



Ford Elementary School Student and Family Handbook 2019-2020

Policies and Procedures

Arrival

School Starts promptly at 7:50 a.m. Students who are not ***in their classroom*** at 7:50 will be marked ABSENT. Once a child is marked ABSENT, this goes into the district's automated system which sends phone calls out to the parents notifying of the absence. The Ford office will change the ABSENCE to a TARDY once the parent has signed in the child as TARDY.

Tardiness

Students who are not in their classroom at 7:50 AM are officially TARDY. Parents/guardians must accompany the child to the office to sign them in as tardy. If a habit of tardiness develops, school personnel will work with parents to help plan a solution to change the habit.

Dismissal is at 2:15 p.m.

Students are dismissed in the following order:

1. ASP / Day Care / Bus Riders / After School Clubs
2. Car Riders: PLEASE DO NOT PARK YOUR CAR AND WALK ACROSS THE TRAFFIC TO PICK UP YOUR CHILD. If everyone stays in the traffic lane, dismissal will be quick, orderly and safe. If your child is not picked up by 2:45 PM from car dismissal, he/she will be checked in to the After School Program at a cost of \$7.00 per day.
3. Please be mindful of our 2:15 dismissal time. We are very busy during this time of day ensuring that each and every one of our students is safely on their way home or to their after school destination. IF your child must leave before the end of the school day, ***please arrive before 1:45 as we will not call students for dismissal after that time.***

Change of Dismissal

All dismissal changes must be approved through the front office and not the classroom teacher. If you need to change your child's way of getting home after school, please send a note to the teacher with your child. **Please be mindful that we are not able to change students to ride the bus home over the phone.** Parents will need to come into the school to request this change. To see the complete policy please go to:

<http://www.cobbk12.org/centraloffice/adminrules/J/JGFC-R.pdf>

Students should ride a different bus home for childcare purposes only. Our buses have limited space on their vehicles and many of them are at full capacity.

Attendance

School Attendance and Instructional Time is a top priority at Ford Elementary. We need your child here each school day.

Dental and doctor appointments after the school day is over have the least impact on the disruption of instructional time. We realize that emergencies come up where appointments must happen during the school day. However, please be respectful of our instructional time and schedule ahead for those "well" checkups outside of the school day. Each time we need to call a student out of class is an interruption to that class's educational process. Thank you for your help with this.

If your child is absent from school, please send a note within 3 days explaining why your child was absent. Extended absences may require a doctor's excuse.

Excused Absences allow for: illness, death in the family and religious holidays recognized by the child's faith. This procedure is established by Georgia State Law. If a student will be out for an extended period of time or acquires a contagious disease, please notify the school. Cobb County has an established policy for students with excessive unexcused absences. This policy will be initiated on the 3rd unexcused absence.

Unexcused Absences include but are not limited to: Vacation/Out of Town, no note received explaining absence, note that does not explain the reason for absence.

To view the attendance policy in its entirety, please go to: <http://www.cobbk12.org/centraloffice/adminrules/J/JB-R.pdf>

Students who need to leave during the school day will be released from class once the parent has officially signed them out in the front office

To attain **PERFECT ATTENDANCE**, students must be present in school all day for each day of school. Tardies, checking in late or checking out early will not allow for a Perfect Attendance award.

Make-Up work when Absent

Students will have an opportunity to make up missed work when a child misses school.

School work not be given ahead of time for planned absences (other than illness). This work will be made up after the student returns to school.

Early Release Days

Cobb County allows students to be dismissed early during the year. On these days, dismissal will begin at 12:30 PM. Please see the calendar for early release days.

School Closings / Inclement Weather

When the Cobb County School System is going to be closed because of inclement weather, the decision for closing schools is usually announced on the radio and television stations by 6:00 AM. If a decision to close schools occurs during the day, the statement will be given to the media. We will then follow parent's written information and our local school plans for such early dismissal situations. Please discuss with your child what you expect to do if school is closed during the day. **PARENTS WILL NOT BE CALLED.**

TRANSPORTATION

Buses

Bus transportation is provided for all students. Routes and schedules are available in the school office. The bus port is reserved for buses and school use so parents are asked not to use this area at any time.

Students may ride other buses if a note is provided by a parent / guardian with the bus # and the person they are going home with listed in the letter. However, due to limited space, some bus routes may prohibit this.

When students 8 and under are dropped off, a parent or guardian must be visible. If not, the student will be returned to school and the parent will be responsible for picking the child up from school.

Please refer to the Safe Rider Program information and/or the Student Code of Conduct for specific details regarding expectation for behavior on the school bus. <http://www.cobbk12.org/centraloffice/transportation/saferider.aspx>

Parent Provided Transportation

Parents who transport their children to and/or from Ford are to use the one-way traffic driveway. **DO NOT LEAVE YOUR CAR UNATTENDED.** If you must get out, park in a parking space. Handicapped spaces are to be used only by drivers legally permitted to do so and are not to be used for dropping off children. Drive safely and follow these procedures:

1. Students may be dropped off beginning at 7:00am. Students will be supervised in the front lobby until 7:15.
2. Starting at 7:15am, a staff member will be on duty to assist with carline. PM car line starts after 2:20.
3. Pull forward clear to the sign.
4. Children should exit the car on the right side only.
5. Never drive around another car in the line.
6. Please wait until your child is safely on the sidewalk before driving away.
7. Thank you for not using your cell phone in carline.

Thank you for keeping our children safe as they arrive and leave Ford.

INSTRUCTIONAL PROGRAM

Please visit <http://academics.cobbk12.org/> for information regarding academics and the Cobb Teaching and Learning Standards.

Specials

Students participate each day in one of the following scheduled enrichment opportunities offered at Ford:

Art, Music, Physical Education and our State Certified STEM Lab

Specials classes are on a 6 day rotation.

Physical Education

PE instruction is required by Georgia law and is mandatory except for health reasons. A written note from a physician or parent explaining the nature of the illness or injury should be presented to the PE teacher. The note should specifically state the length of restricted time before normal participation can be resumed.

Everyday school dress is acceptable for participation in PE activities. Flat rubber-soled shoes are required and strictly enforced for safety reasons and the prevention of possible injury.

Progress Reports

Progress Reports will be sent home at the mid-point of each 9 weeks.

Report Cards

Effective communication with parents regarding their child's progress in school is essential in fostering a successful home-school partnership. Academic progress as well as social development is communicated in a quarterly report card.

Grades K-3 use a standard based grading system. Grades will be reported using the following:

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|----|---|
| 3+ | Exceeds Standards |
| 3 | Meets Standards |
| 2 | Progressing toward Meeting Standards |
| 1 | Limited Progress or Does Not Meet Standards |

Grades 4-5 use a letter based grading system. Grades will be reported using the following:

A	90 – 100
B	80 – 89
C	74 – 79
D	70 – 73
F	69 and below

Parent Teacher Conferences

A Parent-Teacher conference week occurs once during the year to review a child's academic progress and personal / social growth. During the week, the school will follow the Early Release procedures.

Protection of Instructional Time

Please respect every child's learning time by not going to the classroom to engage the teacher in a conversation about your child during the instructional day. Please schedule a conference or a time to meet. It is often unintended, but this takes away from their ability to work with students.

Standardized Testing

A schedule for tests and dates per grade level is published on the Cobb County website www.cobbk12.org

Advanced Learning Program/Target

Cobb County provides services for identified gifted students. The gifted program is designed to meet the very specific needs of these students and extend in the areas of cognition, research, communication and learning. The procedures for identifying and placing students in the gifted program are governed by the Georgia Department of Education. For further information, contact a gifted education specialist at Ford Elementary School.

Special Education Program

Services are provided for students with special learning needs who qualify for the program. For further information, contact the Support and Services Administrator for Ford Elementary School.

Learning Commons

The Learning Commons is operated during school hours. Students can come individually, in small groups, or as a whole class to check out books, work on reports, complete research, to hear stories, or to participate in lessons to develop media skills. A student must have their teacher's permission to go to the Learning Commons.

Students are expected to responsibly care for books and Learning Commons materials that are checked out to them. In case of loss or damage, students and their parents will be charged and are expected to pay the replacement or damage cost. If a lost book is found within 45 days of payment, money paid will be refunded.

SUPPORT SYSTEMS

Parent Information Center

Our Parent Information Center is located in our lobby. The Center contains extra flyers that have gone home as well as school club, PTSA and Foundation information.

Counselors

The counselor's role is to develop students' self-understanding, self-esteem and awareness of potential. Our counselors conduct individual, group and classroom guidance activities focused on helping students know, understand and accept themselves to become responsible for their own choices and actions.

RTI (Response to Intervention)

A tiered intervention process which is a problem-solving model that organizes school intervention services for students who are not meeting academic or behavioral expectations. The model provides high quality instruction and intervention matched to individual student needs, monitors progress frequently, and applies student response data to educational decisions. The RTI process progresses from universal to intensive interventions. This process also helps to identify which students respond favorably to the interventions and which students may need referral for consideration under Section 504 or special education.

ASP (After School Program)

For the 2019-2020 school year, only the front entrance will be used for picking up students from the After School Program.

ASP is available for students from 2:30 PM until 6:00 PM on days school is in session. Registration for the program is available through the office any time during the school year and must be completed BEFORE a child can attend. **The cost per day is \$7.00 after an initial \$10 registration fee has been paid. ASP is a PRE-PAY program.** Payments must be made BEFORE a child can attend so please plan ahead! A snack, homework, art activities, playtime/games and enrichment activities are part of the program.

To contact the ASP office during the program hours, please call 678-594-8092.

Food Service

Our school food service program is an established part of the school day. Its purpose is to provide a nutritionally balanced breakfast and lunch to all children at a reasonable rate. All meals served are planned to meet 1/3 of a student's food needs each day. The school's lunch menu is published monthly.

More information may be found on the district website or <http://www.cobbk12.org/centraloffice/FoodServices/indexMenus.htm>

Cafeteria Behavior Expectations

Be Safe, Be Respectful, and Be Responsible.

Home Lunches

We ask that students who bring lunch from home also meet the same lunch requirements as a school-prepared lunch. **No candy, carbonated beverages or food in bags/containers from fast food restaurants.** Glass bottles ARE NOT permitted.

Birthday Celebrations in the Cafeteria

A child's birthday is a special time for them. If you would like to bring birthday treats for your child to share with their class, please follow the procedure below.

1. Students are allowed to bring 1 friend to the parent table due to limited seating.
2. Birthday treats will be distributed during your child's designated lunch time in the cafeteria.
3. Please limit birthday treats to cookies, cupcakes or an individual treat.
4. Birthday treats are for the students in your child's class ONLY. Permission is given for siblings to receive a treat, but only at their scheduled lunch time.
5. Keep in mind that you will be responsible to distribute treats to the students. Please provide plates and napkins if needed.
6. Please do not send gifts, balloons or flowers for the child. They will not be sent to the child's classroom and these items are not allowed on the bus.
7. Invitations may be passed out at school ONLY if all of the students of the same sex are receiving an invitation or the whole class is receiving an invitation. Thank you for helping us protect our instructional time.

GENERAL SCHOOL GUIDELINES

Cell Phones

Some teachers are Bring Your Own Device (BYOD) endorsed and will communicate expectations for use. Otherwise, students are expected to keep them powered off and put away.

Clinic and Medication

The school clinic is staffed by a nurse from 7:30 – 2:15 each day. Children who become ill or injured at school are given health care in the clinic. Minor injuries are treated. Parents are contacted when the injury or illness is more of a serious nature so that they may pick up their child.

Whenever it is necessary for your child to receive medication at school, the guidelines below **MUST BE FOLLOWED**:

1. Medication must be in the original labeled container. Pharmacists may provide two labeled bottles for this purpose. Medications sent in baggies or unlabeled **WILL NOT BE GIVEN**. If your child takes daily medication, please send an extra bottle to use for field trips and ASP.
2. Written permission of the parent/guardian is required for the administration of all medications.
3. The parent/guardian must inform the school of any medication changes. New medications or new doses **WILL NOT** be given unless a new form is completed.
4. Medications must be brought to the clinic by the parent.
5. Unused medication will be disposed of unless picked up within one week after the medication is discontinued. If medication is given throughout the school year, it will be disposed of according to the medication regulations.

Dress Code

Appropriate attire is expected at all times.

To see the complete policy, please go to <http://www.cobbk12.org/centraloffice/adminrules/J/JCDB-R.pdf>

Field Trips

Field trips are an extension of the classroom curriculum. A student must have written permission from the parent/guardian to participate. Prior to a field trip, the teacher will send home information about the trip. The cost of transportation and admission must be paid by the school. A donation is requested from each student to cover the cost. No individual student will be excluded from a field trip for financial reasons. **At the same time, if sufficient funds are not collected, a trip will be cancelled.**

Volunteers on field trips are important. We appreciate your willingness to help! We do ask that you not bring along another child or anything that would distract you from your chaperone responsibilities. Chaperones are asked to honor all Cobb County and school policies and procedures.

Lost and Found

Please write in permanent ink or sew your child's name into coats, jackets, sweaters, lunch boxes and book bags so that they can be returned when misplaced. Check the lost and found by the gym if you are searching for missing items. Clothing that is left at each break (Winter, Spring and Summer) will be donated to a charitable organization.

Visitors

We encourage parents to visit and participate in their child's learning at Ford Elementary School. When visiting our school, please sign in on the computer at the desk in the front office. You will need your driver's license the first time you sign in. You will print a nametag to wear while you are on school property.

Please no re-entry to classrooms after school is over at 2:15.

Volunteers

Anyone interested in volunteering should contact the PTSA belias@fordptsa.org, the Ford Foundation secretary@fordesf.org or your child's classroom teacher.

Additional Ford Tidbits

MOST answers to questions you have can be found on the district or school websites.

The School DISTRICT website is www.cobbk12.org
Here you can find district holidays, breaks, testing days, etc.

Ford Elementary's website is www.cobbk12.org/ford
This is a wealth of information about our school. Get into the habit of checking the school website on a regular basis to keep up with what's going on at Ford!

The Ford PTSA's website is www.fordptsa.org

The Ford Foundation's website is <http://www.fordesf.org/>