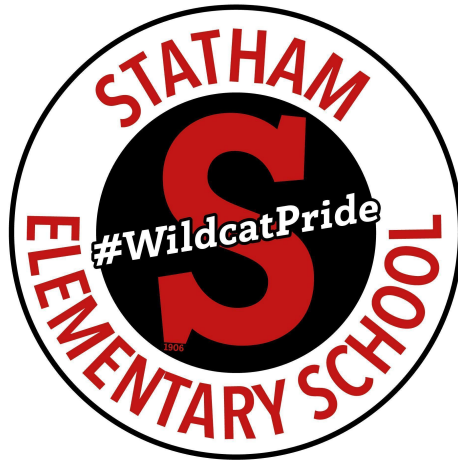


Statham Elementary



Parent/Student Handbook 2023-2024

Dr. Salethia James, Principal

Ms. Kari Maxey, Assistant Principal

Revised June, 2023

2023-2024

July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						23

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						19

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						16

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						17

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						14

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						17

February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
						20

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						19

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						17

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						16

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Date	Event or Holiday
Jul 04	Independence Day
Jul 20	New Teachers Report
Jul 24-31	Teacher Planning Days (1-5)
Jul 26	Professional Learning Day (1) for teachers
Jul 28	Open House - all schools
Aug 01	First Day of School for Students
Sept 1,4	Labor Day (Holiday)
Oct 05	End of 1st Grading Period
Oct 06	Teacher Planning Day (6)
Oct 9-13	Fall Break
Oct 18	Report Cards
Nov 07	Digital Learning for Students/Professional Learning Day (2)
Nov 20-24	Thanksgiving Break
Dec 20	Early Release/Last Day of 1st Semester (89)
Dec 21	Begin Winter Break for Students
Jan 01	New Year's Day
Jan 04	Planning Day (7)
Jan 05	Professional Learning Day (3)
Jan 08	Begin Second Semester Classes
Jan 10	Report Cards
Jan 15	ML King Day (Holiday)
Feb 09	February break*
Feb 12	Digital Learning for Students/Professional Learning Day (4)
Mar 13	End of 3rd Grading Period
Mar 14	Teacher Planning Day (8)*
Mar 15	March break*
Mar 20	Report Cards
Apr 1-5	Spring Break
May 22	Early Release/Last Day of School for Students (178)
May 22	Graduation BASA
May 23,24	Teacher Planning Days (9,10)
May 23	Graduation WBHS (8:00PM)
May 24	Graduation AHS (8:00PM)
May 25	Makeup Day for Graduation
May 27	Memorial Day

Afternoon Check-Out

Regular attendance is critical to the academic success of your child. Please try to schedule all doctors' appointments, etc., after school hours. In the event that you must schedule an appointment during the school day, please be aware that your child will be missing valuable instructional time and will be counted either absent or tardy, depending on the length of time he or she is away from the school. Please provide a doctor's note when you return from the visit.

There will be **NO CHECK-OUTS** permitted between **1:15 – 2:00 pm**. During this time, we are preparing for dismissal time and it is an extremely busy time of the day. Interruptions at that time of day are detrimental to the safety of our children, as we are working very carefully to ensure that every child gets on the right bus and gets home by the proper mode of transportation. **If you must pick up your child early for a doctor's appointment, you will need to be sure that check-out is completed no later than 1:15 pm.**

Attendance

Attendance at school is very important to student success. Children are tardy if they are not in their classrooms by 7:30am. Parents are encouraged to have their children ride the bus. However, if you bring your child to school, they should be here in time to walk to their classroom before the bell rings. The car rider door is locked at 7:25 am. If you arrive after 7:25, you will need to come to the front of the school. **5 or more tardies or early releases will prevent your child from earning perfect attendance.** If a student checks in after 11:00 am, they are also counted absent. Early checkouts prior to 11:00 am are counted as an absence. **Any checkout during the school day is counted the same as a tardy.** A note from a parent or doctor should be sent in with the student when they return to school from any absence. Georgia's compulsory attendance law requires that students attend school daily. Doctor's excuses are preferred and may be required after 5 absences. Parents should send excuses immediately upon the student's return to school.

Barrow County Code of Conduct

Parents should review the Code of Conduct with their children in order for students to understand expectations for behavior. Statham Elementary School has implemented Positive Behavior Intervention Support. PBIS is a program in which school wide behavior expectations are taught and reinforced in a positive manner. While good behavior is rewarded, the Code of Conduct is still enforced. An updated version of the Code of Conduct is available on our school's website.

Car Rider Drop Off and Pick-Up

For safety reasons, it is important that children are dropped off and picked up in the car rider line. To pick up your student in the Car Rider line in the afternoon, you **MUST** have a car tag provided by the school. Parents without a car tag will be sent to the front office to pick up the student. Parents will need to show valid identification to the front office. If you need a car tag, you can see the front office staff. One car tag will be provided to each family for free. Additional tags may be purchased for \$5.00 each. (Cash or check only). All walkers will receive walker tags as well after the verification of address. **Only students that reside within a 1 mile radius can be considered a walker.**

Students should not be dropped off in the front of the school while buses are arriving. The entrance

to the car rider drop off is on 3rd Street. Students will not be released to parents at the front of the school in the afternoon. The school does not open until 7:00 am. **Do not drop off your child prior to 7:00 am. Students are tardy at 7:30 am. Teachers will not remain outside or allow students in after 7:25 am. Students arriving after that time should enter through the front office.**

Corresponding with Teachers and Administrators

Teachers and administrators welcome your phone calls and emails. While we will try to respond during the school day, there are occasions that we may be delayed by meetings or other job responsibilities. If we cannot take your call or get back with you on the same day, please know that we are committed to returning your phone call or email within 24 hours.

Cumulative Record

Your child's test scores, birth certificate copy, health records, grades, and other data are kept digitally at the school level. This information is used to counsel with parents, determine a need for special services, record progress of each child, etc. Parents are welcome to review records upon request. Parents should notify the school when there are changes to addresses and telephone numbers. Parents of students who transfer from other schools are responsible for securing missing permanent record items.

COVID- 19 Health and Wellness

Students and employees with COVID-19 symptoms or a temperature of 100.0 and above will be immediately isolated and sent home. Those who test positive for COVID-19 will need to be isolated at home for 5 days from the start of symptoms and must be fever free in order to return to school. Family members who do not have symptoms may continue to come to school. Barrow County School officials will follow the recommended CDC guidelines for guidance on next steps, including closures. For other febrile illnesses, students should remain at home until fever free without medication for 24 hours.

Dress Code

The Barrow County Dress code included in the Code of Conduct must be followed. No flip flops are allowed as they are a safety hazard. Tennis shoes are encouraged.

Immunizations, Hearing and Vision Screenings

All children entering a Georgia school for the first time are required to have immunizations completed at the time of entry. Periodic booster shots may be needed to keep these records up to date. Documentation must be presented on Georgia Department of Human Resources forms. Forms are available from the local Health Department or your family physician. Failure to provide the necessary documentation of immunizations may result in your child being withdrawn from school. It is the parents' responsibility to have screenings for hearing, vision, and dental completed.

Items Not Permitted

Items such as cell phones, toys, electronic games, trading or playing cards, etc. are not allowed at school. Any such items brought to school without prior approval from your child's teacher may be confiscated and kept by the teacher or an administrator until a parent is able to come to the school to get them, and/or until the end of the year. We ask that you please check your children's book bags, pockets, etc. in an effort to make sure that such items are not brought to school.

Lost and Found

The school will operate a lost and found service. Please mark your child's belongings (First and Last Name), so that coats, gloves, sweaters, lunch boxes, etc. can be returned to the rightful owner.

Articles of clothing, etc., not claimed, will be donated to local charities/ agencies at the end of first semester and again at the end of the school year.

Make Up Work

When a child has been absent for three or more consecutive days, parents may request make-up work by calling the school a minimum of **24 hours in advance**. Students who have been absent less than three consecutive days will receive the necessary make-up work upon their return to school. The classroom teacher will determine if students may return after school to pick up forgotten books or homework. **After 2:50 p.m., students and/or parents will not be permitted back into the classroom for items.**

Medication

The administration of medication by school staff shall be permitted during the school day if it is not possible for the parent, guardian, child's physician, or some other person authorized by the parent or guardian to administer the medication. In the event medicine must be administered to a student during school hours, a permission form must be filled out with the clinic personnel. Medications **should not** be sent to school with the student. Parents/guardians should bring the medication in its original package to school. A physician's signature is required for prescription medications to be administered. Over the counter medications that need to be administered for more than 3 doses will also require a physician's signature.

Notes from School

One method used by teachers to keep parents informed is the practice of sending notes home with the child. Often, these may be placed in the student agenda. Some will require your signature and its return to school (as in field trip permission forms). All teachers use a "Wednesday Folder" where samples of the week's work are sent home for your review. Please take time to review this with your child and contact the teacher for answers to your questions.

Nutrition Information

Parents are encouraged to have lunch with their child/children. We have designated areas for families to spend time with their children during the lunch time. Please know that due to safety, students can only select one friend from their homeroom to eat lunch with.

Phones and/ or Other Electronic Communication Devices

Students are **not allowed to have cell phones** or other electronic communication devices out on school grounds. Disciplinary actions for violations may include parent conference, confiscation of device, detention, in-school suspension, short-term suspension, and/or referral to law enforcement officials. Students involved in the BYOT (Bring Your Own Technology) program may only have phones out during planned and approved instructional activities. If cell phones are brought to school, students may only have them out during approved instructional activities supervised by the teacher. Cell phones will be confiscated and returned to the student at the end of the day if they are being used outside of approved instructional activities.

Physical Education (P.E.)

Our Physical Education program (P.E.) provides opportunities for students to build skills in movement activities, rhythmic and dance activities, games, and sports. Students will also participate in physically challenging activities designed to improve their level of fitness. Safety practices will be emphasized at all times. There are many ways parents can assist in making sure P.E. is a positive experience for their children.

We ask that you help us in the following ways:

- Make sure your child/ children are dressed appropriately on P.E. days.
- Make sure your child/ children wear **TENNIS SHOES** and comfortable clothing, including shorts underneath dresses or skirts.
- Take an interest in your child's fitness level and physical skills by asking about P.E. class and ask your child to show you what he/she learned.
- Encourage physical activities at home as a family. Let your child know that you value fitness and a healthy, active lifestyle.

School Events

Volunteer information will be sent out to all families for various ways that families can volunteer. Your participation is encouraged and appreciated.

When attending school events in the gymnasium or auditorium we would like to remind you of several expectations for behavior:

- Children should be supervised by a parent or guardian.
- Students and siblings should not run around during performances or on the bleachers at any time.
- Cell phones should be turned off during performances as they can be a distraction for the students performing.
- Please be respectful during performances.
- Students should not roam the hallways of the school during performances and should never move or use any school equipment.

School Hours

Elementary school hours are 7:30 am -2:00 pm. Doors are locked until 7:00 am, and teachers are not on duty. **Students may not be dropped off before 7:00 am (unless they are in the After School Program- Before Care).**

Snacks

Store bought items are the only items that will be accepted as acceptable snacks. This includes cakes and cupcakes for birthdays. Cakes and cupcakes for birthdays may not be shared in the cafeteria. These arrangements must be made with the teacher prior to you providing food. Nutritious snacks such as fruit, cheese, crackers, etc. are encouraged over cakes and candies. In Kindergarten, a snack is an integral part of the school day.

Transportation

Students transported to and from school by bus are under the same rules and regulations that apply at school. In the beginning of the school year, please specify on the Student Information Sheet whether or not your child will be a car rider or a bus rider. Changes in afternoon transportation will only be made if the parent sends a written request by the child on the morning of the afternoon the change is needed. Children who need to ride a different bus or be dropped off at a different place will be allowed to do so **only if a written note is provided by the parent. Changes WILL NOT be taken over the phone, via email or fax, as there is no way to verify who is making the change via the phone or email/fax.** All transportation changes should be made and communicated to your child before they go to school each morning. If a change in afternoon transportation is necessary, please write a note to the teacher; students should give those notes to their teachers upon arrival at school in the morning.

Visitors

Statham Elementary School welcomes parent involvement and visitors. Parents are encouraged to volunteer and visit classrooms as long as they have followed the Volunteer Guidelines outlined by Barrow County School System and received **PRIOR** approval from the child's teacher. Parents, as are all visitors, are required to come directly to the office upon arrival and provide valid identification. All visitors **MUST** be listed on the Volunteer List prior to visiting and volunteering in classrooms. If it is necessary for a child to be picked up before the official dismissal time, a parent or authorized designee must come to the main office and show the proper identification before approval is given to officially sign out the child. Office personnel will then call the child to the office. Teachers have been directed not to release any child from the classroom at any time without prior notification from the office. These procedures are important for your child's safety!

Parent conferences may be arranged, as needed, before or after school, or during the teacher's planning period. **Under NO circumstances should any visitor, including a parent, go directly to a teacher's room, even if a prior conference has been arranged. All visitors are to report first to the main office. Before proceeding to the pre-approved location, visitors must sign in and receive a visitor's badge.** These procedures help us to ensure the safety of all

children and help to uphold the integrity of your children's instructional program.

School doors are always locked for the safety and security of all students, teachers, and staff. You must use the call button at the front door to be allowed access to the front office. You will also be asked to show ID. Please understand these measures are in place for security purposes not to make visitors feel unwelcome.

Barrow County School System Parent Handbook Contents

In addition to the school-specific items, please refer to the Barrow County guidelines on our website. They include the Code of Conduct, Rights & Responsibilities, and other pertinent information listed below. (You may request a printed copy from our front office.) You can find the information here:

<https://www.barrow.k12.ga.us/schools/ses/families/student-handbook>

- PARENT'S RIGHT TO KNOW TEACHER'S TRAINING AND CREDENTIALS
- COMPLAINT PROCEDURES
- FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
- PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)
- NON-DISCRIMINATION NOTICES
- TITLE VI AND TITLE IX NOTIFICATION
- SECTION 504 INFORMATIONAL NOTICE
- SCHOOL ATTENDANCE AND GEORGIA'S COMPULSORY EDUCATION LAW
- STUDENT COMPLAINTS AND GRIEVANCES
- SCHOOL NUTRITION PROGRAM
- CAFETERIA CHARGE BOARD POLICY (EE)
- CLUBS AND ORGANIZATIONS
- PTO/PTA, BOOSTER CLUBS, SUPPORT ORGANIZATIONS, AND FUNDRAISING
- MEDICAL POLICY
- PROHIBITION AGAINST BULLYING
- STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT
- MEDIA AND INTERNET PUBLICATION RELEASE NOTICE
- BARROW COUNTY SCHOOLS INTERNET SAFETY, TECHNOLOGY RESPONSIBILITY, AND ACCEPTABLE USE POLICY
- BUS DISCIPLINE
- BCSS STUDENT BUS TRANSPORTATION CHANGES PROTOCOL

This page intentionally left blank

Barrow County School System
SY 2023-2024



STUDENT/PARENT POLICY UNDERSTANDING ACKNOWLEDGEMENT

The **Statham Elementary** Student Handbook/Agenda includes some very important information about the upcoming school year. Please take time to read this information now and refer to it frequently. If you have questions, contact the school office. We will be happy to talk with you.

Each school is required to document that every parent and student has been given a copy of the Student Code of Conduct along with other required information, including notification of possible consequences and penalties for truancy, and has been given a chance to ask questions about anything he or she does not understand.

A completed and signed form must be on file for all students. Parents/Guardians and students age ten years or older by September 1st are required to sign this acknowledgement form in the space below. Please return the form to your child's teacher as soon as possible. You may also complete the form electronically here: <https://www.barrow.k12.ga.us/families/students/policy-understanding-form>

Students who are unable to read or fully understand this information are not required to initial or sign this document. However, parents are expected to explain the information to their children in terms that they can understand. Failure to sign and return this form will not excuse a student from the requirements of the policies. To complete this form, students and parents should each initial each item that you have read and understand and then sign the form in the space provided.

Parent Student

- | | | |
|-------|-------|--|
| _____ | _____ | 1. Student Code of Conduct and School Bus Behavior Guidelines |
| _____ | _____ | 2. School Attendance and Georgia's Compulsory Education Law |
| _____ | _____ | 3. Cafeteria Charge Board Policy (EE) |
| _____ | _____ | 4. Medication Policy |
| _____ | _____ | 5. Parent's Right to Request a Teacher's and/or a Paraprofessional's Qualifications |
| _____ | _____ | 6. Barrow County School System Internet Safety, Technology Responsibility, and Acceptable Use Policy |

I have read and understand the 2023-2024 **Statham Elementary** Student Handbook/Agenda. **I understand that I am responsible for following the guidelines set forth in this document.**

Student Signature: _____ Date: _____

I have reviewed the student handbook with my child:

Parent Signature: _____ Date: _____

Barrow County School System
SY 2023-2024



SCHOOL CLUBS AND ORGANIZATIONS

2023-2024

If you do **NOT** want your child to participate in a particular club or organization at school, please complete the information requested below and return to your SES.

You also have an electronic option if you'd prefer:

<https://www.barrow.k12.ga.us/families/students/clubs-and-student-organizations-form>

Student Name: _____ Grade: _____

My child, identified above, **may not** participate in the club or organization listed below:

By completing this form I am declining permission for my child to participate in the club or organization listed above.

Parent Signature: _____ Date: _____

DECLARACION DE ENTENDER LA PAUTA REFERENTE A LOS ESTUDIANTES Y LOS PADRES

La Guía para Estudiantes/Agenda y la página de Web del Distrito Escolar Student Handbook | Students (barrow.k12.ga.us) incluye cierta información importantísima sobre el ciclo escolar venidero. Por favor, lean Uds. esta información ahora para poder referirse a la Guía con frecuencia durante el ciclo escolar. Si tienen preguntas, pónganse en contacto con las oficinas de su escuela al <Insert School Phone # >. Les podemos contestar con gusto.

Se requiere que cada escuela mantenga documentación verificando que cada estudiante y cada padre tenga acceso a las Normas de Conducta junto con otra información requerida, incluyendo el aviso de las consecuencias potenciales y los castigos potenciales por ausencias injustificadas, y que se les haya dado la oportunidad de hacer cualquier pregunta sobre algo que no haya entendido bien.

Hay que tener un formulario relleno y firmado para cada estudiante. Los padres/tutores legales y los estudiantes de diez años de edad y mayores para el 1 de septiembre tienen que firmar esta declaración que aparece a continuación. Favor de devolver este formulario al profesor de su estudiante tan pronto como sea posible devolverlo.

Los estudiantes que no pueden leer ni entender bien esta información no tienen que firmar ni escribir sus iniciales en el formulario. Sin embargo, es de esperar que los padres vayan a explicarles esta información a sus hijos con términos más fáciles de entender. El hecho de no haber firmado o devuelto este formulario no será excusa para que cualquier estudiante no siga las pautas declaradas. Para rellenar este formulario, los estudiantes y tanto como los padres deben de escribir sus iniciales al lado de cada declaración para indicar la comprensión de ella y luego firmar el formulario en el espacio en blanco.

Padres Estudiante

- _____ 1. Código de conducta en el transporte– La disciplina en el autobús
- _____ 2. La asistencia a la escuela y la ley Georgia's Compulsory Education
- _____ 3. La nutrición en las escuelas: Cargos en la cafetería
- _____ 4. Procedimientos Médicos
- _____ 5. El derecho de los padres de saber el nivel de entrenamiento y certificación de los maestros
- _____ 6. Seguridad en la Internet

Yo he leído la Guía para los Estudiantes del Ciclo Escolar 2023-2024 y lo he entendido bien. Soy consciente de que yo mismo tengo la responsabilidad de seguir las pautas declaradas en este documento.

Firma del estudiante: _____ Fecha: _____

Yo he revisado con mi hijo(a) la guía estudiantil:

Firma de los padres: _____ Fecha: _____

ORGANIZACIONES Y CLUBES DE LA ESCUELA

2023 - 2024

Si es que NO desea que su hijo(a) participe en un club o una organización particular en la escuela, favor de rellenar la información pedida mas abajo y devolver este formulario a la escuela de su hijo(a). Para obtener una lista completa de todos los clubes y las organizaciones de cualquier escuela particular, favor de ponerse en contacto con esa escuela.

Nombre del estudiante: _____ Grado: _____

Mi hijo(a), nombrado(a) previamente, no puede participar en el siguiente club o la siguiente organización:

Al rellenar este formulario, rechazo mi permiso para que mi hijo(a) participe en el club o la organización nombrado(a) más arriba.

Firma del padre: _____ Fecha: _____