents can use the My Payments Plus mobile app or website as they have in the past to see the balance that was transferred; once your child makes a purchase in the cafeteria, any transferred balance will appear in the new account.

After you set up a new account, you can add money by making secure online payments using a credit or debit card (the new system charges the same 4.75% convenience fee as last school year) or by sending cash or checks to the school at no additional charge. You can deposit money online into multiple student accounts with one payment. Students also can continue to pay with cash at the cash register.

The new system continues popular features such as the ability to check your balance, track your child's purchases and receive low-balance alerts by email and text.

Parents also are reminded that CCSD participates in the Federal free and reduced-price lunch program, and applications are accepted year-round: www.lunchapplication.com

Questions? Please call CCSD School Nutrition at 770-721-8419.

CAFETERIA VISITORS

Due to the volume of visitors, you will be able to eat only with your child or children.

GUIDELINES FOR STUDENTS BRINGING LUNCH TO SCHOOL

- Food purchased from outside “fast food” restaurants, 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.

CAR RIDERS

Please obtain a green and white car rider tag from the front office to hang from your rearview mirror. Additional cards are available in the front office. If you do not have the green and white car rider tag when picking up your child/children, you will be asked to enter the building and present a photo I.D to confirm your relation to the child/children.

All car riders will enter and exit the car from the right side.

NOTE: No student and/or parent will be allowed to re-enter a classroom after 3:00pm. It is the responsibility of the student to take home belongings and assignments.

Because of our unique location and limited parking spaces, we try to keep our traffic flow at a rate that will enable parents to get to work and other responsibilities in a timely manner; however, our priority is providing the safest possible environment for our students.

Our goal is to greet the children and have them begin their day safely. To expedite this process, please pull as far forward as the line allows. The line may get long between 7:30am and 7:45am as everyone is trying to arrive before the bell rings. Please know that any inconvenience we cause you in the car line is only so that we can provide a safe environment for each student.

CANVAS

Canvas is the new Learning Management System that will allow you to see helpful items such as instructional resources, assignments, upcoming due dates, grades, and feedback.

Please sign up for Canvas. Contact your child’s teacher if you have questions, or enter a CCSD Canvas Help Desk Ticket on the CCSD website.

CLINIC / MEDICATIONS

The Hickory Flat school nurse provides care from 8:15am to 2:30pm daily. The office staff handles student health needs at other times. Health guidelines for our school are as follows:

1. **To prevent the spreading of illness, please do not send a child to school that is sick and/or has a fever. Please send a note if you wish to be contacted on a day you suspect your child may be ill.**
2. When at all possible, we encourage you to schedule your child's medication so that it may be given at home. All medications must be housed, and dispensed, from the office or clinic. These medicines must be in the original container with the student's name. A medication form, which can be obtained from the office, must be completed by parents or guardians requesting the administration of any medication. **Prescription medication must be in the original pharmacy container.** The written instructions on the pharmacy label will be followed. Over-the-counter medications must be in the original container. Dosage will not exceed instruction on label regardless of parent instructions. A secondary prescription bottle must be provided for students receiving medication during After School Program.
3. Forms are available to provide for special situations such as injections, personal possession of inhalers, epinephrine pens, etc.
4. For students taking medication daily, please send a box of 3oz. cups for their use.

COUNSELOR

Sharon Coltrain serves as counselor and is here to assist students in all grades. She is responsible for Counseling, Character Education, and Career State-Mandated Lessons.

Counseling (Individual and Group)

Students are encouraged to consult the counselor if they need help with an issue. Students may request to see the counselor by dropping a note in the blue box in the hallway near the Media Center. Individual counseling sessions are conducted by listening to students' concerns, identifying and solving problems, discussing alternative solutions, and formulating a plan of action. Group counseling sessions are held for students experiencing similar issues, such as divorce, relocation, or shyness.

CHARACTER EDUCATION

The counselor leads small group and classroom discussions and activities, helping children develop better self-concept and improve interpersonal skills. She will assist students in making appropriate life development assistance, such as help with transitions and with student self-improvement. Our entire Character Education Program is fueled by the guiding principles of our #BeKind initiative. These principles are embedded in the curriculum of all grade levels.

DISCIPLINE

SHADOW CARDS

Hickory Flat Elementary School stands united on discipline. All teachers, faculty and staff are responsible for making sure all students maintain a level of safety, respect, and school pride. To ensure consistent discipline through the school environment, the HFES Shadow Card System will be implemented.

- Every student in the school will have a shadow card.
- Students transitioning on their own throughout the building (library, restroom, clinic, office, resource classes, etc.) will be responsible for taking their folder with them.
- K-1 will implement discipline on a daily basis. Shadow Cards will go home every night and require parent initials. Checks on start over each day.
- 2-5 will implement discipline on a weekly basis. Shadow Cards will go home in Thursday Folders each week and will need to be signed and returned the next day. School-wide consequences will be implemented each Thursday.
- All teachers, faculty and staff are responsible for filling out any student's shadow card, who is not following a procedure in the school.
- When an infraction occurs, staff will place a check on the day of infraction with the # of the expectation infraction, brief explanation of the infraction and teacher's initials (ex: Thursday -√ 3-running in hall-C1)
- A Positive Reward System will be put in place for students who maintain a clear (0 checks) Shadow Card each week.

Reference the 2017-18 CCSD DISCIPLINE CODE HANDBOOK.

Reference the THUNDERBIRD 13!

THE THUNDERBIRD 13

- #1 Respond appropriately to adults.**
- #2 Make eye contact when spoken to.**
- #3 Demonstrate respect for self, others & property.**
- #4 Be humble in victory, and learn from defeat.**
- #5 Behave safely at all times.**
- #6 Say "thank you".**
- #7 Be the best person that you can be.**
- #8 Do not ask for rewards.**
- #9 Be as organized as possible.**
- #10 Be positive and enjoy life.**
- #11 Learn from your mistakes and move on.**
- #12 No matter the circumstances, always be honest.**
- #13 #BeKind**

DRESS CODE

For a complete list of items approved or not approved for school wear, reference the CCSD 2017-18 DISCIPLINE CODE pages 40-41.

DRILLS

Fire drills are held once a month. Tornado and code red drills are practiced each semester.

EMERGENCIES

Inclement Weather Information

If severe weather 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 the following radio stations: WSB 750 AM or 95.5 FM, 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 (Cherokee County GA School District) and Twitter (@cherokeeschools).

Hickory Flat administration will contact you via email with specific information, and will post information as it becomes available on Twitter @HFThunderbirds.

Early Dismissal/Release

In the event of early dismissal, transportation cannot be delayed for students to call parents. Students MUST be sent home immediately.

Complete the emergency cards issued to your child in the first day packets so that we can insure prompt, efficient response. It is the parent's responsibility to notify us immediately, preferably in writing, of any changes that need to be made. (If a current form is NOT on file in the school office, the child will be sent home according to whatever transportation information is available on record.) It is imperative that the Emergency Transportation Instruction forms are complete and on file at the school and students are aware of the plan.

Student Health/Emergency Up-Date Information

Please notify the school in writing if your contact information changes during the school year. It is your responsibility to keep the school abreast of any changes that occur as we strive to provide ultimate safety and security for your child.

FIELD TRIPS

Prior to any field trips, a permission note is sent home with each student describing the trip and explaining any fees involved. This note includes a permission slip that must be signed by the parent/guardian and returned to the teacher. Attending field trips is a privilege and not a right.

GIFTS

Gifts, flowers and balloons to individual students cannot be delivered at school. For safety reasons, the Transportation Department does not allow such items on the bus.

HOMEWORK POLICY

Homework is assigned on a regular basis. It is reasonable, meaningful, and reflects the objectives of the instructional program. It builds character, sharpens skills, and involves parents. Grades will not be given for each assignment, but completion or non-completion will be recorded on the student's Shadow Card. Continual neglect of homework assignments will require parent notification. Parents should provide a space and quiet time for their children to complete the homework and children should also read together regularly.

INSURANCE

Accident insurance is available to students. Information will be sent home with your child at the beginning of each school year.

INVITATIONS

Written invitations to social events outside of school should be mailed and not distributed at school.

LOST AND FOUND

Articles of clothing, books, and other items lost at school are taken to the "Lost and Found" rack in the front lobby. Throughout the school year, we will feature Lost and Found Fashion Shows during assemblies and events in hopes that students will see and claim lost items. All unclaimed articles of clothing are given to charity every two weeks.

PLEASE WRITE YOUR CHILD'S NAME ON ALL OF HIS/HER POSSESSIONS.

MAKE-UP WORK

Make-up work is available to students when they return to school following an **EXCUSED ABSENCE**. If it is an **extended EXCUSED ABSENCE**, parents may call the school office BEFORE 10:00 AM to request missed work for the day. It is the responsibility of students to make up all assignments that are missed. A minimum of 3 days will be allowed to complete the assignments. The teacher will assist the student by providing directions and explanations.

MEDIA CENTER

The media center offers open access to information for all students at Hickory Flat. Students are encouraged to visit the media center to check out books that interest and challenge them in their reading endeavors. Students in kindergarten are able to check out one book at a time. Students in first through fifth grade are able to check out two books at a time. Books may be checked out for two weeks but can be renewed if students need to keep the book longer for various reasons. No fines are imposed for overdue books but students are not permitted to check out additional books until the overdue book is returned to the library or renewed. Overdue notices will be sent periodically to the students by email or through their homeroom teacher. Payment for lost or damaged books must be made as soon as possible during the school year. Check out privileges are suspended until payment is made for the lost or damaged book. All payments must be cleared by the end of the school year.

PARENT TEACHER ASSOCIATION (PTA)

Please join our award winning PTA! Hickory Flat is fortunate to have a very active and supportive parent/teacher association. We invite you to take part in the many activities and opportunities planned throughout the school year. We are all in this together!

DISCLAIMER: Although the Cherokee County Board of Education and Cherokee County School District support and commend the local Parent Teacher Associations, the Cherokee County board of Education and Cherokee County School District cannot, and will not, be responsible for any injuries or other damages resulting from any PTA functions or events.

PARENT-TEACHER CONFERENCES

Cooperation between the parent and teacher is essential for a child's progress. Problems should always be addressed with the teacher first; then, if necessary, with an administrator. Requests for parent/teacher conferences may be made by contacting the teacher or the school office to leave a message for the teacher. Teachers are unable to receive/return phone calls and emails during the academic day. Parents/Volunteers are not permitted to "drop-in" for unannounced conferences. Conferences will be scheduled before/after school or during teacher planning times.

PHYSICAL EDUCATION

Please insure that your child is dressed appropriately on P.E. days:

- appropriate shoes (closed toe rubber-soled shoes- **NO** sandals/flip-flops, boots, shoes with heels)
- **NO** dresses or skirts (unless shorts are worn under them)
- **NO** jewelry

SOCIAL NETWORKING

Follow us on Twitter: @HFThunderbirds

STANDARDS OF EVALUATION

Evaluation is an ongoing process. Standards for evaluating student growth in knowledge, skills, and behavior are communicated to parents through report cards, deficiency reports, plans for remediation, personal notices, conferences, and phone calls. Teachers use a variety of methods to evaluate a student's progress toward stated objectives on daily, weekly, monthly, end-of-level, and a semester basis. Teacher-made tests, standardized tests, informal observations of student performance, class participation, and formal tests are the evaluative procedures used in determining a child's progress.

Grades are an important factor in a student's school life and are a means by which the school communicates to the student and the parent the quality of work accomplished. Grades are derived from a variety of sources. Report cards will be sent home the week after the conclusion of each nine-week grading period on the date listed in the CCSD Student Handbook. (Any student enrolled for at least three weeks of any one grading period is entitled to a report card.) At Parents/guardians are asked to review, sign, and return these reports to school within five days. Signing the report does not necessarily mean you approve of the grades, but only that you have seen the report.

TECHNOLOGY

Technology is an important part of education that opens the doors to exciting and engaged learning. Each K-5 grade classroom has 5 computers, a mounted LCD projector, and either a Promethean Board or ActivPanel. The Media Center has 11 computers and two learning areas that have an LCD projector and either a Promethean Board or ActivPanel. Also in the Media Center are 3 iPad carts. Teachers and students also have access to 4 computer labs that contain 30 computers each, and three mobile labs with 16 laptops each. We have 2 Promethean Active Tables accompanied by 1 iPad cart with 10 iPad minis, and 5 Osmos in our new Active Room. Each grade level has an iPad cart with 10 iPad minis.

All certified staff members completed the Microsoft Innovative Educator (MIE) certification during the 2015-16 school year.

TELEPHONES

School phones are not for student use and can be used only in case of emergency. Field trip permission slips, transportation notes, forgotten lunches, lunch money, homework, projects, messages for parents, etc., are not permissible reasons. Work with your child to eliminate these situations that can be settled in advance. **Students are not allowed to bring cell phones or other electronic devices to school unless they are trained and approved in the BYLD Program.**

TESTING DATES for 2017-2018

Please refer to the CCSD Student Handbook for these dates.

TEXTBOOK POLICY

Hickory Flat complies with the Cherokee County School Board Policy which states:

When textbooks, library books, or other instructional materials are not returned to the school in a form suitable for continued use, it shall be the responsibility of the student and their parents or guardians to reimburse the Cherokee County School System for the cost of replacement of the textbook, library book, or other materials.

TOYS/ELECTRONICS, ETC.

Students are not permitted to bring cell phones, electronic games, computer devices, iPods, MP3's, toys, gum, candy, fidget spinners etc. to school unless approved for a specific event. If brought, they will be confiscated and will remain in the office until picked up by a parent. Repeat offenses will result in discipline referrals and documented in Shadow Cards.

TRANSPORTATION

Protocol for Changes in Transportation

- Send a WRITTEN AND DATED NOTICE
- Include child's first and last name
- Include teacher's name
- Include name and phone number of person to contact
- Submit to homeroom teacher first thing in the morning

PROTOCOL FOR STUDENTS GOING HOME WITH ANOTHER STUDENT

- Both students must have a WRITTEN AND DATED NOTICE
- Include first and last names
- Include teacher names
- Include name and phone number of contact
- Submit to homeroom teacher first thing in the morning

Bus Regulations

Riding the school bus is a privilege extended to students, which can be taken away at any time for disruptive or unsatisfactory behavior. The driver must be able to concentrate without distractions and student related problems. School bus drivers may assign students to seats. If further action is necessary, the driver may refer students to the administration, and the administration may take further action. All children being transported are under the authority of the bus driver and must obey his/her requests. Students should treat a bus driver in a respectful manner. Misbehavior on the bus may result in bus suspension.

VIDEOTAPING, WEB PAGE, NEWSPAPER

During the school year, your child may be videotaped or may have his/her picture taken while participating in various school activities, projects and programs. These pictures may be released to the media, placed on our web page, or posted on social media. If you do not wish for your child to be videotaped or have his/her picture taken, please complete and sign the appropriate document in the first day packet.

VISITORS

Visitors are welcome at Hickory Flat; however, for the protection of students, all visitors are required to register in the front office and wear a visitor's badge at all times. Visitors must also follow CCSD dress code guidelines. Visitation to your child's classroom must be prearranged with the teacher. **To minimize distractions and support space limitations, siblings of any age, preschool through high school, will not be permitted to visit during instructional time or field trips.**

PARENTS ARE TO VISIT ONLY THE AREA DESIGNATED ON THE VISITOR BADGE.

WEAPONS

In keeping with the Cherokee County School District's Major System priority of providing a safe and secure environment for teaching and learning, the School District strictly forbids all employees, parents/legal guardians and visitors, with the exception of law enforcement and other public safety officials acting in their official capacity, to possess, carry or have within their control of any weapon or explosive compound as defined by Georgia law O.C.G.A. 16-11-127.1 inside of or within 1,000 feet of any school building, administrative or support facility, on school grounds, at school functions or activities, on school buses or school vehicles, or within any privately owned vehicle parked on any school district property.

WITHDRAWALS

The classroom teacher and school office should be notified **at least one day in advance** when a student is going to move. A transfer/withdrawal form will be completed for you to take to the new school if prior notice is given. All lunch charges must be paid and library books are to be returned before the transfer/withdrawal form will be released to the parent.