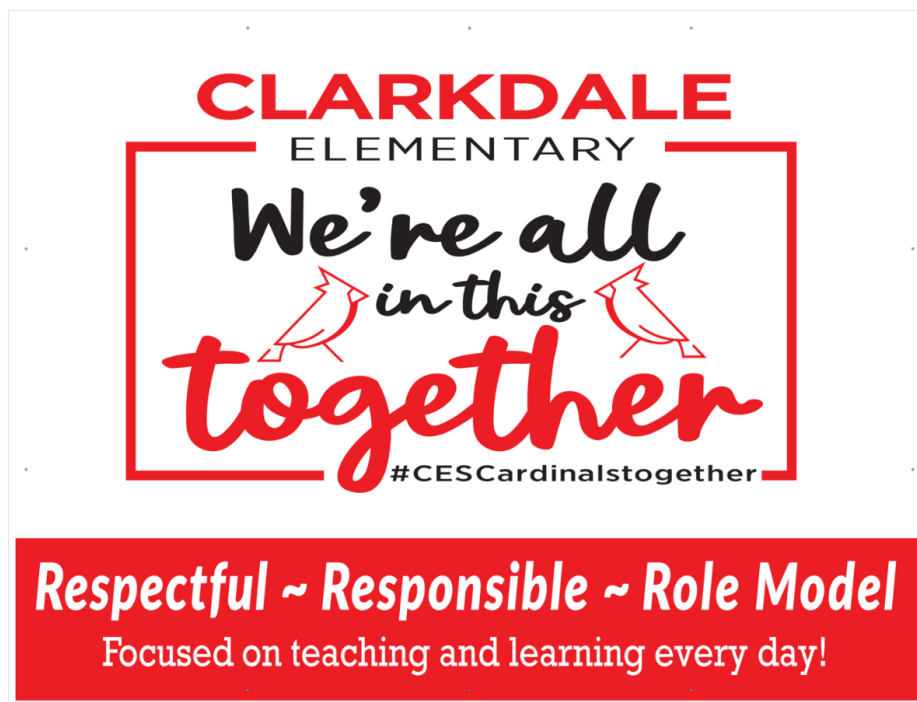


Clarkdale Cardinal

Student Handbook 2023-2024



Dwan Jones, Principal
Lorna Holt, Assistant Principal
Michael Cappucci, Assistant Principal

Clarkdale Elementary School

District Priorities

- ❖ Ensure Cobb is the best place to lead, teach and learn
- ❖ Simplify foundations for teaching and learning to prepare for innovation
 - ❖ Use data to make decisions

School Priorities

- ❖ Increase achievement in reading and math for ALL students
 - ❖ Maximize resources to improve teaching and learning
 - ❖ Increase overall student attendance

Vision

Challenge and **E**ngage for **S**uccess!

Mission

We are an engaged community focused on teaching and learning!

Commitments

- ❖ Have high expectations for all students, staff and stakeholders
 - ❖ Stay focused on teaching and learning everyday
 - ❖ Open and honest communication
 - ❖ Be an effective team member
 - ❖ Build positive relationships

2023-2024 Policies and Procedures

Absences

Instructional time in an elementary school is structured and sequential. Poor attendance or multiple tardies could adversely affect your child's placement for the next school year. Family vacations should be planned with the school calendar in mind to prevent children from missing essential skills. The parent/guardian must email the school explaining the reason for the absence within **three (3) days** of the student's return, or the absence will be marked as unexcused. Please indicate the following information: Child's name, Teacher's name, Date(s), Reason for absence, and signature of parent or guardian. Excuses may be sent in prior to an absence when applicable and for half-day absences.

Excused Absences Include:

- When personally ill and when attendance in school would endanger the health of the child or the health of others.
- When there is a serious illness or death in the child's immediate family that would reasonably necessitate absence from school.
- On special and recognized religious holidays observed by the child's faith.
- Students on quarantine due to Covid-19.

Please note that even though an absence may be excused, it still counts as an absence. Students with excused/unexcused absences will not be eligible for a Perfect Attendance certificate.

Absences from School Grounds:

Children may not leave the school grounds during regular school hours unless authorized through the front office. Children will be released only to their parents and/or guardians unless the school has been authorized otherwise in writing. **If a child must leave early, a parent or authorized adult must come in and sign the child out. The child will be called to the office to be released.** Identification will be required.

Important Reminder: Students who are checked out early in the afternoon miss valuable instructional time.

Accidents & Illnesses

If a child has an accident during the day requiring medical attention, we will contact a parent. If a parent cannot be contacted, the child will be transported 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 Parent VUE.**

Admission Requirements

Admission requirements for admission to Cobb County Schools are established in accordance with the laws of the State of Georgia and policies of the Cobb County School System.

AGE

Children who are five (5) years of age on or before September 1 are eligible for kindergarten. Children who are six (6) years of age on or before September 1 are eligible for first grade.

RESIDENCE

In order for a student to be admitted to Cobb County Schools, the parent/guardian shall provide proof of residency.

Two or more of the following items (no more than one from each category) are required:

- home ownership documentation or lease/rental agreement; and
- current utility bill monthly statement (gas, electric, water, cable, cell phone, or bank statement)

BIRTH CERTIFICATE

A birth certificate with legal seal must be presented at registration.

GEORGIA CERTIFICATE OF IMMUNIZATION – GA FORM 3231

It is required by law that your child be immunized. Immunization may be obtained through your private physician or the Cobb County Health Department. The state of Georgia now requires that all children born after January 1, 1992, receive a three (3) dose series of Hepatitis B vaccine and two (2) doses of varicella prior to entering kindergarten.

EYE, EAR, DENTAL AND NUTRITION CERTIFICATES – GA FORM 3300

It is also required by law that each child has this certificate. This certificate may be obtained at the local Health Department or from a physician.

CUSTODY PAPERS

In cases of divorce or legal separation disputes, we request official **custody papers** to keep on file. Legal papers declaring guardianship changes should be on file at the school. It is the parent's responsibility to inform the school of the most current custody arrangements.

Any enrolling adult with another contact type label (unknown, stepmother, stepfather, aunt, uncle, etc.) must have a Kinship Caregiver Affidavit (Form JBC-14) on file prior to enrollment.

SOCIAL SECURITY NUMBER

Based on Georgia law (Official Code of Georgia Annotated, Code Section 20-1-150), a copy of the Social Security card will be needed for children who are enrolled in a public school in Georgia. If a parent does not wish to divulge the child's social security number to the school, they are to have a notarized waiver form on file. That form becomes part of the student's permanent record. Waivers are available at the school.

After School Program

The After School Program (ASP) operates on the days that school is in session (Monday-Friday) and will begin the first day that school is in operation; hours are from school dismissal time to 6:00 p.m. ASP operates as an extension of the instructional day for the parents and students of Clarkdale and will function under the guidelines as established by the Cobb County Board of Education.

Registration for the program is required prior to attendance. All ASP balances must be \$0.00 prior to registration. Application forms and information are available on the Eleyo website. **ASP services are available to parents on a PRE-PAID basis only. The registration fee is \$20.00, and ASP is \$10.00 per day.** It is advisable for parents to register and pre-pay one day of ASP for emergency or last-minute situations. All unused funds will be refunded to parents at the end of the school year upon parent's written request. Only cash, money orders, or online payments are accepted for ASP payments. **You must have an Eleyo account to register your student.** Eleyo is an easy-to-use, mobile-friendly technology for online registration, account management, and payments. ASP account owners will use their online Eleyo account to:

- Register, pay for, and manage accounts on any device
- View and print invoices, receipts, and annual tax statements
- Manage and request schedule changes
- Pay for programs using secure and convenient digital payment methods, including Apple Pay

Attendance

The law requires regular school attendance for children between the ages of seven and sixteen. Regular attendance means the actual attendance of a pupil during the **entire day** of school. **We solicit your cooperation in planning appointments that do not interrupt school hours.** Poor attendance or multiple tardies could adversely affect your child's placement for the next school year. The Cobb County Board of Education requires that the school keep proper attendance records on all students. These records shall be open to inspection by the school social worker. We promote prompt and regular attendance for all students.

Awards

Students will be recognized for their achievements each quarter. An invitation will be sent home with students who are receiving an award.

Behavior

Positive Behavioral Interventions & Supports (PBIS)

Our objective at Clarkdale Elementary is to teach students to be Respectful, Responsible, Role Models (R³). We expect and insist on proper behavior and conduct so that optimal learning may take place. When necessary, we employ the appropriate and necessary methods of dealing with unacceptable behavior as outlined in the Cobb County Policies on Student Discipline. For a detailed explanation of the "J" policies on student discipline, please visit www.cobbk12.org. Clarkdale Elementary does not use corporal punishment as a disciplinary measure.

Books

Textbooks for the students are provided through County and State funds without cost to the child's parents or guardians. In compliance with the textbook policy, all charges for lost or damaged textbooks must be paid in order to issue replacements or transfer records to other systems. All textbooks issued to children will be their responsibility should the books be lost, damaged, or stolen.

Bus Conduct

All students transported within the Cobb County School System shall behave in a manner that is conducive to their safety and welfare. The behavior of students on school buses is considered an extension of classroom behavior. Students who fail to respond to the direction(s) of the bus drivers shall be reported to school administration who may deny the student bus transportation. Students shall observe the following code of conduct established for the Cobb County Public Schools:

1. At this time, student masks are optional while being transported on district transportation. This is subject to change based on guidance from the DPH, CDC, and CCSD.
2. Students must show proper respect to the driver at all times and obey all driver instructions.
3. Large toys, insects, glass bottles, animals, plastic bags, straight or safety pins, skateboards or objectionable and dangerous items are not permitted. Tobacco, illegal drugs, alcohol and weapons or look-alikes are prohibited.
4. Students will keep their arms and head inside the bus at all times. Nothing is to be thrown in, out or from the bus.
5. The use of obscene language or gestures is prohibited.
6. Unnecessary noise is prohibited.
7. Destruction or defacing school property is prohibited.
8. Food, gum or drinks cannot be consumed on the bus.
9. Drivers are required to assign seats to elementary and middle school students.

10. Students must be seated at all times unless otherwise directed by the driver. Students must be quiet at railroad crossings.
11. 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.
12. The emergency door, windows and hatches are to be used only at the direction of the driver.
13. **Students should report to their 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.**
14. **Students may be allowed to ride and disembark at a bus stop other than that assigned for their residence. To do so, the parent/guardian must submit the request in writing to obtain approval. Approval is subject to bus capacity.**
15. Any other disruptive behavior will be referred to an administrator as deemed necessary to ensure the safe transportation of students.



Bus Information

Bus drivers have a tremendous responsibility in transporting our students safely each day. **As hard as we try to provide a timely service each and every day, there are times when a driver is absent from work due to illness, inclement weather, mechanical breakdowns or personal matters. When this happens, routes may be run as a second load. This will cause the route to run late. In these instances, we ask the parents and students to please be patient. Students should not leave their assigned stop. A bus will be by to pick them up as quickly as possible. It is recommended that parents sign up for “Here Comes the Bus” notifications to track your child’s bus.** Parents leaving children at a stop before going to work are encouraged to have a contingency plan, such as a neighbor or family member to assist the student. Perhaps there can be an agreement among parents in your neighborhood to supervise students if the bus is extremely late.

We cannot emphasize enough the need for supervision at the bus stop.

Car Riders and Day Care Bus Riders

Car riders should follow the procedures outlined. Car Rider tags can be picked up in the front office by the enrolling adult with proper ID. Students should be picked up at approximately 2:20 p.m. from the car rider area only; students will not be called to the main office for dismissal. **Please do not come to the office early and check out your child to “get an early start”. There are no dismissal changes or dismissals made after 1:45pm.** Prompt pick up of your child is necessary. Any student not picked up by 2:40 p.m. will be placed in the After-School Program at the parent’s expense. **Car riders are to be dropped off and picked up in the designated area(s) only, following identified procedures with the traffic pattern.**

Children who ride **daycare buses** are dismissed to their designated location during afternoon announcements.

Chain of Command

Parents are their child's most influential advocates. There may be times when a concern arises that must be addressed by the parent. The first line of communication is the teacher or adult with whom the issue lies. For example, if an issue arises during the After-School Program (ASP), the first person the parent should address is the ASP teacher. If the issue is not resolved, then the ASP Director should be notified. If the concern is still not resolved, a school administrator should be made aware of the concern.

Communication Devices

Students shall **not** use, display, or turn on **cellular phones**, video phones, or electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch. No such devices may be used at any time on school-operated vehicles, including buses. Failure to adhere to the above will result in appropriate disciplinary action(s) including, but not limited to, confiscation of items. If a device is taken away from a student, it will be the parent's responsibility to pick up the device from Front Office. Cell phones must be turned off and placed in the student's backpack during the school day. **Students at Clarkdale Elementary are encouraged not to bring any form of communication devices to school unless otherwise directed to do so.**

Conferences

A conference with your child's teacher is the best means of learning how your child is performing in school. **This year, conferences may take place face-to-face, virtually, or via phone.** Requests for additional conferences may be made by the parent or teacher. We ask that you not drop in unannounced for a conference. Please check the district calendar for **Conference Week** dates.

We suggest you prepare a list of questions important to understanding your child's role in the overall school program. This list may include the following: Does my child readily participate in classroom activities? In what subject area is my child strongest? Weakest? How can we, as parents, help at home? Offer any information about the home background that may help the teacher better understand your child. This would include illnesses, emotional, social, or other factors at home. Feel free to ask questions if something is puzzling you about your child's school activities. Be positive about suggestions that the teacher may make about your child. Remember that the teacher has your child's best interest in mind.

Conflict

Conflict is a very natural part of life. We do take the time to teach children conflict-resolution skills. Parents are the most significant influence in a child's life. **We need parental support in teaching and promoting nonviolent management of conflict.** If a child experiences a conflict for which he/she may need help, our counselors are available to assist.

Contributions, Donations, and Grants

In conformity with State Board of Education rules and regulations, voluntary contributions, donations, and grants may be received from interested citizens for support of the educational program of Cobb County School District. Incidental to this, citizens may contribute toward expenditures for materials, supplies, equipment, and activities. **No student may be charged tuition or fees as a condition of enrollment or full participation in the instructional program.** Pursuant to law OCGA 20-2-671, admission to all Cobb County Public Schools shall be gratuitous to all eligible children residing within the Cobb County District.

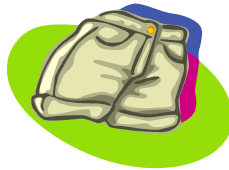
Custody of Children

School personnel will release children to either of their natural parents unless we have on file a copy of a court order that grants custody to one parent or the other, or to a third party. We cannot be involved in cases of court litigation unless subpoenaed by a court to appear as a witness. If you are divorced or separated, and the custody of your child or children has been involved in a dispute, a copy of the court order should be on file in our office. By law, no change of custody will take place at school.

Dismissal Changes

Dismissal changes must be submitted in writing. Dismissal changes will not be honored after 1:45 pm. The front office begins calling teachers with changes at this time and for the safety and accuracy of this process, we cannot accept late changes. **Please note that all changes must be made in writing for the safety and security of your child.** We are unable to verify the identity of the person making the change over the phone. A change to place a pre-registered child in ASP will be accepted over the phone since an adult must come in and sign for the child. ****Bus rider and car rider changes cannot be taken over the phone. Email requests will require a photo ID attached to the email and must be sent prior to 1:45.** Thank you for your understanding and compliance in this matter.

****A new online system to submit dismissal changes will be utilized for the 2023-2024 school year. Once the system is in place, it will replace having to write a note. You must have an active ParentVue account. You will be informed when the new system is fully operational.****



Dress Code

As required by board policy – students at Clarkdale Elementary School are expected to dress in a manner that supports a positive learning environment that is free of distractions and disruptions. All students shall maintain the following minimum standard of dress:

1. Appropriate shoes shall be worn (see Physical Education)
2. Midriffs shall be covered.
3. Appropriate undergarments shall be worn and may not be visible.
4. Strapless garments shall be worn with a jacket.
5. Tank tops shall be worn with a jacket.
6. Appropriate shorts, as determined by the school administration, may be worn (fingertip length).
7. No caps, hats, bandanas nor hoods covering the head are to be worn in the school buildings during the school day unless there is a special activity during which they are deemed appropriate by the school administration.
8. Clothing or ornamentation that does any of the following is prohibited:
 - a. Displays or advertises substances illegal for minors.
 - b. Displays suggestive phrases, designs, markings, or profanities.
 - c. Advocates, promotes or suggests illegal activity.

Early Student Checkout

If your child needs to be dismissed early from school, the parent must come in to sign the child out on the front computer and provide picture ID. We discourage leaving early unless it is absolutely necessary. We encourage you to try and schedule your child's doctor and dental appointments after school hours. This avoids interruption to your child's progress. The school can release a child only to his/her parents, legal guardian or a person specified in writing by the parents or guardian. We respectfully ask that **no student be checked out after 1:45 p.m.** so that front office priorities can be maintained to ensure that transportation changes and dismissal policies are followed accurately.

Emergencies

Should there be an emergency and you need to pick up your child, please get in touch with the front office. Your child's health and safety are our concern, and we solicit your cooperation in following the checkout procedures by bringing proper identification. **Your child will be called to the office for dismissal.**

Field Trips

A field trip is "a planned educational experience directly related to and correlated with a particular unit of study or a specialized function of the school." We believe there is a definite place for this educational experience in the instructional program. **The administration approves all field trips based on their direct and meaningful relationship to the curriculum.** Donations are requested from parents for each field trip. No student will be denied the opportunity to attend; however, if adequate donations are not collected the field trip may be canceled. **Students participating in field trips must return to school for dismissal.**

Homework

Homework is assigned to benefit the student in the following ways: skills practice, review, reference work, special projects, and reports. It also trains a child in good work habits, promotes responsibility, and affords the opportunity for an increase in self-direction. Another goal of homework is to help a student learn to budget time. The needs of the individual student determine the amount and type of homework assigned. We encourage active parent participation in their child's program through their support and supervision of homework assignments. This is one method of communication that tells parents a great deal about what is being done at school. Parents can also help with homework by providing the right atmosphere for studying.



Illness and Infections

We have a school nurse on staff. The nurse or trained staff member will provide basic first aid for cuts and abrasions. **Students who become ill during the day or show signs of infection or contagious diseases (see below) will be sent home.** In this situation, parents or guardians will be **required** to pick up their child when contacted by the school. Because we care, we coordinate with the Cobb County Board of Health in protecting children from specific symptoms of communicable diseases. If your child has any of these symptoms, please keep him/her home, or make appropriate childcare arrangements:

APPEARANCE, BEHAVIOR—unusually tired, pale, lack of appetite, difficult to wake, confused or irritable. This is sufficient reason to exclude a child from school.

EYES—thick mucus or pus draining from the eye or pink eye (conjunctivitis).

FEVER—Temperature of 99.5 or above with any other symptom is required to remain home. A temperature of 101 without other symptoms - required to remain home. Students are required to remain at home if antifever medications (i.e. Motrin/Tylenol) have been given within a 24-hour period. Students must be fever free WITHOUT medication for 24hrs.

ANY NOSE DISCHARGE, AND/OR CHRONIC COUGH—should be seen by a health care provider. These conditions may be contagious and require treatment.

SORE THROAT—especially with fever or swollen glands in the neck.

DIARRHEA—three (3) or more watery stools in a 24-hour period especially if the child acts or looks ill.

VOMITING—vomiting two (2) or more times within the past 24 hours.

RASH—body rash, especially with fever or itching. Diaper rashes, heat rashes, and allergic reactions are not contagious.

EAR INFECTIONS WITHOUT FEVER—do not need to be excluded, but the child needs to get medical treatment and follow-up care. Untreated ear infections can cause permanent hearing loss.

LICE, SCABIES—children may not return to school until they have been treated and are free of live lice. Students can remain in school with Nits (eggs) but are encouraged to be removed daily. Children with scabies can be admitted 24 hours after treatment.

****Please note** if your child is prescribed an antibiotic for infection, they must remain home for 24 hours taking the antibiotic before they can return to school.

CCSD Covid-19 Protocols

If a student exhibits COVID-19 related symptoms while in the school clinic, the nurse has the discretion to request the student to wear a mask and/or to be isolated in a designated area after being assessed by the nurse or waiting for parent pick-up.

Inclement Weather

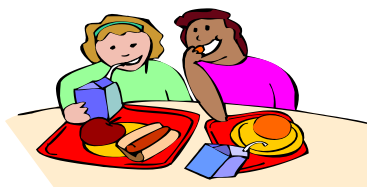
When the Cobb County School System is going to be closed because of inclement weather, the decision for closing schools is usually made by 6:00 a.m. and given to the radio and television stations. The closings are usually announced right after the headlines on the hour and on continuous scroll along the bottom of the screen. In the event of early dismissal due to inclement weather, students will be sent home following the instructions as indicated by the parent. The **enrolling parent** or guardian is responsible for completing this information on the classroom teacher's electronic form and keeping it updated. The After-School Program may be canceled when there is an early school closing.

Instructional Time

According to Georgia law, the length of the school day for students in kindergarten through third grade must be at least 4½ hours, exclusive of lunch and recess periods. In addition, the length of the school day for students in grades 4 and 5 must be at least six (6) hours, exclusive of lunch and recess periods. The hours for Clarkdale Elementary are 7:50 a.m. until 2:20 p.m., which provides a six-hour instructional day and a 30-minute lunch period. **Instructional time will be guarded from unnecessary interruptions each day. Items such as lunches, homework, backpacks, etc. will be held in the office until lunchtime. We will email the teacher to have the student pick up anything dropped off. This is highly discouraged due to health and safety concerns.**

Lost and Found

We request that you mark, stamp, or sew your child's name on all clothing worn to school, book bags, and lunchboxes. Please encourage your child to keep up with their belongings. Due to health and safety concerns, searching through Lost and Found items is highly discouraged. The school will hold lost items for a reasonable time, after which they will be given to a charitable organization.



Lunch Program

We offer a healthy and nutritious lunch to your child each day. All students are required to eat in the cafeteria whether they buy lunch or bring it from home. Students are not to leave school to have lunch off campus. Please visit the Food and Nutrition Services website for current meal prices, menus, nutrient analysis, and staff contacts at <http://info.cobbk12.org/centraloffice/foodservices/>. This will take you directly to the Food and Nutrition Services website. Meal prices are located at the bottom of the page. The link to our menus is at the top of the page. Nutrient analysis, staff contacts and more can be accessed from our Food and Nutrition Services website.

Make-up Work

Neither classwork nor homework assignments will be sent home when a child is absent for only one day. This work can be made up when the child returns to school. To obtain missed work assignments due to lengthy absences, please contact your child's teacher.

Media Center

The Media Center is designed to serve the total school population in several areas of service. Books will be circulated for a maximum of one week. There is no late fine, although children are not allowed to check out additional books until overdue books are returned or paid for. Books that are damaged beyond repair, through neglect or misuse, must be purchased by the student. Lost books are the responsibility of the child who checked out the book.

Medication

All medication will be dispensed through the school clinic with a signed authorization form. **Prescription drugs must be in the original container, bear the name of the patient, the name of the physician prescribing the medication, the dosage and the name of the pharmacy filling the prescription.** If a student requires emergency treatment involving hypodermic injection, prior approval must be obtained by using the appropriate form. **Students CANNOT bring medications to school. A guardian must accompany ALL MEDICATIONS. Please DO NOT send medications with your student in a baggy with a note. THE MEDS WILL NOT BE GIVEN.** Elementary School students may carry cough drops and throat lozenges. For your student to carry these items, you must submit an "Authorization to Carry" form to the school nurse.

Georgia Law, O.C.G.A. §16-12-191, provides that persons may be in possession of medical marijuana under limited circumstances defined in the law. Because of **federal law** parents should make other arrangements for administering medical marijuana at school and students should not possess the medical marijuana at school.

Federal law has NOT changed and possession of any form of marijuana is illegal.

Messages

Please be sure that your child comes to school with all the instructions and supplies needed to ensure a successful school day. If an emergency should arise, please contact the office, and it will be delivered to the teacher/student. Messages to students and/or teachers should be kept to an absolute minimum to preserve the instructional day. If you are writing notes regularly, we ask that you seek ways to reduce these messages.

Parent Facilitator

Our parent facilitator serves as a key liaison for parental involvement and engagement including serving on PTA committees and designing innovative opportunities, which bring parents, community members, teachers, and students together into one world of learning. Our Parent Facilitator, Cheryl Bush, can be reached at 770-819-2422 or at cheryl.bush@cobbk12.org.

Parental Involvement Policy
Parent Involvement School Wide Policy
www.cobbk12.org/Clarkdale/

Parent's Right To Know
www.cobbk12.org/Clarkdale/

ParentVue

Please make sure that you have a ParentVue account that is consistently updated. All enrolling adults are required to have a ParentVue account.

Easily Access Your Students' Information

Use a web browser to visit <https://parentvue.cobbk12.org> or download the ParentVUE mobile app from the Apple App Store or the Android Market.



New Parent to the Cobb County School District?

Contact ANY ONE of your children's schools to get a Parent Activation Key which automatically provides access to ALL of your students' information.



Simple Login & Password Retrieval Process

Have an account but forgot your password? Use the self-serve functionality to retrieve it. Your account remains active for as long as you have a student in the District.



Parties

Cobb Board of Education Policy stipulates that only one party is allowed each year. That party is held just prior to Winter Holidays. Food without labels are not allowed. Please do not request parties at other times of the year. If you wish to celebrate your child's birthday, you may bring in pre-packaged cupcakes to serve during lunch. Balloons will not be allowed in the classrooms or on the bus.

Performing Arts

A Performing Arts program is provided for all children. Students will see a variety of cultural arts programs throughout the school year. A voluntary donation from parents defrays the transportation and program costs. Please support the program by your contribution. Dates and locations TBD based on guidance from the DPH, CDC, and CCSD.

Personal Items

Students are not to bring any personal playthings, novelties, pets, equipment, etc., to school unless given permission by the teacher or administration. Toys and play items will be confiscated and held for parental pick-up. **Students should not share ANY school or personal items with peers.**

Physical Education

Physical education is an essential part of the educational curriculum of Cobb County Schools. Students should wear lace-up shoes, preferably tennis shoes, for physical education classes. Keeping the safety of each student foremost, no sandals, wedges, boots, clogs, or dress shoes should be worn to P.E. Students are not required to dress out for physical education, but they should wear appropriate clothing for participation in activities such as tumbling or gymnastics.

Non-participation: Students requesting an excuse from total participation in P.E. for any duration or restrictive participation for more than five consecutive days after returning to school must have a physician's statement specifying the type of illness or injury and the nature and duration of the restriction.

Pictures

Individual pictures are taken in the fall and spring. Class pictures are also taken in the spring. Please be advised that this may change based on DPH, CDC, and CCSD Covid-19 protocols.



Pledge of Allegiance

Each morning, students in the Cobb County School System shall be afforded the opportunity to recite the Pledge of Allegiance. Students participating in the recitation of the Pledge will be expected to stand, face the flag and recite the Pledge in unison. Students not participating in the recitation of the Pledge may a.) stand and refrain from reciting the Pledge, or b.) remain seated. **Georgia Code Section 20-2-286 states: "Each student in the public schools of this state shall be afforded the opportunity to recite the Pledge of Allegiance to the flag of the United States of America during**

each school day. It shall be the duty of each local board of education to establish a policy setting the time and manner for recitation of the Pledge of Allegiance. Such policy shall be established in writing and shall be distributed to each teacher within the school.”

Parent Teacher Association (PTA)

PTA supports our instructional efforts by providing human and financial resources. PTA is only as strong as its members. Please join and be an active member of PTA.

Prohibited Substances

Cobb County Policy JDCAB/C – Consuming, possessing, storing alcoholic beverages, illegal drugs, or being under the influence of alcoholic beverages and/or drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, or any other substance listed under the Georgia Controlled Substance Act, on school property, school buses, or at a school-sponsored event is prohibited. A student shall not falsely identify a substance to be alcohol or other drugs. Sniffing or being under the influence of inhalants is prohibited. Students are prohibited from bringing drug-related paraphernalia to school. Possession of all prescription medication must be in compliance with Policy JGCD. Students are prohibited from bringing diet pills, caffeine pills, or other stimulants to school. Possession of all over-the-counter medication must be in compliance with Policy JGCD.

Registration

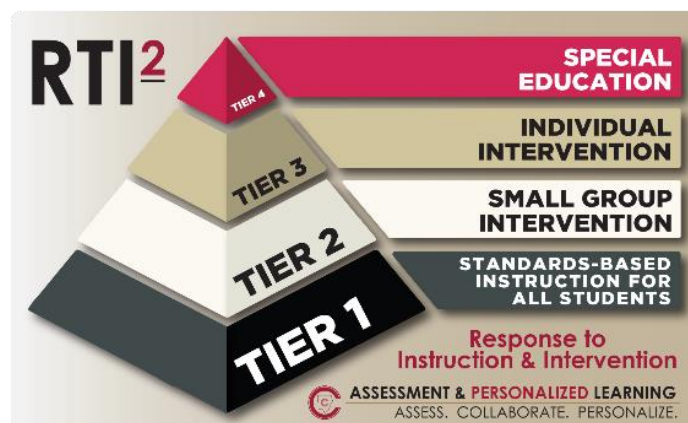
Students must be registered each year by parents or legal guardians. For all new kindergarten students, a spring registration is conducted online. The registration date is announced via CCSD Communications, district website, and local schools. Online registration is available at <https://www.cobbk12.org/page/291/student-enrollment>.

Report Cards

Elementary schools in Cobb County will use a 9-week report card for grades K – 5th. Parents will receive regular communication regarding student progress throughout the 9-week period. Grades for 4th and 5th grade and report cards for K-5 will be available in ParentVUE at the end of each quarter.

Response to Instruction and Intervention (RTI²)

Response to Instruction and Intervention (RTI²) is a process of examining a student’s needs through interdisciplinary teaming. Teams are comprised of classroom teachers, administrators, parents, and auxiliary personnel. A student who experiences difficulty in his/her instructional day is eligible for services. A teacher, parent, or administrator may make requests for service.



Safety and Security

We would like to inform you of several safety features that Cobb County School District has in place. Eighteen high-definition cameras are installed in our building, allowing activity to be viewed inside and outside the building 24 hours a day/ 7 days per week. We also utilize an Access Control System (electronic badge entry/entrances locked). Additionally, a “buzz-in” door system is utilized as an added safety measure. This feature keeps the front doors locked at all times and requires all visitors to ring a doorbell and stay in front of the camera until they are “buzzed in.” Once a visitor is buzzed-in, they must immediately report to the front office to sign in. A visitor’s pass will be given to all eligible visitors.

School Counselors

The mission of the Cobb County School Counseling program is to assist students in overcoming barriers that impede learning. The goal of all Cobb County Professional School Counselors is to implement a standards-based comprehensive school counseling program that:

- Includes a curriculum addressing the needs of all students in the domains of academic, personal/social, and career development
- Provides specialized interventions based on identified student needs
- Assists students in acquiring appropriate attitudes, knowledge and communication skills to promote healthy relationships
- Enhances the ability of students to identify and utilize the appropriate resources needed for post-secondary success
- Creates positive relationships with students fostering personal growth, service to others and academic achievement
- Advocates for all students encouraging them to develop to their fullest potential
- Encourages counselors to consult and collaborate with other educators, parents and the community on behalf of all students.

You may contact our counselors by phone or email.

Michael Brown (K-2 Counselor) michael.brown@cobbk12.org

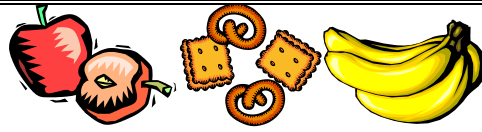
Temika Arnold (3-5 Counselor) temika.sargent@cobbk12.org

Principal’s Advisory Council

Clarkdale Elementary has a School Council (now known as the Principal’s Advisory Council) which meets regularly. The purpose of this council is to promote communication between the school and the community. Council members will determine meeting dates and times, which will be posted in advance. Staff members, parents, and selected community leaders will serve on this council.

Sexual Harassment Policy

It is the policy of the Cobb County Board of Education that 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. Please refer to policies JAB and GAB for the specific definition and compliant filing procedures.



Snack

Our students are allowed to bring a **nutritional** snack from home each day. During the morning or afternoon blocks of time, depending upon lunch schedules, teachers will allow students to eat their nutritional snacks while completing their assignments. Please remember that we stress **nutritious snacks** as a part of our health curriculum. Snacks that have high sugar content should be avoided.

Due to health and safety concerns, students are not allowed to share snack items with peers.

Solicitation

No person, firm, corporation, or business shall enter school property during the hours of operation for any purpose of selling, trading, or bartering merchandise of any kind to a student, employee, school club, or organization, nor shall any of the above enter school property for the purpose of soliciting money from a student, employee, school club or organization for any purpose other than approved exceptions. All school fund-raising drives shall meet guidelines established by the Cobb County Board of Education and receive the approval of the principal. **Door-to-door solicitation by students is prohibited.**

Suspension

The power of suspension is vested in the school administration. This action will never be taken lightly and will be taken only after every other means have been exhausted in trying to deal with the problem. In every case involving suspension, parents will be called. Discipline will be enforced at Clarkdale Elementary. It is the feeling of the administration that children cannot learn in an environment that lacks order. We always expect good manners and behavior. Violating a district policy, such as fighting, weapons, drugs, etc. will result in automatic suspension.

Tardiness

School begins promptly at 7:50 a.m. It is **very important** that students arrive at school on time. **When students are tardy, class is interrupted, instruction is missed, and a bad habit may be instilled in the student. Parents must accompany tardy students into the front office for sign-in. Please be sure your child has breakfast at home as the cafeteria will not serve breakfast after 7:50 am.**

Textbooks

Students are responsible for all textbooks and/or library books issued to them. Any lost or damaged book must be paid for before another one will be issued. Report cards will be held until all fees for lost or damaged media center materials and classroom instructional materials are paid.

Transportation Changes

ALL transportation changes must be made in Parent VUE.

FIRST: Enrolling adult, login to your PVUE account.

NEXT: Click on your student's name/photo at the top of the screen.

Scroll to the bottom of the screen and click on: **STUDENT INFORMATION**

Then click on: **DISMISSAL CHANGES**. It will ask you to open in a new window, click "yes". It may also ask you to accept the agreement, click "accept". Next, you will click on:

VIEW/CHANGE AFTER SCHOOL DISMISSAL Click on the pencil by: **DEFAULT TRANSPORTATION MODE – Every student should have a default dismissal entered.**

Select the **USUAL (Default)** mode of transportation for **how your student will go home daily**.

TO CHANGE DISMISSAL FOR A GIVEN DAY – (Your student is going home a different way than usual for that day or set of days)

➤ **Select CHANGE under TEMPORARY DISMISSAL**

Tobacco Policy

The tobacco policy adopted by the Cobb County Board of Education states: Tobacco use has been determined by the Surgeon General as a health hazard.

Furthermore, the Cobb County Board of Education has determined that tobacco use is inconsistent with the concepts and principles taught in the curriculum of the school system.

Since tobacco use is not in the best interest of students or employees, the use of tobacco products by employees or visitors shall be prohibited in all school system buildings, offices, vehicles (including trucks, automobiles and buses) and grounds, or while they are in the presence or view of students or while supervising student activities or school-sponsored events. School staff members shall be responsible for enforcing policies and regulations concerning student use of tobacco.

Vandalism

Deliberate and willful destruction of school property cannot be tolerated. Offenders will be dealt with accordingly. After-hours vandalism will be reported to the police immediately and charges brought against the offenders. Parents are responsible for property maliciously destroyed by a student.

Visitors

Non-staff volunteers will be limited in their ability to enter the school and volunteer in roles that involve any degree of proximity to students during the instructional day. At the discretion of the administration, volunteers are allowed to enter the school and work in an isolated location away from students and staff. Volunteers are still welcome on campus for after-school activities and special school events.

Under normal conditions, parents and other visitors are welcome in our school. We enjoy the opportunity to share our school and its programs with others. Upon arrival on campus, please ring the doorbell and remain in front of the camera until you are “buzzed in”. For the safety of our students and to preserve instructional time all visitors must report to the office immediately upon entering the school. Each visitor is asked to register their visit into our Ident-A-Kid system and wear a visitor’s sticker while in the building. You must have a valid identification to enter the school building. With your cooperation, our children will remain safe and instructional time will be preserved. We ask that you not visit classrooms unless the teacher has been made aware of your visit in advance. We must ensure that all disruptions to the instructional program are minimized, and unannounced visits can be disruptive to the learning process.

Volunteers

Volunteers play an increasingly vital role in the total educational program. A school volunteer is an adult willing to give time and talent to help our students as a member of the education team. Please contact the school office, your child’s teacher, or a PTA officer to become involved. Volunteers must sign in each time they enter the building, prior to beginning their scheduled work. To minimize

distractions/disruptions, we ask that volunteers do not bring children (including preschoolers) with them to school as they volunteer.

Weapon Policy

A student shall not use or threaten to use, or sell, attempt to sell or conspire to sell, or possess, handle, or transmit or cause to be transmitted, a weapon, either concealed or open to view, on school property, as hereinafter defined. School property includes, but is not limited to, (1) the land and improvements which constitute the school, (2) any other property and building where any school function or activity is conducted, (3) any bus or other vehicle used in connection with school functions and activities, including but not limited to, school buses, buses leased by the School District and privately-owned vehicles used for transportation to and from school activities, and (4) personal belongings, automobiles, or other vehicles which are located on school property. This policy also covers look-alike weapons (toy guns, knives, etc.). A suspension may be assigned for a minimum of one day up to and including the last day of the current school quarter or semester. An expulsion is any suspension that runs beyond the current school quarter or semester. A copy of this policy (JCDAC) will be sent home with students at the beginning of the school year and will be given to parents who register their children at a later date. Please review this policy with your child.

Withdrawal Procedure

When a student is going to be withdrawn from school, the **enrolling adult** may come into the lobby to request a withdrawal form to complete, or the **enrolling adult** may send a withdrawal request via email and copy of their photo ID to one of the front office clerks. Once the request has been received, a withdrawal form will be emailed to the **enrolling adult** for completion.