

GREEN ACRES ELEMENTARY



FAMILY HANDBOOK 2023-2024

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Green Acres Elementary



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Welcome to Green Acres

Hello Green Acres family!

Welcome to the 2023-2024 school year. We are excited to welcome your family to Green Acres where our mission is to create pathways to success for all children. The beginning of a new school year offers the opportunity for a fresh start and new beginnings. Our theme for this year is "Great Minds Grow Here." I am confident that this year will be a year of GROWTH for our staff, for our students, and for our school community.

This handbook provides an overview of the policies and procedures that we have established in order to create a safe and positive learning environment for all staff and students. It is my sincerest goal to ensure that Green Acres Elementary is the best place to teach, lead, and learn.

Your involvement at school is an important factor in your child's success and the success of our school community. I encourage you to become involved at school, to attend school events and activities, and to join our PTA.

Thank you for being part of the Green Acres community. I look forward to collaborating with you this year!

Sincerely,

Maria Braswell



Policies and Procedures

SCHOOL DAY

Arrival begins at 7:15 AM. Student drop off before 7:15 AM is not permitted as supervision is not available until the bell rings at 7:15 AM. School starts at 7:50 AM and ends at 2:10 PM. On early release days, school dismissal begins at 12:10 PM. ASP is available on all days when school is in session. ASP closes at 6:00 PM.

ATTENDANCE

Regular school attendance for all children between the ages of seven and sixteen is required by law. A student must be present one half of the instructional day in order to be counted present for the day. If the child comes to school after 11:15 a.m. or leaves before 11:15 a.m., he/she is counted absent.

Students who arrive after the 7:50 AM bell are tardy. Once school personnel have re-entered the building at the conclusion of morning arrival, students must be escorted to the front office and signed in.

In the event that a student is absent, a note containing the date, the student's name, and reason for absence should be provided to the front office within THREE DAYS of the student's return.

Regardless of whether absences are excused, unexcused, or a combination of the two:

- After 5 absences, a note is sent home informing parents of the absences
- After 7 absences, there will be a referral to the school social worker
- After 10 absences, a truancy intervention panel will be activated.

Makeup work will be provided to the student upon his or her return from an absence. The student will have the number of days equivalent to the absence to complete the missed work and submit it to the teacher.

ACCIDENTS AND ILLNESS

The school nurse is the primary contact for any accidents or illness related matters. If an accident occurs during school requiring medical attention, the school will contact the enrolling adult and other parents or guardians listed on the student's records. If contact cannot be made or if the parent fails to arrive to school within a reasonable amount of time, the child may be taken to a local emergency room. Judgment is at the discretion of school authorities and parents assume all financial responsibility.

PLEASE DO NOT SEND STUDENTS WHO FEEL SICK TO SCHOOL (i.e., throwing up, running a fever, etc.)

Guidelines for Returning to School:

- **Fever** – A temperature of 100 or higher is considered a fever. A student may not return to school until he/she has not had a fever for 24 hours without the use of fever-reducing medicines, such as Tylenol or Motrin
- **Vomiting** – A student may not return to school until he/she has not vomited for 24 hours
- **Diarrhea** – A student may not return to school until he/she has not had diarrhea for 24 hours

AFTER SCHOOL PROGRAM

The After School Program (ASP) is an available service for Green Acres students that runs from **2:45-6:00 PM** on days when school is in session. Enrichment activities, study time, and snacks are provided. Supervision is provided by certified and non-certified personnel. ASP is self-supporting and a **prepaid program**. A non-refundable \$20.00 registration fee (per child) is required each year. The daily cost is \$10.00. **All money is due before a child can stay in the program.**



Policies and Procedures

AFTER SCHOOL PROGRAM

PAYMENT AND REGISTRATION FORM MUST BE TURNED IN BEFORE A STUDENT CAN STAY IN THE PROGRAM.

Students who participate in ASP are expected to follow the same rules and expectations that are in place during the school day. Discipline concerns will be addressed promptly. Repeated disciplinary incidents, negative account balances, and late pick ups can all result in termination from the program.

To enroll your child in ASP you must first register for an ELEYO account. To set up your Eleyo account user profile do the following:

- Login to ParentVue
- Click "Change My Information"
- Click the "Student Information" Link
- Click on "Enroll in ASP" icon
- At the Cobb Schools Eleyo website, select "*Sign In*" at the top of the screen to create your profile
- When creating a profile within the system you will be required to enter your basic information including an email address (used for logging in and password). If your email address is not recognized, use the Send Forgot Password email to receive a password set email.
- In order to register your child for ASP, select the "*Explore All Program*"s link and select Cobb Schools ASP
- Now you will be prompted to add relationships/children to your account, if applicable
- If you have any questions, please contact the ASP Director Ms. Buchanan at (Corlis.buchanan@cobbk12.org)

Students must be picked up by 6:00 PM. A late fee of \$1.00 per minute per child will be charged to the parent for every minute past 6:00 PM. Three late pickups will result in termination from the program.

BUS TRANSPORTATION

Questions regarding bus routes, bus drivers, and pick up and drop off times should be directed to Cobb County School District's Transportation Department. Please call 678-594-8000.

PICK-UP

Students should arrive at the bus stop no later than 5 minutes prior to the pick-up time and are to wait in an orderly manner. Parents should provide supervision at the bus stop. Buses are not considered late until 5 minutes after the scheduled pick-up time has elapsed. Please keep up to date on possible bus route changes (especially at the beginning of the school year) by checking the Here Comes the Bus App.

DROP-OFF

Students 8 years old and younger may be brought back to school in the afternoon if a parent, guardian or their designee is not present at the bus stop to receive them or if they otherwise appear to have no appropriate supervision. This is in accordance with the Department of Family and Children Services Guidelines for safety and supervision of children. Families are responsible for ensuring arrangements have been made for students once they are off the bus. All parents should complete the Safe Rider form. Parents can give authorization for a child to get off the bus if younger than 8 years of age. In doing so, the student will have a yellow tag marked appropriately to show the child can exit the bus. This is only recommended if getting off the bus with an older sibling. If students are returned, the school will make every effort to contact a parent/guardian. If no contact can be made before the office closes, the student will be placed in ASP, resulting in a \$10 charge, and an additional \$20 one-time charge if the student has not been registered. Once the bus leaves the stop, it is no longer considered school property. Matters that occur after the bus leaves are not handled by the school.



Policies and Procedures

BUS TRANSPORTATION

CONDUCT

Use of CCSD transportation is a privilege for families living more than half a mile from school. A student may be suspended from CCSD transportation as a result of inappropriate or dangerous behavior. Students must demonstrate proper respect to the driver and obey driver instructions at all times. Objectionable or dangerous objects are not permitted on the bus (including, but not limited to tobacco, drugs, alcohol, weapon imitations and weapons). Students will keep their arms, head, and belongings inside the bus. The use of obscene gestures or language, willful destruction or defacing of bus property is prohibited. Fighting or physical play is not allowed on the bus. Parents should also maintain respectful interactions with bus drivers. No parent/guardian should step on a school bus for any reason. If a parent violates this rule, they will be reported by CCSD Transportation to the CCSD Police.

CELEBRATIONS

Balloons, flower bouquets, and other large items or deliveries may not be made to students at school and are not allowed on the bus. Birthdays may be celebrated with a small, individually portioned snack (i.e., cookies, cupcakes, donuts) when prearranged with their teacher. Treats must be brought to school before instructional time begins or may be dropped off in the office after the bell has rung. Pencils and other school supplies are encouraged as an alternative to sweets. Party invitations will not be distributed at school unless distributed to all students in the class.

CHANGES OF TRANSPORTATION

Please make sure your child's homeroom teacher is aware of how your child will go home each day. A consistent schedule is best as switching transportation day-to-day causes confusion and can result in errors if not handled appropriately or in advance. If you have an emergency and need to change transportation, the Enrolling Adult must make that change in ParentVue by 1:50 PM. Do not message or email the teacher with transportation changes as they are not always able to receive that communication in a timely manner. Parents/guardians are encouraged to download the ParentVue app, so any transportation changes can be made immediately.

CHECK OUT

Early check out ends at 1:45 PM daily. Children will be released only to their parents, legal guardians, or to those persons listed on the registration information. Identification will be required when checking a student out of school. Please bring a valid photo identification.

CHILD ABUSE AND NEGLECT

State laws designate educators as mandated reporters in the event of suspected child abuse or neglect. CCSD staff are protected against legal consequences for reporting abuse. If abuse or neglect is suspected, a formal report will be made to the Department of Family and Children's Services. It is not required for parents to be informed prior to a referral being made or the student being questioned. The school will not answer questions about any reports made or what was shared by a student.

COMMUNICATION

If your family has a change of address, phone number, or emergency contact info, please have the enrolling adult update this information in ParentVue.



Policies and Procedures

COMMUNICATION

CTLS Parent is the primary parent communication tool used by the Cobb County School District. Weekly communication will be sent from your child's teacher and from the school. Please be sure to check CTLS Parent regularly for any class announcements or messages specific to your child. You may also receive text messages or voice dial outs from this system.

DRESS CODE

Standard School Attire is required for all students that attend Green Acres. If a student comes to school wearing clothing outside of the standard attire the school will either provide clothes or call the parent to bring the appropriate clothes to the school.

EARLY RELEASE AND ASYNCHRONOUS DAYS

The District Calendar designates days for Early Release where students are dismissed two hours earlier than the normal school day. These days are used for Parent-Teacher conferences in October for Elementary and Middle School and teacher planning. Green Acres students are dismissed at 12:10 PM on Early Release Days.

District Early Release days are as follows: October 17-20, December 18-19 (last two days prior to Winter holidays), April 8, 2024, and May 20-22 (last three days of school).

Asynchronous days are considered instructional days where students will work independently outside of school. Teachers will be in District trainings on these days, so they will prepare packets and/or place assignments in CTLS for students to complete. School will be closed on these days. District Asynchronous days are: August 21, 2023, October 16, 2023, and March 4, 2024.

FIELD TRIPS

Field trips are planned to enrich learning. To attend, students must have permission to attend. Parent/guardians will receive notification with a permission slip in ParentVue for approval. The school will no longer send a paper permission slip. The cost of a field trip is shared voluntarily by participating students. Trips may be cancelled if adequate funds are not collected. If your family cannot afford the cost of a field trip, contact your child's teacher. Families may choose to donate extra money to pay for another student. Siblings may not participate. Parent permission is required for in-house field trips as well.

LOST AND FOUND

All items should be properly labeled with your child's name. Items commonly misplaced are water bottles, jackets, sweaters, lunch boxes, and glasses. The school is not responsible for any items lost or damaged your child brings to school. At the end of each quarter, items not retrieved from Lost and Found will be donated.

MEDICAL CONDITIONS

Parents must notify the school of diagnosed medical conditions. Information and requirements for the school should be put in writing by the physician. Medication is administered at school only under specific conditions and requires written permission on the "Authorization to Give Medication at School" form. The dosage and time to be given must be noted. All medication (prescription or non-prescription) brought from home must be in the original, properly labeled container. The date of the bottle must be current within the past twelve months. Students may not transport any prescription medication containing a controlled substance. Medications will be stored and dispensed in the clinic. The only exception is if a student needs an inhaler or epi pen.



Policies and Procedures

NON-CUSTODIAL PARENTS

Non-Custodial parents are covered by Cobb County Board of Education policy. It is the responsibility of the parents to provide Green Acres with any custody information. If a parent fails to provide such information, the school is not responsible if the child is released to the non-custodial parent. All information shared is confidential. Joint cooperation is needed to make certain that effects of divorce or change in families on children are minimized by sensitivity and understanding. By law, no change of custody can take place at school to include their luggage/belongings.

PROMOTION AND RETENTION

If a student's performance indicates a lack of progress and mastery of state standards, classroom teachers can recommend retention at any level. Retention decisions are a collaborative process, but class placement is ultimately a school decision.

REPORT CARDS

Grading periods are every nine weeks. Report cards are posted in ParentVue and parents are encouraged to review these reports with students. Contact your child's teacher with questions regarding the report card.

SAFETY

Safety is the most important factor in our school's success. Throughout the year, we will have practice drills to make sure students know what to do in various situations. The school will hold two "Safe Kids Weeks" during the school year. Each day during Safe Kids Week, students will learn safety measures for what to do if any of these situations occur: Medical Emergency, Severe Weather, Fire and Lockdown. This week is a great time to speak with your children about safety measures. Our goal is not to alarm children but provide them with the necessary tools to prepare for various situations.

It is important that parents adhere to the following safety expectations:

- Show your ID upon arrival for each visit (at the gray box outside the front office and again in the front office)
- Do not hold the door for someone who is not with you. We need to verify each individual
- Immediately report to the front office or front office clerk when you arrive in the building (including volunteers) to check in using our computer system
- Keeping your visitor sticker on at all times (above the waist) when you are in the building
- Remain in your designated area (not wandering in the building to other locations)
- Interactions should always be respectful. Parents/family members who yell, use profanity or use physical means to handle affairs or record teachers for confrontation purposes will be issued a "No Trespass" by CCSD Police.
- Parents should only be on campus for the purpose of handling business regarding their child. Speaking to/confronting other students, especially regarding matters with your own child are prohibited and will result in a "No Trespass" by CCSD Police
- Only family members on the approved list can visit in our building. No exceptions.
- Parents should not get out of their cars to speak to their child or try to retrieve them for dismissal while they are on the playground.
- Parents/visitors should only use the front entrance for access to the building.

SCHOOL COUNSELORS

The counselors at Green Acres provide classroom lessons, facilitate small groups, work with individual students, and meet with parents and teachers as needed. Please inform our counselors if your family or child is experiencing difficulties or needs support. Our counselors can provide referrals to outside agencies and provide parent workshops to promote your child's success.



Policies and Procedures

SCHOOL OBSERVATIONS

School visitors must be prearranged with the teacher or front office. All classroom observations must be pre-arranged and require approval from the principal.

STUDENT CODE OF CONDUCT

The school will follow CCSD policy concerning the student code of conduct. We cannot and will not share discipline consequences given to another student. Sharing this information is a violation of privacy laws. The school will handle matters on school property only. We will not address matters that happen in the neighborhood or between adults. The school will not setup meetings between families or share your information to help you set up a meeting. All school policies regarding student code of conduct may be found on the CCSD website

VISITORS

When visitors arrive, they must show their ID at the gray box located outside the front entrance. Once entry allowed, visitors should go directly to the front office and keep ID readily available. Please do not hold the door for additional visitors as we need to verify each guest. No ID = No Entry (NO EXCEPTIONS) All visitors MUST sign in with a front office staff member and if there for a scheduled appointment, must wear the badge and wait for a school representative to escort him/her to their designated meeting location.

LUNCH VISITORS

Parents/guardians may join their child during his/her scheduled lunch. Your child may not bring a friend from his/her class to join you. The adult MUST be on the school list to visit the school and eat with the child. If you are not on the list, you will not be allowed to stay. The enrolling adult MUST ensure ParentVUE is updated with the necessary contacts and allowed guests on campus. You may bring outside food with you. All guests will eat at the designated tables in the cafeteria. At the conclusion of lunch, students will rejoin their class and visitors will go directly to the front office to sign out.