

**ARGYLE ELEMENTARY SCHOOL  
STUDENT/PARENT  
HANDBOOK 2015-2016**



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(678) 842-6800

<http://www.cobbk12.org/~argyle/>

**COBB COUNTY SCHOOL DISTRICT'S VISION**

**Vision: One Team, One Goal, Student Success**

**WELCOME TO Argyle!** Throughout the year there are many wonderful activities and ways for parents to be involved with supporting Argyle. I sincerely hope that you will volunteer as we strive together to have high expectations for our children. As with any organization there are a lot of procedures and policies that promote the safe running of the school. The policies contained in this handbook are a concerted effort on the part of the faculty and administration. 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 Argyle Elementary School. Please look through this handbook and refer to it as questions arise. No handbook can address all the issues or answer all of your questions. Please feel free to contact the school at 678-842-6800, if you need further information.

**ARGYLE'S VISION STATEMENT**

**"Academic preparation for lifelong excellence"**

**ARGYLE'S MISSION STATEMENT**

**Argyle's staff is committed to inspiring lifelong learners by developing their academic, social, and emotional potential in a safe, nurturing environment.**

**ARGYLE'S BELIEF STATEMENTS**

**Monitor and Evaluate:**

We believe in using observation and feedback to monitor and evaluate the impact of research-based curricular, instructional, and assessment practices on student achievement.

**Instruction and Assessment:**

We believe in using an instructional framework employing rigor and relevance in standards based classrooms to teach the Common Core curriculum and develop balanced assessments to monitor student success.

**Leadership (Focus):**

Leadership believes in establishing prioritized goals for the school, teachers, and students that are shared with all stakeholders in order to effect positive change.

PLEASE TAKE THE TIME TO REVIEW THE DIFFERENT POLICIES AND PROCEDURES INCLUDED IN THIS HANDBOOK. IF YOU NEED FURTHER CLARIFICATION PLEASE CONTACT THE SCHOOL.

TOPICS IN THIS HANDBOOK ARE LISTED IN ALPHABETICAL ORDER

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ACADEMIS ALERTS	INTOUCH PHONE SYSTEM	VISITOR SIGN-IN
ACCIDENTS/ILLNESSES	LEAVING SCHOOL EARLY	VOLUNTEERS
AFTER SCHOOL PROGRAM	LUNCH/BREAKFAST	WEAPONS
BOX TOPS FOR EDUCATION	MEDIA CENTER	WEBSITE
BREAKFAST PROCEDURES	MEDIA RELEASE	WITHDRAWAL POLICY
BUS CONDUCT RULES	MEDICAL CONDITIONS	
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**ABSENCES/ATTENDANCE:** Instructional time in any elementary school is structured and sequential. Family vacations should be planned with the school calendar in mind to prevent children from missing essential skills. When a student is absent s/he must bring a written signed excuse upon returning to school. Please indicate the following information: Child's name, Teacher's name, Date(s) absent, Reason for absence, and Parent's signature. Failure to send in a note will result in the absence being marked as unexcused. If a student has been absent from school ten or more days during the school year, school administration may require a doctor's statement verifying illness. Attendance during the previous year may be considered in requesting a doctor's statement prior to ten days absence.

Children may be temporarily excused from school when personally ill, when there is a serious illness or death in the family, a special and recognized religious holiday observed by their faith, when mandated by order of governmental agencies, or due to conditions rendering school attendance impossible or hazardous to their health or safety.

Below is a grid that lists the school mandated response to student absences. These responses are based on Georgia's Compulsory Attendance Law S20-2-690.1, which was recently revised.

FIVE ABSENCES EXCUSED	The teacher must contact parent or guardian by telephone or through parental conference regarding attendance. If contact is unsuccessful, a letter or postcard will be sent.
FIVE ABSENCES UNEXCUSED	After two reasonable attempts to notify the parent/guardian about unexcused absences, written notice will be sent home with a copy of the compulsory attendance law.
TEN ABSENCES EXCUSED & UNEXCUSED	A letter will be sent from a school administrator to the parent or guardian regarding attendance. In addition, an administrator may confer with a school social worker to determine whether a referral is warranted, at this time. IF a child has a documented illness/condition
FIFTEEN ABSENCES EXCUSED & UNEXCUSED	A formal referral shall be made to the school social worker. If the case merits further action, the parent/guardian will be referred on to juvenile court with possible daily fines being imposed, imprisonment, or community service resulting.
TARDIES & EARLY CHECK OUTS	After 10 occurrences a letter will be sent from the school administrator to parent/guardian regarding missed instructional time. Administrator will consult with social worker to determine if referral is warranted.

The Social Worker will work with the student and family in order to address the attendance problem. The Social Worker can involve agencies and services such as mental health, social service agencies, clinic assistant or school nurse, student and parent groups, truancy panel, and Department of Family and Children Services. If the Social Worker interventions are unsuccessful, a complaint shall be filed in the appropriate court of law.

**ACADEMIC ALERTS:** Half way through each marking period teachers can send home interim reports that let a parent know how the student is performing. This allows time for the student to complete work and put forth extra effort to improve grades. Please discuss these alerts with your child and make plans to focus on school work and completing assignments.

**ACCIDENTS/ILLNESSES:** If a child has an accident during the day requiring medical attention, the school will contact a parent. If a parent cannot be contacted, we will take the child to a local emergency room provided a medical release has been signed. Judgment in such cases is at the discretion of the school authorities, and parents assume financial responsibility. Please keep an updated phone number on file in the office.

**AFTER SCHOOL PROGRAM (ASP):** As a community service Argyle offers an After School Program from 2:15 p.m. until 6:00 p.m. beginning the first day of school. There is an annual registration fee of \$10 per child that must be paid prior to any child participating in the program. The cost is \$35.00 per week or \$7.00 per day payable in advance. School personnel supervise the students in a variety of activities. The schedule includes time for

homework, snacks, as well as physical, instructional, and social activities. Snacks are provided. Registration must be completed before the child participates in the program. Please remember that payment is due in advance on the first day of the week or each day that the child stays in the program. This program is run on a totally prepay basis. Overdue balances are not allowed. If a child has been marked present in ASP and is picked up after 15 minutes, the full \$7.00 fee must be paid for that day. ASP does not operate on teacher workdays or when school is cancelled due to inclement weather or an emergency. A late pick-up fee (\$1.00 per minute) will be charged for each child picked up after 6:00 pm. Discipline issues will be addressed. After three write-ups, students will be withdrawn from the program.

**BOXTOPS FOR EDUCATION:** This is a fundraiser that involves parents & students clipping off the special Box Tops logo from food products and sending them into school. This is an easy way to support Argyle and is fun for the kids, too. For each label the school receives 10 cents!

**BREAKFAST PROCEDURES:** The cafe serves breakfast each morning from 7:15 a.m. to 7:40 a.m. If you wish your child to have breakfast s/he needs to arrive at school in time to go to the classroom, check in with the teacher, and then go to breakfast prior to 7:40. To ensure students are in the classroom when the morning bell rings at 7:50, the only students who can come to the cafe after 7:40 a.m. and have breakfast are those students who ride the bus and it is running late.

**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.

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 on the bus.

Drivers are required to assign seats to elementary and middle school students.

Students must remain seated at all times. Students cannot be standing at any time while bus is in motion.

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.

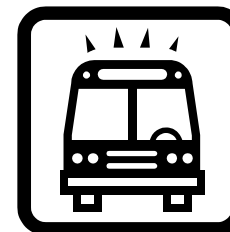
The emergency door, windows, and hatches are to be used only at the direction of the driver.

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, who can deny the student the privilege of riding the bus.

Students should not operate the doors or stop arm of the school buses.

Students are required to be behind the guardrail or white line while the bus is in motion.



Students are to be at the bus stop five minutes prior to the scheduled time and are to wait in an orderly manner. The bus is not considered late until five minutes past the scheduled time. It is critical that parents provide supervision at the bus stop.

**BUS DROP OFF OF STUDENTS:** Because of recent legislation, bus drivers will return students to the school if they feel there is not adequate supervision for students at home. Parents/guardians need to ensure that arrangements have been made for their children once they get off the bus. If students are returned, the school will make every attempt to contact individuals designated by the parent. If nobody can be reached, the children will be placed into ASP and a daily fee of \$7.00 will be charged.

**CARPOOL PROCEDURES:** Dropping off and picking up students at Argyle requires everyone to practice patience and cooperation as we strive to keep all students safe. Please abide by the guidelines listed below.

**A.M. -** Students must be dropped off immediately in front of school. (Not on main road). Children must be in the classroom by 7:50 AM. After 7:50, parents are asked to park, come into the building, and sign in their child.

**P.M. -** Children must be picked up by 2:30 PM. After 2:45, the school will attempt to contact the parents. Then they will be placed in the After School Program and you will be charged the daily rate of \$7. If your child is not registered for ASP, you will be required to pay both the additional \$10 registration fee.



**CELL PHONES:** Students are allowed to bring cell phones to school, if parents give permission. These should be used only in the event of an emergency. Cell phones should not be turned on or used during the regular school day.

**CHANGES IN TRANSPORTATION:** Parents need to provide notification to the school in writing when a child's transportation for dismissal is changed. This is a safety issue and parents need to let the school know if a child will be going home a different way than normally. Parents need to send notification of any changes in writing when the student comes to school. Telephone calls and fax messages are discouraged and administrator approval must be obtained. Also, messages can get lost or misplaced, if last minute changes are made. No changes will be accepted after 1:30, unless it is a real emergency. Plans for how a child will be leaving school should be made ahead of time and notes sent with the child that morning. Teachers will send all notes to the office, so that they can be logged in. Repeated changes could prompt a conference with administration.

**CHARACTER EDUCATION:** Cobb County School District (CCSD) has a system-wide program of character education. Every month there is an overall character theme with a different related character trait focused on each week. Check the CCSD website [www.cobbk12.org](http://www.cobbk12.org) for further information. Parents are encouraged to reinforce the character words being taught throughout the year.

**CHILD ABUSE/NEGLECT:** Please be aware that the laws of the State of Georgia designate educators as state-mandated reporters in the event of suspected child abuse or neglect. All staff members of CCSD 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. School employees do not have to provide information to parents regarding specific referrals. Parents do not have to be informed prior to a referral being made or the student being questioned.

**COBB COUNTY SCHOOL BOARD POLICIES:** Cobb County School Board policies are mentioned throughout this handbook. The entire collection of policies can be accessed by going to <http://www.cobbk12.org>. Click on District Web Home and scroll down on the left side and click on policies. The "J" policies refer to students and the "I" policies deal with instructional issues.

**CONFERENCES/CONFERENCE WEEK:** October 20-24 will be conference week. During this time, teachers meet with parents for 20 minutes sessions to discuss student progress, the instructional program, and any issues. During this week, school is dismissed at 12:10. The After School Program provides care during these early release days for \$7.00 a day. There is also a one time \$10.00 registration fee for ASP. Throughout the school year, teachers, administration, and parents can schedule conferences as needed. When appropriate, students are also included in these conferences. If at all possible, leave younger siblings at home, as they can disrupt conferences.

**COUNSELORS:** The school is fortunate to have one counselor. Mr. Otten. Mr. Otten is in the classrooms teaching guidance lessons. He facilitates small groups, works with individual students, and meets with parents and teachers as the need arises. If your family or child is experiencing difficulties or needs support, please contact him. Counselors also can provide referrals to outside agencies, as well as provide parent sessions/workshops that promote your child's success.

**CUSTODY OF CHILDREN:** School personnel are bound by law to release children to either of their natural parents, unless we have on file a copy of a court order, which grants custody to one parent or the other or to a third party. It is not the school's role to take sides when there are custody issues. Legal documentation will determine our response. We cannot enter into cases of court litigation, unless subpoenaed by a court to appear as a witness.

**DAMAGE OR THEFT OF SCHOOL PROPERTY:** When damage or loss of school property by a student occurs, parents and/or students are responsible for paying for the item(s). This policy also refers to books signed out from the media center.

**DISCIPLINE:** Our objective is to teach students self-control, respect, and responsibility. All of these are essential life skills that will help students be successful. We need and desire a positive relationship between school and home. We cannot accept behavior that is distracting or disruptive to the learning and safety of students. As mentioned in the section above, the school has implemented a school-wide discipline program, which is a school-wide discipline program. This program asks for parental support and reinforcement of the high expectations the school has for all students. Please remember that rules at home may differ from the rules at school. Rules at school must be followed whether at school, at bus stops, or on field trips.



At school, we will emphasize fairness and consistency in dealing with problems. We will attempt a positive approach to working with all students. When necessary, we will use approved methods of dealing with unacceptable behavior. These may range from "time out" to being suspended from school. The administration will inform you when serious action is required. We wish to work with families to overcome any deficiencies in this area. According to state mandates, serious discipline incidents are reported to the state on a monthly basis. These reports stay on the student's record until s/he enters middle school. The responsibility for suspension is vested in the school administration. This action is never taken lightly and only when deemed necessary based on policy. In every case involving suspension, parents will be notified, if at all possible. Good manners and appropriate behavior are expected in order to create a positive learning environment. Violation of some county policies, such as weapons, possession of drugs, and violence against a school employee will result in automatic suspension.

**DISMISSAL:** Dismissal at Argyle occurs in stages. To ensure the safety of all students, it is important for parents to send notes in, which indicate any changes in how the student will be going home. Last minute calls, after 1:30 to the school will not be accepted due to possibility of the message not getting to the student in time.

Adults signing out students early should come directly to the office to sign student(s) out. Please do not go to the classroom, as it interrupts the instructional program. Teachers will send you back to the office to sign out the child and will not release any student from the classroom unless notified by administration.



In the past, parents would come to school early to pick up students in order to avoid delays due to the buses and carpool. This year, parents will be asked to wait until after announcements to pick up students. Every teacher will be holding class meetings, discussing character education, and reviewing student behavior and assignments. The last fifteen minutes of the school day is considered critical.

If a student is picked up early repeatedly, a conference will be set up with the principal to address the situation. It is important for students to be in school the entire day.

Dismissal starts at 2:05 with afternoon announcements. Students riding first load bus, walkers and day car van riders are dismissed first. At 2:10, students who are car riders will be dismissed. Once all first load buses depart our second load bus students and ASP students will be dismissed to their areas.

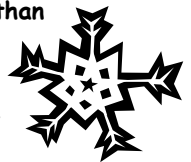
**Dress Code:** Argyle enforces a Standard School Attire Policy. Please visit our website at <http://www.cobbk12.org/Argyle/> for details...

**DRUGS:** We maintain a totally drug-free school. A student shall not have on his/her person, or in anyway be in possession of drugs or drug related paraphernalia.

**EARLY SIGN OUTS:** Because the instructional day is critical to a child's success, parents are discouraged from picking up their child prior to dismissal. After ten occurrences a letter will be sent from the administrator regarding missed instructional time. The social worker will also be consulted with to determine if a formal referral needs to be made to address the issue.

**EMERGENCIES:** Should there be a family emergency and parents need to pick up their child, please come directly to the school office. There is a sign-out form that must be signed. Do not go directly to the classroom. The office will call and give the teacher permission to release the child to come to the office to leave. This procedure is in place to ensure your child's safety and to sustain the instructional program.

**EMERGENCY/EARLY DISMISSAL DUE TO INCLEMENT WEATHER:** During an emergency, when school must be dismissed earlier than scheduled, the school will need to have an emergency plan submitted by every parent/guardian for each student. This plan should be explained to your children so that they know what to do in the event of an early dismissal from school. If no one is at home, arrangements must be in place so that your child has permission to go to a designated neighbor's house or be able to enter your house alone. In an emergency situation, the school will place all children on the bus. Parents must be prepared for this situation. Individual families and neighborhoods should have a contingency plan in place for this unexpected eventuality.



Occasionally, it becomes necessary to dismiss school early due to inclement weather. When this situation arises, please listen to the radio and television for dismissal information. You can also check the Cobb website [www.cobbk12.org](http://www.cobbk12.org) for school cancellations. The school bus will deliver the students to their regular stops. Each student should have an inclement weather plan at school with the appropriate emergency information. The After School Program will not operate, if school is dismissed early due to inclement weather.

**EMERGENCY NUMBERS:** Emergency contact numbers must be on file in the office, the school clinic, and with the classroom teacher. It is very important that we have up to date information. If you move, change jobs, or your phone number(s)/e-mail addresses change, the school must be able to





contact you. 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. Also, if you need to change individuals you have designated to be contacted or to pick your child, you must come to the school or send in a written note to change this information on the contact sheets.

**FIELD TRIPS:** Teachers are required to schedule field trips that enrich learning and are aligned with units of study or class projects. 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.



The cost of transportation and admission is shared voluntarily by the students participating in order for the class to attend. Trips may be cancelled if adequate funds are not collected. If a family cannot afford the cost of a field trip, please contact the teacher. Also, if a family would like to donate extra money to pay for another student this is a welcome option. Younger siblings are prohibited from participating in these field trips due to liability issues. Sometimes the school has in-house field trips. These also require a parent permission slip to be signed in order for the student to participate.

**FIRE AND TORNADO DRILLS:** Throughout the school year, there are regular drills held to ensure that students can follow safety procedures in case of an emergency. In the event that the building must be evacuated, students will be housed at another school nearby. Other locations have been designated, if needed.

**GANG RELATED ACTIVITY:** The Cobb County Board of Education is dedicated to preventing the influence of gangs in the schools. Policies are designed to eliminate or prevent such influence and activities. This policy should be interpreted in the broadest form permissible to achieve these purposes. Definitions: For the purpose of this policy, a "gang" is defined as any group or association of three or more persons, whether formal or informal, which encourages, solicits, promotes, urges, counsels, furthers, advocates, condones, assists, causes, advises, procures, or abets any illegal or disruptive activity or behavior of any kind, whether on or off school campuses or school property.

**GIFTED PROGRAM (ADVANCED LEARNING PROGRAM):** There is a gifted (ALP) program at Argyle. Students must meet certain criteria to receive these services. Goals for students include fostering creative/productive thinking, improving research and discussion skills, promoting higher levels of thinking, and extending the academic program. For further information and other special programs, you can go to [www.cobbk12.org](http://www.cobbk12.org).

**GRADING POLICY:** While the grading system of the Cobb County School District has been developed cooperatively between the Curriculum and Instruction Division and local school educators, the final evaluation of students and the assignment of grades is the responsibility of local school administrators and teachers. Central office personnel shall not have the responsibility of assigning or changing any student's grade or evaluation as determined by local school personnel (Policy IHA).



**HOMEWORK AND MAKE-UP WORK:** The Argyle 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 organization, mastery of concepts, 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 (Grades K-3). Parents need to ensure that students are completing all homework assignments and producing quality work. It is important for students to accept responsibility for doing their homework independently and to ensure that it is handed in on time.

Students who miss school because of 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. The teacher is under no obligation to provide lesson plans and/or work for students who have an unexcused absence.

If the excused absence is for just a day or two, the student will be given time to make up any missed work. Teachers will set aside assignments that have been missed for the student to complete upon return to school. Asking teachers to take valuable instructional time to prepare work for students to do at home should be minimized. Simply having students read while absent provides them with appropriate support while they are out for short periods of time. If a child is truly sick, it is best for him/her to rest and get well, rather than stress out about missed work.

If a student forgets homework materials, classrooms will not be opened up after the teacher has left for the day. This is a safety/security issue. It is important for students to plan ahead and to accept responsibility for packing up thoroughly. Having a study buddy to call in case materials are lost or forgotten is a great way to build responsibility and resilience.

**INTOUCH PHONE SYSTEM:** This is an automated system the school can use to send out important messages to the Argyle community as well as to specific grade levels or groups. To receive these messages, the school must have contact numbers that work.

**LEAVING SCHOOL EARLY:** Doctor or other appointments should be scheduled outside of school hours whenever possible. If a child needs to be dismissed early from school, the parent must come to the school office and sign the child out. The office staff will call your child from class. 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 OR BY FAX, UNLESS IT IS A CLEAR EMERGENCY.** The end of the day is an important time for class meetings, review of the day, and assigning homework. Picking up students early disrupts this valuable time.

**LUNCH & BREAKFAST:** A nutritionally balanced breakfast/lunch as prescribed by state and federal standards is served each day in the school cafe. Parents may prepay for school meals by the day, week, month, semester, or a student may bring cash on a daily basis. Students who bring their lunch may purchase milk or fruit juice. If a student does not have money, s/he will be provided with a peanut butter or cheese sandwich and milk. Please make sure that your child has money for meals each day or pre-pay by the week or month. We request that visitors having lunch with their children enjoy a school lunch.



**MEDIA CENTER:** Our school is privileged to have a media center with an extensive collection of books and resources. If a student signs out a book, s/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 book. Until the lost book is returned or paid for students are not allowed to sign out any other books.

**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. Every parent must complete a Media Release Form that indicates whether permission is given or not for your child to be photographed. Make sure you sign this form indicating whether you give permission or not and return it to the school at the beginning of the year.

**MEDICAL CONDITIONS:** If a student has a diagnosed medical condition, parents need to notify the classroom teacher and the school nurse. Any information about the condition and requirements for the school should be put in writing by the physician.

**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 at the school. 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. The only exception to this is if a student needs an inhaler for asthma. Students may have inhalers with them during the school day.



**MESSAGES:** Students should be given instructions regarding their after school schedule before leaving home in the morning. Delivering messages to the classroom disrupts the instruction of the entire class. Outgoing calls by students must be approved by the office or classroom teacher. Only emergency calls will be approved. If parents contact the school there is no guarantee that the message will successfully get to the child or teacher.

**PARENT NEWSLETTER "Scottie Press":** One of our main sources of communication is the PTA Scottie Press. This newsletter is sent home with your child once a month. Notices regarding scheduled events, community news, and system level announcements are included in the Scottie Press. It is very important that all parents/guardians receive and read this important document on a monthly basis. Please check your child's schoolbag for daily notes from the teacher as well as other communication from the school or PTA. Please make sure that you carefully go through your child's book bag. Important flyers, permissions slips, and notes are sent home and parents need to ensure they read everything carefully and respond promptly if requested.



**PARENT TEACHER ASSOCIATION (PTA):** There are numerous ways for parents/guardians to get involved in this wonderful organization. Whether you want to help with fundraising, volunteer in the classroom, or serve on a committee, your time and talents will be greatly appreciated. Throughout the school year many flyers are sent home asking for volunteers. It is important for parents/guardians to be involved in their child's education. As the school year begins, please volunteer to support our school.



**PARTIES:** The school board policy limits social functions during school hours to one per year. Class parties take place on the last school day before the winter holidays. Individual birthday parties for students cannot be held at school. A birthday snack or treat may be sent to school on your child's birthday to be enjoyed at a time designated by the teacher. We encourage pencils and school supplies as an alternative to sweets. Please send individually portioned items such as cupcakes or cookies. When sending snacks to school, please consult with the teacher to ensure that student allergies and health dietary requirements are taken into consideration. At the beginning of the school day, parents may take the snacks directly to the classroom. However, during the school day, the snack must be brought to the office where it will be sent to the classroom. Please note: No invitations to private parties may be distributed at school.

**PARTNERS IN EDUCATION:** Argyle is supported by many Partners in Education and Friends of Argyle. Throughout the school year they support the school in many ways. If you own or work for a business that would like to become partners please contact the principal, Robert Babay.

**PEER HELPERS:** This group of 4<sup>th</sup> & 5<sup>th</sup> grade students works with younger students in an effort to promote leadership, peer relations, and improve learning. Peer Helpers are recommended by classroom teachers and are supervised by the school counselors.

**PHYSICAL EDUCATION:** Physical Education (PE) is a vital part of the development of the total child. A written excuse is required for students who cannot participate in regular PE activities. If a student needs to be excused from total participation in P.E. for more than five consecutive sessions, a physician's statement is required. Students are expected to dress appropriately for PE on the days that class is scheduled.



**PLAYGROUND SAFETY:** When there is good weather & time permits, teachers will take students out to the playground. Please make sure students have sturdy shoes to wear outside. Flip flops and shoes with high heels can be dangerous when running around. Students can bring an extra pair of shoes to wear outside.

**PROMOTION/RETENTION POLICY:** Students in third and fifth grades must meet standards on the Criterion Referenced Competency Test, which is administered in April. Third grade students must make 800 or higher on the reading section. Fifth grade students must make 800 or higher on both reading and math sections to be promoted. A copy of this policy can be obtained from the front office, or when a student is registered. At any grade level, if a student's performance throughout the school year indicates a lack of progress and mastery of the state standards, the classroom teacher can recommend retention.

**RSVP (Report School Violence Promptly):** There is a CCSD violence hotline in place to support the safety and security of our students. To report any knowledge of violence, threats, or security issues concerning our school, call 770-499-3911. It is just as important to contact the office to ensure an immediate response.

**REGISTRATION REQUIREMENTS:** When registering a student to attend Argyle, the following documents are required:

Two proofs of residency that prove you reside in our school zone.

Georgia Immunization Form #3231

Georgia Hearing, Vision, and Dental Form #3300 (This cannot be dated any earlier than August 13, 2006)

Certified Birth Certificate for Grades K & 1<sup>st</sup>

Child's Social Security Card or waiver

Custody paper, optional

**REPORT CARD:** Grading periods are every nine weeks for grades K-5. These formal reports are sent home with students, and parents are encouraged to review them with the children. This is one objective method of communicating student progress throughout the school year to parents and students. If a parent has a question about the report card, they should contact the teacher. Remember to sign and return the signature card, which is included, promptly.

**RESIDENCY:** In order for a student to be admitted to Cobb County Public Schools, the parent/guardian shall provide proof of residency in the Cobb County Public School District. Such proof shall be provided to the principal/designee when the student initially enrolls in the school system. The parent/guardian shall notify the school immediately if any change in residence occurs. In order to verify residence, the principal/designee shall request the parent/guardian to provide two or more proofs of residency.

**SAFETY PATROL:** These fifth grade students help monitor student behavior as they arrive in the mornings and leave in the afternoons. This program promotes responsibility and citizenship.

**SCHOOL CLOSINGS:** When the Cobb County School District (CCSD) decides to close school due to inclement weather (snow, ice, severe cold), the announcement will be given to radio and television stations by 6:00 a.m. Most metro area radio and television stations provide continuous announcements about school closings. Please check the radio and television for reports. Do not bring your child to school if you have heard that CCSD has closed schools. Arrangements need to be in place ahead of time for child care in the event there is no school. There is no After School Program when school is closed. You can also check the CCSD website for closings at [www.cobbk12.org](http://www.cobbk12.org).



**SCHOOL COUNCIL:** This council is comprised of teachers, parents, and community business reps who meet throughout the school year to discuss issues, initiatives, legislation, and ways to improve student performance.



**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 school by 7:50 a.m. is considered tardy. If a student is tardy, parents are to accompany the child into the building and sign the child in to 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., s/he is counted absent. When returning to school after an absence, the child must have a written excuse, stating the reason for the absence, and 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 bring the child to 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 to the front entrance of the school.

**SCHOOL NUTRITION PROGRAM:** Our school café offers a great breakfast and lunch daily at reasonable prices; \$1.25 for breakfast and \$2.15 for lunch. At breakfast your child can choose from a cereal or hot entrée with fruit or juice and milk. At lunch students may choose from a wide variety of foods: 3 entrée choices, 4 fruit/vegetable choices, bread, and dessert, along with a choice of milk or calcium fortified fruit drink.



The menus are planned by the CCSD Food and Nutrition Services staff of registered Dietitians to satisfy Federal School Nutrition Program requirements, while also meeting the Dietary Guidelines for Americans - more fruits, vegetables, and grains, less fat. You can view the weekly menus and meal prices at <http://www.cobb.k12.ga.us/~foodsvcs>. Breakfast is served at school from 7:15 a.m. to 7:45 a.m. Students should arrive for breakfast no later than 7:40 a.m. We welcome you to join your child for a meal. We request that you do not bring in fast food from outside sources for your child or you to eat. Parents may pre-pay for school meals by the day, week, month, or semester. Applications for free-reduced priced meals are included in the school opening packets sent home the first day of school. While these applications are being processed, parents are responsible for paying for student meals. Families can apply for free/reduced priced meals at any time during the school year. Please make sure that your child has money for meals each day. Please make sure that your child has money for meals each day.

**SEXUAL HARRASSMENT POLICY:** It is the policy of the Cobb County Board of Education that its students shall be able to enjoy an educational environment free from all forms of discrimination including sexual harassment. Sexual harassment is unlawful under federal law and is specifically prohibited by the Board of Education and will not be tolerated. For further information go to [www.cobbk12.org](http://www.cobbk12.org).

**STUDENT INSURANCE:** A program of student accident insurance is available to parents through the Cobb County School. A pamphlet will come home in the county folder at the beginning of the school year. There are two policies available, each with two levels of coverage. Take the time to read through this information as it is one of the best deals around.

**TARDINESS:** School begins promptly at 7:50 a.m. It is very important that students arrive at school on time. When students are late, class is interrupted, instruction is missed, and a bad habit may be instilled in the students. According to school policy if a student is tardy ten or more times, a letter will be sent home. The administrator will confer with the social worker about making a formal referral. Parents must accompany tardy students into the office for sign-in. Tardy slips will be obtained in the front lobby or office so that the student will be admitted into the classroom.

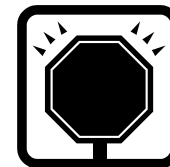
**TELEPHONE MESSAGES:** Because the instructional program should not be interrupted, telephone messages for teachers and students will be placed in the teachers' mailboxes. Please do not request to talk to teachers while they are teaching. This negatively impacts the instructional program. Only in the event of an emergency will the message be immediately conveyed to the classroom. Students miss valuable instructional time making calls to parents. It is important that students accept responsibility to communicate information to parents when they come home rather than leaving class repeatedly to call home. In order for a student to make calls, they must have a phone pass from their teachers.



**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 student arrives at school with all textbooks and learning materials needed for class that day.

**TOBACCO USE:** The use of any tobacco products is prohibited on school property. Refer to Policy JCDA 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 and picking up students on the curb immediately in front of the school. Staff supervision is provided in the morning and afternoon to ensure procedures are followed. Parents need to obey traffic signs that have been recently posted to ensure student safety. During arrival and dismissal everyone should cross at the center cross walk with the assistance of school personnel. The safety of the students is the priority. Please do not drop students off out on the main road. Passing cars that are unloading children is a serious safety hazard. It takes patience to get through the carpool line. Dropping students off early, 7:15-7:30, can save you time and reduce tardies.



**TRANSPORTATION:** If there is a transportation problem with the school bus, parents should call the CCSD, Department of Transportation at (678) 594-8000.

- Unauthorized persons are not permitted to ride the bus.
- 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.
- No changes will be taken by the school using the phone or fax, unless it is an emergency.
- 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.



**VISITOR SIGN-IN:** Two of our primary goals are to provide a safe and secure environment for all students at Argyle and to ensure students have the uninterrupted instructional time to which they are entitled. Visitors are required to sign in at the school office upon arrival and to wear a nametag while at the school. A nametag will be provided upon signing in at the school office. Please do not be offended if a member of the staff asks for your identification or your purpose for being in our school facility. If there is a question, the welfare of our children takes precedence over any other considerations. We care about our children's safety!

**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 care to ensure the safety of both the older and younger siblings as well as the integrity of the instructional program. Parents, if you bring young children to the school, it is important to understand that you accept responsibility for providing close supervision for these pre-school aged children.

**WEAPONS:** Students are not to bring weapons of any kind or size to school. Even replicas of weapons are not allowed on the school site. Parents should impress upon their children the importance and seriousness of this rule. Please refer to Policy JCDAC for further information.



**WEBSITES:** <http://www.cobbk12.org/~argyle/> Please visit the school website throughout the school year for important Argyle dates, events and other information. Our website is a continual work in progress and will be updated as we receive information. Also, valuable information can be accessed through the Cobb County website - <http://www.cobbk12.org> Please take the time to explore this informative, educational resource. It has school calendars, test information, and links to other websites for both parents and students.



**WITHDRAWAL POLICY:** The classroom teacher or school office should be notified at least two days in advance when a student is moving or transferring to another school. There is critical paperwork that needs to be completed when a student withdraws. Cobb County Public School policy does not allow us to release a student's cumulative record to parents. The new school will have to request the records be sent or parents may sign a request for the records to be sent to a specific school in advance.

As hard as we have tried to include all the information that you will need to know, as the year progresses changes will be made and information that was missed will be identified. To stay current with the all the happenings at Argyle, please read the *Scottie Press* and check the website listed above. Also, if you feel a topic should be included in the handbook for next year, please let the office know.

**We look forward to a successful school year at Argyle!!**