

AUSTELL
PRIMARY SCHOOL
STUDENT HANDBOOK 2009-2010

Betty Jo Jackson

PRINCIPAL

Vicki Ray

Assistant Principal

Gretchen Kea

Counselor

Jackie Rutherford

Parent Liaison/Interrupter

PTA President - Shamoin Parks

Austell Primary School

5600 Mulberry St. Austell, GA 30106

770.819.5804

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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**GREETINGS FROM THE
PRINCIPAL**

It is with great pleasure that I take this opportunity to welcome you to Austell Primary School where students are our main focus. Austell Primary is a standards based school. We pride ourselves on working diligently to provide our students with a very effective instructional program by using best practices.

To ensure academic achievement for all of our students, we have adopted the America's Choice Model. This model consists of Writers Workshop, Genre Studies, Readers Workshop, Author Studies, and Math Work Shop.

I envision our school as a community of learners and leaders. Therefore, my mission is to ensure that every student, parent and teacher will become a school leader and a life-long learner in a safe and caring environment. Coupled with that, one of my missions is to consistently provide an environment that is conducive for learning and motivates students to be excited about acquiring and maintaining knowledge.

All staff and faculty members are sensitive to and care about all students. We are dedicated to providing safety, civility, and learning to promote emotional and social growth. Please keep that in mind and take advantage of the many opportunities that we provide for you to assist us in enhancing the students' academic and behavior skills. We need volunteers. There are many opportunities for parents to support our school community and to become aware of our academic program, classroom strategies and behavior management techniques.

This handbook has been developed to help students and parents learn as much as possible about school policies and procedures and the services we offer. It is a quick reference guide, which you will find

extremely useful as questions arise throughout the school year.

I look forward to this 2009-2010 school year with excitement and anticipation. I know all of our students will have a rewarding and successful year.

Sincerely,

Mrs. Betty Jo Jackson

TELEPHONE DIRECTORY

Main Phone #.....770-819-5804

Fax #.....678-398-0041

AUSTELL PRIMARY SCHOOL

(Kindergarten and First Grade)

Betty Jo Jackson.....Principal

Vicki Ray.....Assistant Principal

Office Staff

Secretary.....Sonia Williamson

Clerk.....Angela Gonzales

Nurse.....Debra Bond

School Bookkeeper

Angela Thornton

What Matters at Austell Primary...

Vision

A safe learning community that is full of adults and children who care about, look after, and root for one another, and who work together for the good of the whole in times of need as well as times of celebration.

Mission

In partnership with the community, our mission is to help students develop a love of learning, become active problem-solvers, and practice the skills necessary to become successful life-long learners in today's diverse society.

Beliefs

We believe:

- In an atmosphere where students feel safe, supported, and respected.
- In quality learning opportunities for students of all ages and abilities.
- Effective school leadership is essential to fostering mutual understanding and trust among the school and the community.
- Community and family involvement are necessary to improve students' academic and personal growth both at school and at home.
- Students learn best when they are actively engaged in a variety of learning opportunities that support learners of diverse cultures.
- Standards-based instruction in literacy and mathematics promotes academic excellence.
- Character education is essential to developing respectful citizens.

School Improvement Goals

Student Achievement

- Goal 1 Students shall demonstrate proficiency at or above grade level in written and spoken language with emphasis on grammar/phonics and sentence construction.
- Goal 2 Students will demonstrate proficiency at or above grade level in math.

School Performance

- To increase collaboration among staff.
- To increase staff use of technology.

Austell Lamb Code

- ❖ I am a smart, special, valuable person. I respect myself and I respect others. My words and actions are kind and honest. I accept only my best in all I do. I am proud to be me.

"Our appeal is to all mankind and womankind, regardless of color, creed or condition, to recognize that in the child lies the hope of the race and that the republic's greatest work is to save the children."

Alice McLellan Birney

PTA OBJECTIVES

- ✓ **PROMOTE** the welfare of children and youth in home, school, community, and place of worship.
- ✓ **SECURE** adequate laws for the care and protection of children and youth.
- ✓ **RAISE** the standards of home life.
- ✓ **BRING** in to closer relation the home and the school that parents and teachers may cooperate intelligently in the education of children and youth.
- ✓ **DEVELOP** between educators and the general public such united efforts as well secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

PTA MEETINGS ARE EVERY 4TH THURSDAY OF THE MONTH.

**AUSTELL PRIMARY
PTA OFFICERS
77-819-5804**

2009-2010

Shamoin Parks
President

Desiree Mustaquim
Vice President

Valarie Daniels
Secretary

Deborah Jones
Treasurer

**Cobb County /Austell Primary
2009-2010 School Year
Calendar**

August

6th Sneak-A-Peek (1-3 pm)

10th First Day of School

27th PTA Open House

September

7th (Mon) No School – Labor Day

9th - 11th Cognitive Abilities Test (1st Grade)

30th Picture Day

October

16th 9 Week Report Card

21st Early Release (12:10)

November

3rd Student Holiday

21st – 29th (Mon – Fri) Thanksgiving Holidays

December

21st – 31st Winter Holidays

January

1st – 3rd Winter Holidays

4th (Mon) Student Holiday/Staff Development

18th (Mon) MLK Holiday

19th – March 1st Access Testing/ELL Students

25th – 29th Conference Week/Student Report Card

February

15th (Mon) MLK Student Holiday/Staff Dev.

March

5th Picture Day

10th Early Release Day (12:10)

18th – Report Cards

31st Kindergarten Registration

April

3rd – 11th Spring Holidays

14th – 23rd CRCT Testing 1st Grade

May

21st (Fri) Last Day of School

31st Memorial Day Holiday

POLICIES AND PROCEDURES

FRIENDLY REMINDER: COBB COUNTY SCHOOLS ARE TOBACCO FREE. PLEASE REFRAIN FROM THE USE OF TOBACCO PRODUCTS WHILE VISITING OUR CAMPUS. ALSO, PLEASE HELP KEEP OUR CAMPUS CLEAN AND LITTER FREE.

ATTENDANCE

School Day – 7:50 AM – 2:10 PM

Arrival: 7:15 – 7:45 AM

School staff responsibility for students begins at 7:15 AM.

Daily student attendance is compulsory as per Georgia State Law (O.C.G.A. 20-2-90 through 20-2-702). A student must attend at least one-half of the school day to be counted present. A student must be present 7:50 – 11:05 AM or 11:05 AM - 2:10 PM to be counted present for that day. Students who have early morning doctor appointments and arrive after 7:50 AM are counted tardy. Please make every effort to schedule appointments after school hours to avoid interruptions during the school day. A student shall be dismissed before the school day officially ends only when a parent or person designated in writing by the parent comes to the office and signs the student out. **(Please send a note to the teacher when you will be picking up your child, as it is helpful for the teacher to know when a student will be leaving early).** However, students will not be sent to the office to await a parent's arrival. They will be called from the classroom when the parent arrives. **DO NOT GO TO THE CLASSROOM OR PLAYGROUND TO GET YOUR CHILD. COME TO THE OFFICE. WE WILL GET YOUR CHILD FOR YOU.** Teachers are instructed to not release a child from the classroom to anyone. Any early dismissal needs to be done before 1:45 PM to avoid any interference with the safe, regular dismissal of students. **In order to make transportation changes during the school day, you must either come by or fax a letter of request, with a signature, by 1:30 to (678-398-0041). We will not take verbal changes. This is to ensure the safety of your child.**

Tardiness

Students arriving at school after the 7:50 AM bell must be signed in by a parent/guardian in the front office. Students must be in their classrooms at 7:50 AM to avoid being considered tardy. Tardiness should be an unusual circumstance. If a habit of tardiness develops, school personnel will work with parents to help plan for solutions to change the habit and if necessary confer with Social Worker regarding a referral.

Absences

When a child returns to school after an absence, he needs a note for his teacher that is signed by his parent or guardian giving the date(s) and reason for the absence. Excused absences are those for personal illness, serious illness or death in the family, and special recognized religious holidays of the student'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 absences beginning with the 5th absence

Make-up Work When Absent

If a student is out of school for only one day, he/she may make up the work the next day at school. If a student is absent more than one day, parents need to call the office by 9:00 AM to request make-up work. Teachers will send the work to the office to be picked up between 2:20 – 3:00 PM. A sibling or designated student may pick up the homework if the parent requests. A student who has an unexcused absence (example: going on a trip) may make up work that was assigned during the absence. The work will be provided after the student returns.

School Closing – Inclement Weather

When the Cobb County School System is going to be closed because of inclement weather, the decision for closing schools is usually made and given to the radio and television stations by 6:00 AM. If a decision to close is made during the working hours of the school day, the statement will be given to the media. We will then follow parents' written information and our local school plans for such early dismissal situations. Please discuss with your child what you expect HE/SHE to do if school is closed during the day. Each parent cannot be called.

Pictures

Individual pictures will be taken in the fall and the spring. Class pictures will also be taken in the spring. All profits from the school pictures are used to purchase additional materials, supplies, educational equipment, and other items for the school. Parents will receive a notice regarding picture dates and make-up days.

Early Release Days

Cobb County has early dismissal of students scheduled throughout the year. The purpose of these early release days is to provide time for teacher professional development. On these days dismissal will begin at 12:10 PM. Please see the calendar for early release dates.

TRANSPORTATION

Buses

Bus transportation is provided for all students. Routes and schedules are available in the school office. School bus lanes are clearly defined. Parents and visitors are asked not to use this area at any time. It is reserved for buses, physical education classes, and other instructional activities.

Bus drivers have a tremendous responsibility in transporting our students safely each day. They need our cooperation. Your assistance is needed to have your student arrive @ the bus stop 5 minutes prior to scheduled pick up time.

Parents and guardians are responsible for establishing the behavior they expect of their children, including at the bus stop. Parents have jurisdiction at

the bus stops, not the school. School bus transportation is a privilege that may be withdrawn for inappropriate behavior. Please review bus behavior expectations with your child. General bus rules include: **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 on the letter. A contact # must be provided.**

BUS BEHAVIOR EXPECTATIONS:

- Remain seated.
- Use a quiet voice.
- Do not bother other students.
- Keep hands, arms and objects inside the bus.
- Use polite language.
- No littering. Keep the bus clean.
- No eating or drinking on the bus.
- Be respectful to the driver.

Concerns regarding bus services should be directed to Cobb County Transportation Department at 678-594-8000.

Parent-Provided Transportation

Parents who transport their children to and from Austell are to use the one-way traffic driveway designated for all vehicles other than buses. Arrival and dismissal procedures for this area are designed for one-way traffic and SAFETY. DO NOT LEAVE YOUR CAR UNATTENDED IN THE DRIVEWAY, NEXT TO THE CURB OR IN THE PARKING LOT BEHIND OTHER CARS. If you must get out, park in a designated parking space. Drive safely, with caution, and follow these procedures:

1. Stay in a single-file next to the sidewalk.
2. Keep children in the car until you are at the front of the school. The four or five cars at the front door area are to unload or receive children. Adult staff members are on duty to assist.
3. Have children leave or enter your car only on the right side – the side next to the sidewalk and building. Do not allow students to exit or enter your vehicle into the driveway.
4. Stay in line. Do not pull out. Cars will leave the front of the building in single-file order. The few moments of waiting can prevent accidents and keep our children safe.

THANK YOU FOR KEEPING OUR CHILDREN SAFE AS THEY GO TO AND FROM SCHOOL.

Arrival

All students arrive at school from 7:15 to 7:45 AM. Breakfast is served from 7:15 – 7:40 AM, so students are in classes to begin at 7:50 AM.

Dismissal

Dismissal will begin at 2:10 PM. All Car Riders will be dismissed. Parents are to remain in their cars until children are dismissed.

Students are dismissed in the following order:

- First Load Bus Riders
- Car Riders
- After School Program

PLEASE DO NOT PARK YOUR CAR AND WALK ACROSS TRAFFIC TO PICK UP YOUR CHILD. IF EVERYONE STAYS IN THE TRAFFIC LANE, DISMISSAL WILL BE QUICK, ORDERLY, AND SAFE.

If a child is not picked up by 2:40 PM from car dismissal he/she will be sent to the After School Program. The cost is \$7.00 per day.

Transportation Changes

Please notify your child's teacher in writing if there is to be a change in your child's regular transportation. If no note is received, we must send your child home the regular way. **If there is an emergency, you may fax the school at 678-398-0041. Please call the office @ (770)819-5804 to let them know you are faxing over a change. No changes will be made over the phone.**

FOOD SERVICE PROGRAM

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.

PAYMENTS for meals may be made by the week, month, quarter or year. As a student purchases meals, the amount is debited from the payment balance. A note is sent to parents when additional payment is needed. A student may also pay cash on a daily basis.

MEAL PRICES for the 2009-2010 school year are:

(The budget has not been approved at the county level and meal prices may change before the beginning of the school year.)

Elementary Student Lunch:	\$1.60
Elementary Student Breakfast:	\$1.00
Reduced Price Lunch:	\$0.40
Reduced Price Breakfast:	\$0.30
Adult Lunch:	\$2.50
Adult Breakfast:	\$1.25
Extra Milk and juice are sold for:	\$0.50

The Cobb County School food service program does not allow for charging breakfast or lunch. If a child forgets their payment a sandwich (peanut butter or cheese) and a drink will be substituted for the meal that day.

All meals served are planned to meet one-third of a student's food needs each day. The school's lunch menu is published monthly. If a child has a food allergy, parents may discuss their needs with the Food Service Manager.

We ask that students who bring **LUNCH FROM HOME** also meet the same lunch requirements as a school-prepared lunch. **No candy. No carbonated beverages.** No lunches brought in from fast food restaurants. Drinks brought from home for lunch are to be in a thermos, box, or in juice cans. No glass is permitted.

Parents unable to pay for all or part of their child/children's lunch(es) should fill out an application either for **FREE OR REDUCED PRICE LUNCH**. Applications are to be returned to the Food Service Manager. If you feel your child qualifies, please complete the online Free and Reduced Form at <http://mealapps.cobbk12.org/>. If you do not have access to a computer, please see your teacher for a form.

Eating in the lunchroom is a learning experience. It is there that a student learns to eat new foods and practice courtesy and good manners. In order for meal time to be a comfortable and happy experience, it is necessary that all students conduct themselves in an acceptable manner. While in the lunchroom, students are under the supervision of adult lunchroom monitors employed by the Cobb County Board of Education. Parents are welcome at any time to have lunch with their child.

AFTER SCHOOL PROGRAM (PRE-PAY)

An After School Program is available for students from dismissal – 6:00 PM on days school is in session. Students may attend every day or stay on an as-needed basis if they are registered for the program. Students who attend as-needed must have a **note** and **payment** for the day from their parents to their teacher by 7:50 AM the day they wish to stay. Registration for the program is available through the office any time during the school year, and must be completed for a child to attend. **The cost per day is \$7.00 and there is a \$10.00 registration fee.** Payment must be made in advance. All balances \$35.00 and more must be paid before a child can continue staying in the program. Snack, art activity, play time, games, homework, and enrichment activities are part of the program.

INSTRUCTIONAL PROGRAM

The Austell staff endorses an instructional plan that strives to offer each student the optimum opportunity to develop academically, socially, emotionally, and physically. Students and staff members will work together in an educational environment characterized by competence, confidence, understanding, respect, and mutual trust. Our Instructional program consists of:

Readers Workshop	Writers Workshop
Math Workshop	Science
Social Studies	Health
Art	Computers
Music	Physical Education

Physical Education

Physical Education 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 physical education instructor and state specifically the length of restricted time before normal participation can be resumed. Everyday school dress is acceptable for participation in physical education activities. Flat rubber-soled shoes are required, and this requirement is strictly enforced for safety reasons and the prevention of possible injury to the ankles.

Parent-Teacher Conferences

Communication is an essential part of our educational program. It is very important for parents to keep in close contact with their child's teacher. Parent-teacher conferences are held during the year to review a child's academic progress and personal and social growth. A conference week is scheduled during the school year. Students are dismissed 2 hours early during those two weeks, and parents are scheduled for twenty-minute conferences each day. To schedule conferences at other times, parents and teachers may send a note or leave a message by phone. A conference can then be scheduled before or after school at a convenient time.

Please respect every child's learning time by not going to the classroom to engage the teacher in conversation about your child. The teacher must be attending to and instructing all of the students in his or her class.

Report Cards

Effective communication with parents regarding their child's progress in school is essential in fostering successful home-school partnerships. In Cobb County elementary schools, the goals of the reporting process, which includes report cards and conferences, are to:

- ✓ Effectively communicate with parents.
- ✓ Indicate developmental progress of the student.
- ✓ Show strengths and weaknesses of the student.
- ✓ Report progress of the whole child, both socially and academically.

Report cards are sent to parents based on grading periods:

Kindergarten	Each 9 weeks
1 st	Each 9 weeks

Standardized Testing

The overall program of standardized testing is planned and designed by a system-wide committee of teachers, counselors, principals and instructional supervisory personnel. The information provided through the testing program is used primarily to: 1) identify the strengths and weaknesses in the educational development of individual students; 2) support the planning of appropriate instructional programs; 3) serve as a basis for decision making regarding curriculum offerings and the appropriate instructional placement of students; 4) enable an overall comparison of the achievement of Cobb County students with the achievement of students on a national basis; and 5) establish a basis for the evaluation of the educational program. A schedule of tests and testing dates for designated grades is published each year.

ENRICHMENT PROGRAM

In addition to the core curriculum in language arts, mathematic, science and social studies, students participate each day in one of the scheduled enrichment offerings which include physical education, art, music, and computer lab. Enrichment classes expand and enhance our students' learning experience.

COUNSELORS

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

FIELD TRIPS

Field trips are an extension of the classroom curriculum. They enrich a unit of study or extend a class project. A student must have written permission from the parent/guardian to participate. Prior to a field trip, the teacher will send home written information about the trip. The cost of transportation and admission must be paid by the school. A donation is requested from the participating students to help cover costs. No individual student will be excluded from a field trip for financial reasons. At the same time, sufficient funds must be available to cover the cost of a field trip. If sufficient funds are not available, a trip will be cancelled.

Note: Volunteer parents on field trips are important. We appreciate your willingness to help out and 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.

MEDIA CENTER

The Media Center is operated as an "open media center". Individuals, small groups, and classes come to check out a book, work on a report, find the answer to a question, read a story or magazine, work on library skills and develop media skills. A student must have his teacher's permission to go to the Media Center.

VOLUNTEERS

Volunteers are an integral part of Austell Primary. Volunteers give of their time, interest, talents, and knowledge to enrich our school as a learning community. Parents and other community residents are welcome to know their school better through our volunteer program by tutoring, assisting in classrooms, reading stories, chaperoning field trips, serving as resource persons, making teaching materials, helping with bulletin boards or assisting in the Media Center. Volunteers enrich and expand our educational setting. Anyone wanting to volunteer may contact the school office, their child(ren)'s teacher(s) or PTA officers or committee chairman. All volunteers are expected to maintain confidentiality in respect for each child. Any concerns a volunteer may have are to be communicated by appointment with one of the school administrators.

TARGET/CHALLENGE

Cobb County provides services for identified gifted students at all levels. The gifted program is designed to meet the very specific needs of these students and extend competencies in the areas of cognitive skills, learning skills, research and reference skills and communication skills beyond the experience of the regular classroom. Cobb's gifted program is part of the School Improvement Division and is funded by the state. The procedures for identifying and placing students in the gifted program are governed by the Georgia State Department of Education. For further information, contact the gifted education specialist at the school.

SPECIAL EDUCATION

Services are provided for students with special learning needs who qualify for the programs. They include Interrelated Self/Contained for students diagnosed with learning disabilities or behavior disorder, Speech/Language, Self-Contained Special Needs Kindergarten, and Itinerant Services (such as physical therapy, occupational therapy, adapted P.E., orthopedic impairments).

RESPONSE TO INTERVENTION TEAM

Response To Intervention (RTI) provides help for those children experiencing academic or behavioral difficulties in the classroom. It functions by developing strategies (adjustments in instruction) that will increase the child's success, whenever possible, in the regular classroom. Should strategies prove ineffective over time, further action is taken to clarify the child's needs through screening tests, observations and evaluations. The team consists of the School Psychologist, an Administrator, Counselor, Academic Coaches, and the Classroom Teacher making the referral, other teachers, and the parents. Our ultimate goal through the use of strategies and/or special placements is to help children function within the regular classroom among their peers.

Student Withdrawal/Transfer

The classroom teacher and school office should be notified at least one day in advance when a student is going to move. A withdrawal/transfer form will be completed to take to the new school for enrollment at that school. We do not release a student's cumulative records to parents. The new school will request the records or a parent may complete a form to have the records mailed to the new school.

GENERAL SCHOOL GUIDELINES

Clinic and Medication

The school clinic is staffed by a nurse from 8:00 AM – 2:00 PM 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 of a more 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**:

- Medication must be in the original labeled container. Pharmacists may provide two labeled bottles for this purpose. Medications sent in baggies or unlabeled containers will not be given. If your child takes daily medication, please send an extra bottle to be used for field trips and ASP.
- Written permission of the parent/guardian is required for the administration of all medications.
- 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.
- Medications must be brought to the office/clinic by the parent.
- Unused medication will be disposed of unless picked up within one week after medication is discontinued. If medication is given throughout the school year, medication will be disposed of according to the medication regulations.

Games or Toys

Musical instruments, games, or toys may be brought to school only with the teacher's permission. The student bringing the item is responsible for care of the item.

Gum

Students are not permitted to chew gum at school or on the bus.

Soft Drinks

Students are **not** permitted to bring soft drinks for lunch or snack. Also, food and drinks in cans and bottles are not permitted.

Lost and Found

Please write in permanent ink or sew your child's name into coats, sweaters and book bags so that they can be returned when misplaced. Check the lost and found, located to the left of the gym, to look for missing items. Clothing that is left at each holiday break (December, spring, summer) will be donated to a charitable organization.

Messages for Students and Staff

Please make necessary arrangements with your children regarding after-school activities prior to their coming to school. Phone calls and messages to students (unless of an emergency nature) tie up valuable office time and interrupt your child's instructional program.

If students forget to bring an item they need or must have at school, please bring the item to the office. We will deliver it to the student or have the student come to the office for it.

Messages for teachers may be written and sent in, or phoned into the office. Teachers are asked to check their mailboxes and email for messages before school, on their daily planning time and after school. Instructional time is not interrupted unless a clear emergency is evident.

Pets

Prior approval by the administration is needed before a pet of any type can be brought to school. Pets are not allowed on the bus. If a pet is brought from home for a demonstration, a parent must bring the pet and take it home immediately after the demonstration. Pets must remain in cages at all times.

Responsibilities for Materials

Students are expected to responsibly care for books and Media Center 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 replacement or damage costs. If a lost book is found, money paid will be refunded.

Returned Checks

Parents who have a returned check during a school year because of insufficient funds must pay all future transactions in cash.

Snacks

Nutritious, healthy foods are allowed for snacks during the day. Guidelines and procedures for snacks and snack time are established by the teachers as individuals and as instructional teams. Soft drinks are not permitted.

Social Events, Parties, Celebrations

Cobb County elementary students shall be permitted one party each year on school time. There will be no elementary school sponsored social activities off school property. There are no exceptions to this policy. No food or refreshments are brought to a classroom unless the food or drink is to supplement a unit of study or part of a nutrition program for the students (Cobb County Policy). Refreshments in honor of a student's birthday may be provided at snack time or lunch time.

Visitors and Volunteers

We encourage parents to visit and be an active part of their child's school. Visitors and volunteers to the school, including all parents, **must** report to the Office, sign in and get a Visitor or Volunteer tag to wear while in the building. This policy and county ordinance serves three purposes:

- 1) If a parent is helping in a classroom or somewhere else the building, we need to know where that parent can be contacted;
- 2) Our children need to be assured that persons do not come to the classroom and deprive students of instructional time by engaging in conversation when the teacher is to be attending to students; and
- 3) We must protect our children from strangers of questionable intent who have no reason to be in the building.

CLASSROOM VISITATION or OBSERVATIONS ARE GOVERNED BY COBB COUNTY ADMINISTRATIVE RULE: KI . AND MAY NOT DISRUPT OR INTERFER IN THE OPERATIONS OF THE SCHOOL.

Hearing and Vision

The State Regulations and Guidelines for Special

Education, require us to do mass hearing and vision

screening of specialized students as part of our Hearing and Vision Conservation Program. In the Cobb County School Comprehensive Plan for Special Education it is specified that we will screen all kindergarten and first grade students The state requires that the Hearing and Vision Screening Program be done under the supervision of a certified and/or licensed audiologist. Only those people who have been trained by the audiologist are qualified to do hearing testing. Volunteers to do vision testing will be trained by qualified personnel. All students who enter new and all referrals will be screened. **Parent permission is not necessary.**

Personal Invitations

Students are **not** allowed to pass out personal invitations during the school day. All invitations must be sent from home through the U.S. Postal Service.

Austell Primary School

Home/School Involvement Compact

2009-2010

Teachers:

The decisions I make as an educator are far grater than the impact of decisions made at the school level. I realize the most important factor affecting students leaning is the teacher. I will commit my efforts, energy, and professionalism to strive towards the following:

1. Provide standards based education to all children.
2. Create a safe and orderly classroom environment.
3. Establish high expectations for all children.
4. Develop opportunities for parents to participate and observe classroom instruction.
5. Communicate academic and behavioral progress to parents on a consistent basis.

Teacher Signature _____

Date _____

Student:

My education is important to me because it will help me become a better person. I know my parents and my teacher want to help me, but I am the one who has to do the work. Therefore, I agree to do the following:

1. Complete class work on time.
2. Return corrected work and informational handouts to my parent/guardian.
3. Be at school everyday and on time unless I am sick.
4. Be responsible for my behavior.
5. Respect all adults.

Student Signature _____

Date _____

Parent/Guardian:

I have a significant role when it comes to the academic success of my child. According to Marzano (2000) and Fraser (1987), the number one factor in student achievement is the home environment. By focusing on the listed responsibilities to the best of my ability, I will create a strong home environment by doing the following:

1. Communicate high academic expectations of my children to enhance achievement.
2. Communicate to my children your interest about their schoolwork.
3. Monitor time spent doing homework, monitor when my children return home from school and what they do after school, and monitor the extent to which my children watch television (maximum of 2-3 hours a day)
4. Ensure that my children are at school and on time each and every day.
5. Attend open house, parent conferences, and observe 4 hours of instruction.

Parent/Guardian Signature _____ Date _____

Austell Primary School

Parent Involvement Policy

2009-2010

Austell Primary School will:

- I. Provide a high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
 - o Austell Primary School practices the America's Choice/Georgia's Choice School Design. The Georgia's Choice school design requires staff to have two hours literacy block, one hour conceptual mathematics block, and an additional 30 minutes of mathematics skills block. Presently, we do not have a math coach.
 - o Austell Primary School has two Literacy Coaches on staff who works daily with teachers to ensure teachers are using best practices when delivering instruction. The Literacy Coaches also ensures that the Cobb County School District performance standards are being covered in a timely manner.
 - o Focus Walks and Impact Checks are conducted by administrators to ensure that required components of America's Choice are practiced consistently by Austell Primary School staff.
 - o Formal and informal observations are designed to ensure that staff members are delivering instruction, which is reflective of the Cobb County Performance Standards.
- o PICASSO, NetTrekker, and Inform are technology programs which enable the teacher to research performance standards, model lessons for teachers, and students' test results.
- o Common planning was created in order for teacher to plan together improve instruction.
- o One Friday morning per month will be designated to further explain the America's Choice School Design to community and parents.
- II. Hold parent-teacher conferences once a year, January 25-29, 2010 and anytime during the year as the parents request. During conference week, teachers share with the parents how their child is progressing academically, socially, and emotionally. Parents are also provided an opportunity to provide the teacher feedback verbally or by completing a conference week survey.
- III. Provide parents with a variety of reports regarding their child's progress. Parents need to have access to their child's teacher and their child's grades in order to make mid course corrections throughout the grading period. Listed below are a few ways that parents can gain insight on how well their children are progressing throughout the semester.
 - o All kindergarten and first grade students are provided a Student Handbook and school calendar at the beginning of the school year. The students also receive weekly newsletters at the end of the school week to provide daily communication for the parents and teachers.

- Teachers provide each student with written commentary on their writing at least once every two weeks.
 - Weekly folders are used for students to place graded work to share with parents.
 - Mid term progress reports are sent home to parents of students that are performing below level.
 - Conferences are held by teachers twice a year. Additional conferences can be requested by parents or teachers at any time during the school year.
- IV. Provide reasonable access to their child's teacher. Austell Primary School has many opportunities for parents to meet with their child's teacher by means of phone, e-mail, conference and/or written communication. Listed below are a few ways to communicate with your child's teacher.
- Staff members are available to meet with parents during planning, before school, and/or after school.
 - Parents can call and set up an appointment with their child's teachers in order to maximize instructional time.
 - Conference week (January 22-28, 2008) is a time for teachers and parents to discuss student's progress.
 - PTA meetings are held six times during the school year and the meetings focus on improving the home-school connection.
 - Open House is held at the beginning of the year in order to provide parents with an in-depth understanding of classroom operations and curriculum.
- Sneak-a-Peek is held before the school year begins in order for the parents and children to meet their teacher.
 - E-mail is also a great way for the teachers and parents to communicate with each other.
- V. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities. In order to preserve the instructional environment during classroom observations, parents are asked to communicate with the teacher when the children are out of the classroom.
- Parents are encouraged to sign up to chaperone for a variety of field trips that are taken throughout the school year.
 - Teachers are continually looking for parent volunteers to read to their students.
 - Teachers need a room parent who will help organize and coordinate classroom celebrations and contact other parents for help with school events.
 - Parents are welcome to observe their child's teacher at any time during the instructional day.
 - Parents can volunteer to help in the classroom by setting up bulletin boards, arranging the classroom libraries, or assisting with school beautification activities.
 - Parents are needed during Career Week to share with the classroom information regarding their profession.

Parent Responsibilities:

Parents are faced with many responsibilities regarding their child's academic progress. Incorporating the below elements into your child's routines will help to ensure a successful academic year.

- Ensuring your child is in attendance everyday and on time
- Ensuring homework completed and agenda is signed nightly
- Monitoring amount of television time and content
- Providing at least 9 hours of sleep per night for your child
- Sending your child to school with the appropriate school supplies
- Reading to and with your child every night
- Reading all letters from the school and taking action when necessary
- Volunteering in your child's classroom/school
- Being a member and attending PTA meetings, which are held every 4th Thursday of the month.