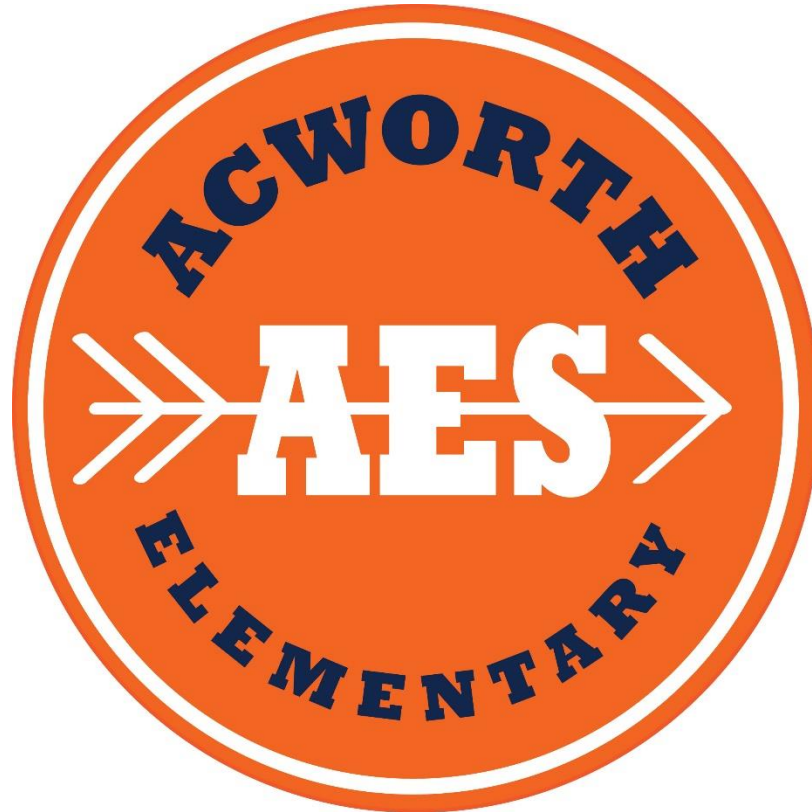


2018-2019



One Team, One Goal, Student Success



Cobb County School District's Mission

One Team, One Goal, Student Success

ACWORTH ELEMENTARY SCHOOL

4220 Cantrell Road, Acworth, GA 30101

(770) 975-6600

Fax (770) 975-6602

Cobbk12.org/Acworth

WELCOME TO ACWORTH ELEMENTARY! Throughout the year, Acworth Elementary PTA, school staff, and our Partners In Education work together to offer the students of Acworth a wonderful school experience. We invite you to become a part of your home school. Come for a visit to meet other wonderful parents, teachers, staff, administrators, and business leaders who make up the Acworth family. We believe you will be happy you did. If you come and volunteer or spend time with us, we hope that you, too, will become our partner. As with any organization, there are many procedures and policies that promote the safe operation of the school. The policies contained in this handbook are a concerted effort on the part of the faculty, administration, and the school district. This information has been carefully prepared and presented in order that you and your child may know and fully understand the policies and practices of Acworth Elementary. Please feel free to contact the school, if you need further information.

Acworth Elementary School's

Mission Statement:

One Team, One Goal, Student Success

Vision Statement:

Our vision is to continue the tradition of excellence in our community.

ABSENCES:

Family vacations should be planned with the school calendar in mind to prevent children from missing classroom instructional time. When a student is absent, he/she must provide a written excuse and/or a doctor's note within 3 days upon returning to school. Please include the following information:

1. Child's name
2. Teacher's name
3. Date(s) of absence
4. Reason for absence
5. Parent's signature

State law governs excused absences. If a child needs to be out for an extended period of time, please notify the teacher and the school registrar. Please make every effort to schedule medical and dental appointments after school hours to avoid interruption of the instructional program. A computer generated call will occur each day your child is absent or tardy. Please call the school office if you receive this call in error.

If a child comes to school after 11:05 a.m. or leaves before 11:05 a.m., he/she will be counted absent. A child must be here for a minimum of half the school day to be considered present.

Attendance Referral Process: Per Cobb County School District Policy JB-R

- **Three (3) unexcused absences:** Teachers will communicate with parents regarding student attendance via e-mail, phone or parent conference.
- **Five (5) unexcused absences:** A school generated letter will be sent to the parents.
- **Seven (7) unexcused absences:** A school social work referral will be generated by principal or principal designee listing specific school-based interventions (phone calls, letters, conferences, etc.) that have occurred prior to making the referral.

ADMISSION: Children must be age 5 by September 1st for entry into Kindergarten and age 6 for First Grade. Our sister school, McCall Primary, houses the K-1 students in our school zone. Acworth Elementary currently houses students in grades 2nd through 5th.

All children entering a Georgia school for the first time must present an original copy of their Certificate of Birth, a Georgia Certificate of Immunization (form 3231) and a Certificate of Dental Health/Vision/Hearing/Nutrition Screening (form 3300). Every family must provide verification that they currently reside within the Acworth ES area and the registering parent needs to present a valid photo ID. If available, the child's social security card should be presented as well.

AFTER SCHOOL PROGRAM (ASP) / REACH FOR THE STARS (RSP):

ASP - Acworth ES offers ASP to all students Monday – Friday from school dismissal until 6:00 p.m. There is an annual registration fee of \$10 per child, which must be paid, and the registration form completed, prior to the children participating in the program. The cost is \$35 per week or \$7 per day. **Payment must be pre-paid. CASH ONLY.** School personnel supervise the students in a variety of activities. The schedule includes time for homework, as well as, physical and social activities. A snack is provided. All ASP staff are paid solely from the ASP revenue, therefore; it is imperative that the program operates on a pre-payment basis. If you do not pay in advance, your child will not be allowed to stay. A late pick-up fee (\$1.00 per minute) will be charged for each child picked up after 6:00p.m., payable at the time of pick-up. ASP does not operate on any day the students are not in school, including school closings or early closings due to inclement weather.

RSP- Acworth ES is fortunate to be the recipient of a 21st Century Grant titled Reach for the Stars. This program provides additional activities to our 3rd-5th grade students, Monday through Thursday who are staying in our ASP program. RSP pulls students for a variety of enrichment programs. Students must have pre-paid ASP in order to attend the RSP classes. Due to the funding limitations, RSP may not be offered certain weeks throughout the school year.

AGENDAS: An agenda has been provided for each student. Please use this agenda to communicate with your child and his/her teacher on a daily basis. Your child should be writing homework assignments, projects, reports and/or test information in the agenda every day. You may also use the agenda to send in notes for the teacher including transportation changes.

BACKPACKS: For safety reasons, we prefer that students NOT USE a rolling backpack. Please help your child to minimize the number of objects hanging from his/her backpack, as these can get caught on door frames or on the bus door. Also, regularly check backpacks for excess books/letters/materials sent home from the school or teacher. Students should not be carrying heavy backpacks.

BALLOONS AND FLORAL BOUQUETS: Balloons and flower bouquets cannot be delivered to students at school. Both are distracting to the educational environment and are not allowed on the bus.

BUS CONDUCT RULES: It is important for parents and students to realize that riding the school bus is a privilege that can be taken away if student behavior is inappropriate or becomes a safety issue. Parents, please help us keep your child safe by discussing these important safety rules.

- Students should show proper respect to the driver at all times and obey all driver instructions.
- Objectionable or dangerous objects are not permitted on the bus.
- Tobacco, drugs, alcohol, weapons and weapon look-alikes are prohibited on the bus.
- Students will keep their arms and heads inside the bus at all times.
- Nothing is to be thrown in, out or from the bus.
- The use of obscene language or gestures is forbidden.
- Willful destruction or defacing of school property is prohibited.
- Fighting or physical play is prohibited on the bus.
- Unnecessary noise is prohibited on the bus.
- Food, gum, or drinks cannot be consumed while on the bus.
- Drivers are required to assign seats to elementary and middle school students.
- Students must remain seated at all times.
- Students must remain quiet at railroad crossings.
- When crossing a street is necessary, students will wait for the driver to signal to cross the street and then cross in front of the bus in full view of the driver.
- The emergency door, windows, and hatches are to be used only at the direction(s) of the bus driver.
- Students are to be at the bus stop at the scheduled time and are to wait in an orderly manner. The bus is not considered late until 5 minutes past the scheduled time.
- Students who fail to respond to the direction(s) of the bus driver will be reported to the school principal or assistant principal who can deny the student the privilege of riding the bus.
- Students should not operate the doors or stop the arm of the school bus.
- Students are required to be behind the guardrail or white line while the bus is in motion.

CAR RIDER PROCEDURES:

Whenever possible, please allow your child to ride the bus to school. This helps with traffic congestion around the school in the mornings and afternoons. If you must bring your children to school, please follow our car rider procedures by pulling up in the car lane in front of the building where your child may exit safely. There will be staff available to assist your child in exiting the car if necessary. In order to ensure the safety of all students and to assist with traffic flow, we ask that students be dropped off ONLY at the front of the school and not at any other entrance. The back parking lot is reserved for school bus loading and unloading except during after school hours. ASP pickup takes place in the back parking lot.

Dismissal begins at 2:20 on regular school days and 12:30 on early release days. If you are picking your child up through car pool, you must have an Acworth ES car pool tag displayed in the passenger side front window. Car pool ends at 2:45 p.m. Students not picked up by then will be checked into ASP where you will be required to pay the daily fee plus registration per child if not previously registered. If you need an Acworth ES car tag, please visit the front office.

CHANGES IN TRANSPORTATION: Parents need to provide notification to the school in writing or in person, when a child's transportation at dismissal is change. For safety reasons, we cannot take transportation changes over the phone. Any change must be in writing. Plans for how a child will be leaving school should be made ahead of time and notes sent with the child that morning. The latest we can make changes is 1:50 p.m. If you have several children, notes should be sent to each of your children's teachers.

STUDENT CHECKOUT:

Student checkouts must be completed by 2:00 p.m. on regular school days and 12:00 p.m. on early release days. It is important that the 2:00 p.m. deadline is enforced as the front office staff begins dismissal procedures at 2:05 p.m. Various reports are run which need to be distributed before 2:05 p.m. Identification will be checked for all student dismissals. Students will be released only to those authorized on the registration form unless the school had been notified otherwise in writing.

CHILD ABUSE/NEGLECT: Please be aware that the laws of the State of Georgia designate educators and school volunteers as state-mandated reporters in the event of suspected child abuse or neglect. All staff members of CCSD and school volunteers are held legally accountable for failure to make such reports and are protected against legal consequences. If abuse is suspected, a formal report will be made to the Department of Family and Children's Services. Parents do not have to be informed prior to a referral being made or the student being questioned.

CLINIC: The clinic exists for the treatment of minor cuts, bruises, and to confirm the illness of a child. Children are not allowed to attend if they have thrown up or have had a fever during the previous 24 hours. Children with these symptoms are contagious. The child must be symptom-free for 24 hours without medication. The school will contact you if your child is sick or has a fever and needs to be picked up. Cobb County Board of Education policy JGC-R(6) requires that any student having a low grade temperature of 99.5 to 100.9 degrees when other symptoms such as cough, sore throat, headache, etc., are present, or with a temperature of 101 with no symptoms will be sent home immediately. The child will be released only to authorized persons on the registration card, so be sure to list the names of anyone you might ask to pick up your child from the clinic. The clinic is open from 7:15 a.m. – 2:10 p.m.

CLUBS: We may have clubs that meet after school. Information will come home specific to those clubs at the appropriate time, however, any students participating in clubs after school that will not be staying in the ASP program must be picked up promptly at the time of the club's dismissal.

COBB COUNTY SCHOOL BOARD POLICIES: CCSD policies are mentioned through this handbook. The entire collection of policies can be accessed by going to cobbk12.org. Click on the "Board" tab at the top of the page, then click on "Policies & Rules" on the left side bar. Section "I" refers to instructional policies. Section "J" refers to student policies.

COBB VIRTUAL LIBRARY: Did you know that your family can access a multitude of resources from home? Check out the Cobb Virtual Library. Your child will be given a password for your family to use. Check out the site at htt:cvl.cobbk12.org.

You can also find resources on our web page at www.Cobbk12.org Follow us on Twitter: @Team_AcworthES #teamAcworth #beawarrior

COMMUNICATION DEVICES: Students are allowed to bring cell phones to school, but they must remain turned off during the school day and on the buses. Cell phones must remain in the students' backpack while at school. Cell phones run the risk of being lost or stolen at school. They may also be cause for disruption of instruction. It is highly recommended that cell phones stay at home.

CONDUCT: Acworth ES students should always conduct themselves in accordance with the CCSD policies for student behavior. Good manners and common courtesy are expected of everyone. Proper respect will be maintained at all times. (Please refer to the discipline section)

COUNSELORS: We are fortunate to have two counselors on staff. Ms. Nadiya Rosen serves our 2nd & 3rd graders while, Ms. Marilyn Veal serves our 4th & 5th graders. They provide classroom guidance, facilitate small groups, work with individual students, as well as, meet with parents and teachers as the need arises. If your family or child is experiencing difficulties, please contact the counselor serving your child's grade level.

Ms. Rosen can be reached at 770-975-6600 ext. 037 or Nadiya.Rosen@cobbk12.org

Ms. Veal can be reached at 770-975-6600 ext. 048 or Marilyn.veal@cobbk12.org

CUSTODY OF CHILDREN: If there is a concern about child custody, be sure to provide the school with a copy of the Court Order directing custody. The parent or guardian registering the child should make sure that all those who can legally pick up the child in case of emergency are listed on the registration card.

DAMAGE OR THEFT OF SCHOOL PROPERTY: When damage or theft of school property by a student occurs, parents and/or students are responsible for paying for the damage or lost property.

DISCIPLINE: We believe that establishing and building positive relationships with students is the key to creating an atmosphere of caring that is based on kindness with firmness, dignity and

mutual respect. A student's chance of learning will be enhanced in a classroom with discipline and order. Each teacher has a positive behavior model in place. The teacher will communicate this model to every parent.

DRESS CODE: Cobb County School District police JCDB-R encourages all students to observe a standard of grooming and dress consistent with the level of formality of the school situation.

All students shall be required to maintain the level of personal hygiene necessary to ensure a healthful school environment and to refrain from any mode of dress which proves to contribute to any disruption of school functions.

MINIMUM STANDARD OF DRESS: All students shall maintain the following minimum standard of dress:

1. Appropriate shoes shall be worn. No shoes without backs are allowed. Gym shoes should be worn during PE.
2. Midriffs shall be covered.
3. Appropriate undergarments shall be worn and may not be visible.
4. Strapless garments shall be worn with a jacket.
5. Tank-tops shall be worn with a jacket.
6. Appropriate shorts, as determined by the school administration, may be worn.
7. No caps, hats, bandanas nor hoods covering the head are to be worn in the school buildings during the school day unless there is a special activity during which they are deemed appropriate by the school administration.
8. Clothing or ornamentation that does any of the following is prohibited:
 - a. Displays or advertises substances illegal for minors.
 - b. Displays suggestive phrases, designs, markings, or profanities.
 - c. Advocates, promotes, or suggests illegal activity.

Students dressed inappropriately or against dress code, will be required to call home to have someone bring them the appropriate wear in order to return to class.

DRUGS: CCSD campuses are Drug-Free. See CCSD policies on drugs: JCDA, GAMA-R, and GAGC-1.

EARLY DISMISSAL DUE TO INCLEMENT WEATHER:

Occasionally, it becomes necessary to dismiss school early due to inclement weather. When this inclement weather is pending, please listen to radio, television, Facebook, or Twitter for dismissal

information. You may also look at the CCSD website at www.Cobbk12.org. Parents can now sign-up online at the CCSD website to receive text messages from the district.

The ASP/RSP program will not be available if school is dismissed early due to inclement weather.

The school bus will deliver the students to their regular stops.

EMERGENCIES: Should there be a family emergency and parents need to pick up their child, please come directly to the school office. You should complete the checkout on the office computer or sign out on the checkout form if the computer is not available. The office will call and give the teacher permission to release the student for checkout. Please do not check out your student unless there is a significant emergency. Students lose valuable instruction time when they are checked out early. If you must check out a student, please do so by 2:00 p.m. Please be prepared to show photo ID each time when picking up a student. Your child will only be released to the people who are approved by you to pick up your child as listed on the enrollment card. Any changes or additions to this list of people needs to be made in person at the school. This procedure is in place to ensure your child's safety and to sustain the instructional program.

EMERGENCY PHONE NUMBERS: Emergency phone numbers must be on file in the office and with the classroom teacher. It is very important that we have the most updated information. **If you move, change jobs, or your phone number(s) changes, we must have any new number(s).** The school needs to be able to reach you or a person listed on the emergency card during the school day. Please send any changes to the school office and your child's teacher.

FIELD TRIPS: Teachers are required to only schedule field trips that enrich and are aligned with units of study or class projects that address their grade level standards. To attend, the child must have written permission from his/her legal guardian. This permission slip will be sent home along with all the information regarding the trip. Donation and permission slips for field trips will need to be returned to the classroom teacher one week prior to the field trip in order for the student to participate in the field trip. Trips may be cancelled if adequate funds are not collected. Younger siblings are not allowed to attend field trips due to liability issues. In-house field trips also require a parent permission slip to be signed in order for the student to participate.

FIRE/TORNADO/CODE RED DRILLS: Throughout the school year, we will have monthly drills to ensure that students can follow safety procedures in case of an emergency.

HOMEWORK AND MAKE-UP WORK: The Acworth ES faculty and staff believe that homework is an integral part of the learning process. The purpose of homework is to reinforce concepts and skills that are taught in the classroom. Homework is also a valuable aid in developing organizational skills, follow through, and wise use of time. Time spent on homework should not exceed 60 minutes for intermediate level students (Grades 4-5), and no more than 30 minutes for primary level students (Grade 2-3). Parents need to ensure that students are completing all homework assignments and producing quality work. It is important for student to accept responsibility for doing their homework independently and to ensure that it is handed in on time. If you're concerned that your child has a lot of homework, please speak with your child's teacher.

Excessive homework might occur if your child did not complete in-class assignments. A conversation with the teacher may help resolve the situation. You can check your child's agenda for homework assignments.

Students who miss school due to an excused absence have the opportunity to make up class work within a specified period of time upon returning to school. If the absence is more than three days and you would like work to be sent home, please call the office before 9:00 a.m. Work can be picked up after 2:30 p.m. If a request is made for work to be prepared to go home, every effort should be made to pick it up that day.

INTERROGATION AND SEARCHES: The administration of each school in Cobb County School District or an authorized representative has permission to conduct reasonable interrogations and searches of students in order to properly investigate and address student misconduct or safety issues. Please refer to Policy JCAB-R.

LEARNING COMMONS (Media Center): – Acworth ES is privileged to have a Learning Commons with an extensive collection of books, resources, a maker-space, a lego wall and many technological devices. If a student signs out a book, she/he is responsible for returning it on time and undamaged. If the book is lost or damaged, the student (parent) is responsible for paying for the replacement cost of the book or damage fee. Until the lost book is returned or paid for, students are not allowed to sign out additional books. This is the same policy for the many resources available to the students while visiting the Learning Commons. All technology should be used with care in order to prevent any damage to the devices.

LEAVING SCHOOL EARLY: Doctor or other appointments should be scheduled outside of school hours whenever possible. The office staff will call your child from class after an ID has been presented to the office personnel. Please do not go to your child's classroom to pick him/her up during the day. The school can only release a child to his/her parent, legal guardian, or to a specific person identified in writing by the parent or legal guardian with permission to pick up the child. If you wish to change your child's normal procedure to go home, please inform the school in writing on the day in which the change will take place. **WE CANNOT TAKE TRANSPORTATION CHANGES OVER THE PHONE.** Students will not be allowed to be checked out after 2:00 p.m. in the afternoon. This is to keep all children safe during dismissal time.

LOST AND FOUND: Clothing items found in the building or on the grounds, which are unclaimed, will be placed in the lost and found rack/box, which is located at the beginning of the 300 hallway. Money, eyeglasses, keys or other items of value will be kept in the school front office. Please label all clothing, lunchboxes, etc. with your child's first and last names so that lost items can quickly be returned to their proper owners. At the end of each month unclaimed lost items (clothes, gloves, and toys) will be donated to needy families or a charitable organization. We are not able to store lost items longer than a month as they become a fire hazard.

Student Lunch - \$2.35 Guest Lunch - \$3.75

LUNCH: A nutritionally balanced lunch as prescribed by state and federal standards is served each day in the school cafeteria.

Parents may prepay for school meals by the day, week, month or semester by check, cash, money order or paying online. Students may also pay by cash on a daily basis. Students who bring their lunch from home may purchase milk or juice. Please make sure that your child has money for meals each day.

To view daily menus or pay for lunches online go to www.cobbk12.org/centraloffice/foodService/indexMenus.aspx and enter myPaymentsplus. You may also make payments on myPaymentsplus from our school website <http://www.cobbk12.org/Acworth/>

If your child arrives at school without money for lunch he/she will be provided an alternate meal (such as a cheese sandwich and milk).

MEDIA RELEASE: Throughout the school year there are different opportunities for students to have their pictures and/or names in the newspaper and even on television. If you do not wish your child to be photographed or interviewed, please notify the school in writing within 30 days of enrollment. If you have questions about this, please call the office.

MEDICATION: Medication is administered at school under very specific conditions. Each medication requires written permission from the parent/guardian specifying dosage and time to be given. "Authorization to Give Medication at School" forms are available in the school clinic. All medication (prescription or non-prescription) brought from home must be in the original, properly labeled container with the name of the student, the name and strength of the medication, the dosage and time to be given, and the name of the licensed health care provider and pharmacy issuing the drug. The date of the bottle must be current within the past twelve months. Medications sent in baggies or unlabeled containers will not be given. It is important to remember that students may not transport any prescription medication containing a controlled substance. These must be brought to school by a parent/guardian or other designated adult. All medication, along with the school permission slip, must be stored and dispensed in the clinic. Medication will be disposed of if not picked up at the end of the school year.

MESSAGES: Students should be given instruction regarding their after school schedule before leaving home in the morning. If there is a change in transportation, it must be in writing. Delivering messages to the classroom disrupts the instruction of the entire class. Out-going calls by students must be approved by the office or classroom teacher.

OBSERVATIONS IN THE CLASSROOM: Classroom observations are by appointment only and will be scheduled for a maximum of 30 minutes. Please contact your child's teacher if you wish to observe and volunteer to help in the classroom.

PARENT TEACHER ASSOCIATION (PTA): Membership to the Acworth ES PTA is strongly encouraged. There are numerous ways for parents/guardians to get involved in this wonderful organization. Whether you want to help with fundraising, volunteering in the classroom, or serving on a committee, your time and talents will be greatly appreciated. Throughout the school year

many flyers are sent home asking for volunteers. Also, the monthly PTA newsletter is filled with information about the school and ways to help. If you would like to help, please contact your child's teacher.

PARTNERS IN EDUCATION: Acworth ES is supported by many Partners in Education and Friends of Acworth ES. Throughout the school year they support the school in many ways. Please respond to this support by patronizing their businesses and supporting their organizations.

PERFORMING ARTS: Funds for performing arts assemblies will be collected at Acworth ES and will be used to provide students a variety of cultural arts programs and activities on campus and off campus. A contribution will be appreciated to support these outstanding opportunities. Information will be coming home concerning this program and the financial support required. No child will be excluded because of parental inability to pay. For students to participate in these programs, parental permission is required.

PERSONAL ITEMS: Students are not to bring any personal play items, novelties, pets, equipment, spinners, etc., to school unless given specific permission by a member of the school staff. Toys can be very distracting and take away from the instructional program.

PHYSICAL EDUCATION: Physical Education (PE) is a vital part of the development of the total child. A written excuse from the doctor is required for students who cannot participate in regular PE activities. Students are expected to dress appropriately and wear appropriate shoes for PE on the days that class is scheduled.

PROGRESS REPORTS: Midway through the nine weeks marking period, all students will receive academic progress reports. The progress report will be sent home to parents informing the parent of the current performance of their child.

REPORT CARDS: Grading periods are every nine weeks. These formal reports are sent home with students, and parents are encouraged to review them with the children. If a parent has a question about the report card, they should contact the teacher. Remember to **sign and return** the signature envelope promptly.

SCHOOL CLOSINGS: When the Cobb County School District (CCSD) decides to close school due to inclement weather, please listen to radio and television, Facebook, or Twitter for dismissal information. You may also look at the CCSD website at www.Cobbk12.org. Parents can now sign up online at the CCSD website to receive text messages from the district. Do not bring your child to school if school is closed. Arrangements need to be in place ahead of time for child care in the event there is no school.

The ASP/RSP program will not be available if school is dismissed early due to inclement weather.

The school bus will deliver the students to their regular stops.

SCHOOL DAY: School begins promptly at 7:50 a.m. It is imperative that your child arrives at school on time and is in attendance daily. Any child who is not in the building by 7:50 a.m. is considered tardy. If a student is tardy, parents are to accompany the child into the building to sign

the child into school. (Exception: No student is tardy if riding a Cobb County school bus that is late.)

If a child comes to school after 11:10 a.m. or leaves before 11:10 a.m., she/he is counted absent. When returning to school after an absence, the child must have a written excuse stating the reason for the absence which has been signed and dated by a parent or guardian. Our staff is not on duty and supervision is not available until 7:15 a.m. Because of supervision issues, do not drop off your child at school early. Parents will be contacted if students are repeatedly dropped off early. For students that are car riders in the morning, please drive your child through the car rider dropoff area. Staff will be there to assist.

At the end of the school day, students are dismissed beginning at 2:20 p.m.. Based on student concerns and transportation issues, dismissal times may vary slightly. No child can be taken off a bus by a parent.

Once dismissal is in progress, students will not be checked out until after dismissal is complete. Please note that if you wish to change your child's normal procedure for going home, the school must be informed in writing or in person the day in which the change will take place. We cannot take transportation changes over the phone. We greatly appreciate your help with these procedures. It is for the safety of all of our children. After 2:00 p.m., transportation changes will not be accepted due to possibility of the message not getting to the student in time. Parents may not checkout students after 2:00 p.m.

All children who are walkers or car riders must be picked up by 2:45 p.m. unless they have a scheduled after school activity. Students not picked up by 2:45 p.m., or at the dismissal time of an after school activity, will be required to attend ASP. An ASP registration fee and \$7 will be charged to the student and the parent will be responsible for the payment.

Anyone picking up a child by car in the afternoon must have a car tag number in plain view and remain in the carpool line. Please do not park elsewhere and walk up and get your child. This creates an unsafe situation for all the children and staff in the carpool line. If you need a car tag number, please visit the front office.

SCHOOL NUTRITION PROGRAM: Our school cafeteria offers a great breakfast and lunch daily at reasonable prices.. Breakfast is served starting at 7:15 a.m.. Check with your child's teacher for their class lunch time.

Prices for the school year 2018-2019:

Student Breakfast - \$1.50 Student Lunch - \$2.35 Guest Lunch - \$3.75

Parents may prepay for school meals by the day, week, month or semester by check, cash, money order or paying online. Students may also pay by cash on a daily basis. Students who bring their lunch from home may purchase milk or juice. Please make sure that your child has money for meals each day.

To view daily menus or pay for lunches online go to. You may also make payments on myPaymentsplus from our school website at <http://www.cobbk12.org/Acworth/>.

SPIRIT DAY: Each Friday, students are encouraged to wear an Acworth ES t-shirt.

TELEPHONE MESSAGES: In order to protect instructional time, telephone messages for teachers will be placed in the teacher's mailboxes. Only in the event of an emergency will the message be immediately conveyed to the classroom.

TESTING: Acworth ES students are assessed at different times of the school year. Some of the tests are school-based, some developed by the system, and some are mandated by the state. You will receive information about these tests and specific dates and times. It is important for every student to participate in these tests and try to do his/her personal best.

TEXTBOOKS/MATERIALS: Textbooks will be issued to all students. Students are responsible for the proper care and use of these school books. All textbooks may be carried home in order to complete assignments and to study. Fees will be collected for lost or damaged books. Please help encourage responsibility by making sure that your child arrives at school with textbooks and learning materials needed for class.

TOBACCO USE: The use of any tobacco products by anyone is prohibited on school property. Refer to Policy KGR, GAN, or GAN-R for further information.

TRAFFIC SAFETY: All precautions need to be taken at the school to ensure the safe arrival and dismissal of all students. Please follow the school's procedures for dropping off students in the parking lot area for car riders in their morning. In the afternoon, students may be picked up at the curb alongside the cafeteria. Staff supervision is provided in the morning and afternoon to ensure procedures are followed.

TRANSPORTATION: If there is a transportation problem with the school bus, parents should call the CCSD, Department of Transportation at (678) 594-8000. Information can be found on the CCSD website at Cobbk12.org/centraloffice/Transportation/parentsschocomminfo.aspx

Important Transportation Information:

- Unauthorized persons are not permitted to ride the bus.
- Students under the age of 9 must have a parent or designated adult present at the bus stop in the afternoon
OR have signed the appropriate permission slip to release the child without an adult. Check with the bus driver for this form, If a responsible adult is not at the bus stop to accept a student who is under 9 years of age, the student will be returned to the school and it will be the parent's responsibility to come to school to get them.
- The pre-scheduled routes may not be altered except when changed on a permanent basis with permission from the Department of Transportation.
- Books, lunch boxes, book bags, etc. brought onto the bus may not be placed in the aisle of the bus or in front of the emergency door.

- Items may be placed in a seat if space permits and it does not deprive any student of a seat.
- No change in transportation will occur without a written note from the parent/guardian.
- We cannot take transportation changes over the phone.
- Students may be allowed to ride a bus and disembark at a bus stop other than that assigned for their residence provided the parent/guardian submits the request in writing to the principal for approval.

VANDALISM: Deliberate and willful destruction of school property will not be tolerated. Offenders will be dealt with accordingly. Parents are responsible for property destroyed by their child.

VISITORS: To ensure the safety of our children, all outside doors to Acworth ES are locked during the day. We use a buzz-in system that requires that any visitors to the building ring the doorbell and identify the purpose for their visit. Our staff has been instructed not to allow anyone into the building in any other way.

When visiting the school, please stop by the front office first to sign in using our visitor computer sign in system. It will photograph the visitor and print out a visitor badge to be worn during your visit. This badge notifies staff that you have properly signed in. Please do not be offended if a member of the staff asks you for identification or your purpose for being in the building. Our first responsibility is the safety of our students. All visitors visiting with students or checking out students will be required to show ID and must be on the child's list of contacts. If you have concerns about your student, please call the front office to schedule an appointment with your child's teacher. Please do not request to visit your child's teacher in the morning. This is an important time for teachers to welcome their students and prepare the students for the remainder of the day.

VOLUNTEERS: Parents/guardians are always welcome to volunteer in the school. There are many different ways to volunteer to support the school during the school day or at home. We request that parents with younger children make arrangements for alternate childcare to ensure the safety of both the older and younger siblings, as well as, the integrity of the instructional program.

WEAPONS: Please refer to policy JCD for further information.

WEBSITE: Please visit our school website throughout the school year for important dates, events, and other information for Acworth Elementary School. Our website will continue to be updated and improved during the school year. Visit us @ <http://www.cobbk12.org/Acworth/>

Follow us @Team_Acworth ES #beawarrior

