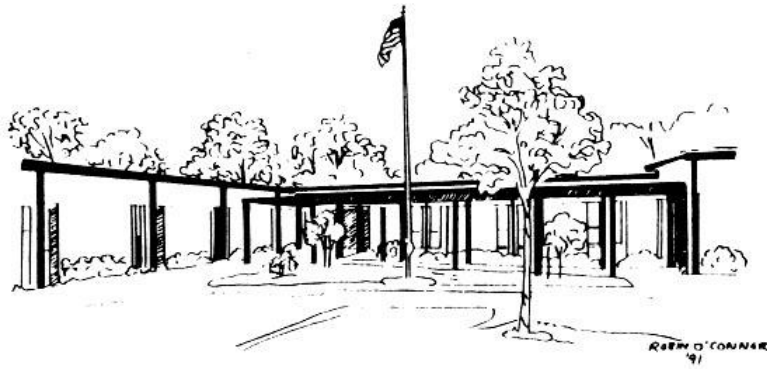


SHALLOWFORD FALLS ELEMENTARY
2012-2013 HANDBOOK



Shallowford Falls Elementary School
3529 Lassiter Road
Marietta, Georgia 30062

(770) 642-5610	School
(770) 642-5611	Cafeteria
(770) 642-5612	Fax

Felicia Angelle - Principal
Donna Taylor, Ph.D. - Assistant Principal

**SHALLOWFORD FALLS FACULTY AND STAFF
2012-2013**

Felicia: Principal

Dr. Donna Taylor: Assistant Principal

Kindergarten: Julie Bannister, Debi Goodman, Ilene Hollinger, Toni Samuelu, & Marcia Sharpe

Kindergarten Paraprofessionals: Moira McDonough, Lynn Sherer, Kalenn Stallings, & Cynthia Waskowsky

First Grade: Candice Davies, Kresta Kaplowitz, Diane Marco, Michele Provost, Celeste Shipp

Second Grade: Karen Bixby, Paul DeVigne, Melissa Smith, & Donna Worsley

Third Grade: Charlotte Fields, Nancy Huie, Debbie Kelley, Amy Koenning, & Connie Littke-Smith

Fourth Grade: Paulette Gebhardt, Linda Partacz, Kimeron Puckett, & Susan Whitworth

Fifth Grade: Allie Benton, Karen Carstens, Jeana Mello, & Kristen Muller

Art: Carly Lyon

Music: Donna Swan

Physical Education: Trish Douglas (Teacher) & Michelle Mallard (Paraprofessional)

Interrelated Resource: Sharon Cox, Jeanne Harrison, Rebecca Ross, & Melinda Salley

Special Needs Preschool: Kate Canady (Teacher) & Debby Frazier (Paraprofessional)

SID/PID: Beverly Schreiner & Lauren Beckelhymer (Paraprofessional)

Special Education Paraprofessionals: Doris Hamer, Jane MacKenzie, & Karen Rehn

ALP: Leslie Dyches, Gayle Hatch, & Dana Stewart

Speech/Language Pathologists: Tracy Rogers & Patricia Taylor

School Psychologist: Barbara Beard

School Social Worker: Pam Kretzmer

Media Specialist: Janice Kelley & Debbie Buckley (Paraprofessional)

Computer Lab: Sandra Bowden

Counselors: Bridget Karins & Dabid Rollins

Office: Brenda Ku, Secretary

School Registrar/Clerks: Hazel Perez & Chris Nichols

Bookkeeper: Peggy McClure-Greenough

Food Service: Terry Rowland, Food Services Manager

Gail Brandt, Debbie Free, Vicki Griffeth, & Lynda Swindell

Lunchroom Monitors: Kari Beavers & Tarlisha Moman

Custodians: Charles Holcomb, Head Custodian; Mildred Lampley, Barbara Wade & Ross White

School Nurse: Pamela Heath

After School Program Director: Doris Hamer

After School Program Clerk: Debbie Ahern

Foundation Science Lab: Amanda Moseley

About Shallowford Falls Elementary School

Shallowford Falls Elementary School is located in the northeastern part of Cobb County. The name, Shallowford Falls, has historical significance regarding a "shallow ford" used by Native Americans and early settlers in this location to cross the Chattahoochee River. The school was opened for students beginning in fall, 1990. At that time, students, faculty, staff, and parents selected the Fox as our mascot and chose aqua and black as our school colors.

Vision Statement

Shallowford Falls is a school community of caring, contributing citizens with a passion for learning.

Mission Statement

The mission of Shallowford Falls Elementary is for all students to become **POWERFUL THINKERS, EFFECTIVE COLLABORATORS, and COMPASSIONATE CONTRIBUTORS** within a global society.

Our Journey to Excellence

Our school's journey to excellence began in 1990. Each year since that first Founders' Day, we have celebrated with a school-wide birthday party.

May 23, 2001 represented an academic pinnacle in Shallowford Falls' history as we were notified that we had been named a 2001 National School of Excellence which is the federal government's most prestigious school award. A National School of Excellence is currently called a Blue Ribbon School. We have also been awarded the Georgia School of Excellence Award in 2007.

Measured by assessment, the school was included in the top 10% of schools in Georgia in both reading and mathematics.

We are proud of the many accomplishments of our students. Our students regularly score at the top on the mandated Georgia Criterion-Referenced Competency Tests (CRCT). They have won numerous other awards throughout the years.

Our community-rich PTA has a strong membership. The PTA has been recognized with the Georgia PTA Mini-Grant Nutrition Award and First Place in state and district in the Exceptional Children (Disability Awareness Week), Arts in Education, Community Outreach, Literacy, School Safety, Child Advocacy, and Newsletters, as well as the Council Award of Distinction. We also appreciate our numerous Partners- in- Education who support our community and school projects.

In the fall of 2006, The Foundation of Shallowford Falls was established. The dream of the Foundation became a reality for our children as we opened a dedicated Science Lab, staffed with a Science Lab teacher, and placed Interwrite Boards in all homerooms and some special area classrooms. The success of the Foundation is due to the collective efforts of extremely hard-working and dedicated members of the school community.

POLICIES & PROCEDURES

Below are brief synopses of some of the important policies and procedures in place at Shallowford Falls Elementary. Please see the Cobb County Schools website for more detailed information on these, and more policies and procedures for the Cobb County School System.

ABSENCES

State Law governs excused and unexcused absences. When a student is absent, he/she must bring a written, signed excuse upon returning to school. Excused absences include personal illnesses, serious illness or death of immediate member of family, special and recognized religious holidays, and conditions rendering school attendance hazardous to health or safety. To be counted present, a student must be in attendance for at least one-half (1/2) of the school day (three hours and fifteen minutes which must include the 11:05 am time slot). Ten or more days absent during the course of the school year is considered excessive by the State Department of Education.

To ensure safety, a student can only be dismissed during the school day when a PARENT, GUARDIAN, OR APPROVED ADULT signs them out IN THE OFFICE. Please come to the office and we will call for the student.

Please schedule family vacations to coordinate with the school calendar holidays to prevent students from missing instruction. In addition, please make every effort to schedule dental and medical appointments after school hours to avoid interruption of the school day.

Excessive Absences

The following provisions apply to absences during a school year. The parental contacts are the minimum required. The District and/or local school administrators may require and/or initiate additional contacts with parents/guardians if deemed necessary to address the attendance issues of their respective school communities. Likewise, local school administrators may make a referral to the School Social Worker at any time it is deemed appropriate.

1. After Five Absences:

The teacher will contact the parent or guardian by telephone, letter, or parental conference.

2. After Ten Absences:

A letter (Form JE-3) will be sent from a school administrator to the parent or guardian regarding attendance. In addition, an administrator shall confer with a School Social Worker to determine whether a referral is warranted, at this time.

3. After Fifteen Absences:

A school administrator shall confer with a School Social Worker determine whether a referral is warranted, at this time. A referral will be made for 15 unexcused absences. The Social Worker will work with the student and family in order to address the attendance problem. The Social Worker shall involve agencies and services such as mental health, social service agencies, clinic assistant or school nurse, student and parent groups, truancy panel, and Department of Family and Children Services. If the Social Worker interventions are unsuccessful, a complaint shall be filed in the appropriate court of law.

Absences due to out-of-school suspensions or expulsions are considered unexcused absences.

Tardy/Early Check-Out:

After ten occurrences: A letter will be sent from the school administrator to the parent or guardian regarding missed instructional time. This letter will not be sent for a child with documented illness unless school administration and/or the school social worker determine it necessary. In addition, the administrator shall confer with a school social worker to determine whether a referral is warranted. After fifteen occurrences, the administrator shall confer with a school social worker to determine whether a referral is warranted

Pursuant to the Georgia Compulsory Attendance Statute, O.C.G.A. & 20-2-690, et seq., a parent or legal guardian who fails to send his or her child to school may be charged with a misdemeanor. At its discretion, a court having jurisdiction may subject the parent or guardian to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed thirty (30) days, community service, or any combination of such penalties, if found guilty of violating the Compulsory Attendance Statute. Each day's absence after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall be considered a separate offense as related to the penalty.

Reclassified an Administrative Rule: 9/1/04

Revised: 1/27/05; 6/21/05; 7/1/06

ADMISSIONS/WITHDRAWALS

(Cobb County Policy, 6-13-07)

Schools shall use the District-approved "Student Registration Form" ([Form JF-5](#)) when registering students new to the school or for the subsequent school year. [Form JF-7](#) (Student Enrollment Checklist) provides a summary of documentation a student will need to be officially and finally enrolled in the District. More detailed explanation of enrollment requirements and procedures can be found at the Cobb County Schools Website.

Requirements for admission:

Students must be five years old for kindergarten and six years old for first grade on or before September 1st.

All students entering a Georgia school for the first time or returning from another state must furnish:

1. **Georgia Certificate of Immunization (Form 3231)** – which can be obtained from a private physician or the Cobb County Health Department (A thirty-day extension may be obtained.) ***Current immunization certificates must be provided to the school and on file in the cumulative folder at all times. Failure to enforce this provision is a misdemeanor.***

Cobb County Health Department

4938 Lower Roswell Road

Marietta, Georgia 30068

678-784-2180

2. **Georgia Dental Form (Form 3300)** – which can be obtained from a private physician or the Cobb County Health Department
3. **Certified Birth Certificate (with seal)**
4. **Social Security Number (or a signed waiver)**
5. **Proof of residency**

A copy of the last report card or promotional certificate along with a signature for a request of records card is needed for enrolling.

Student Withdrawals:

- A student should generally be withdrawn by the person who enrolls them.
- The parent/guardian who enrolled the student may provide the school with written permission for another person to withdraw a child.
- Please make every effort to provide the teacher or school office at least one day's advance notice of leaving so that transfer/withdrawal forms can be taken to the new school.
- Cumulative records are not released to parents. The new school must request the records.

AFTER- SCHOOL PROGRAM (ASP)

- Shallowford Falls offers an after-school program from dismissal until 6:00 pm beginning the first day of school. School personnel supervise the students in a variety of activities, including homework time, outside play time, and indoor games. Snacks are provided.
- The cost for the program is \$35.00 per week or \$7.00 per day, payable in advance; with a \$10 one-time registration fee which is charged the first time a student attends ASP (total charge for first stay is \$17). Please note the late fee is \$1.00 per minute per child. Children will be withdrawn from the program after the third late pick up as we do not have staff to supervise them.
- Registration for the program must be completed BEFORE the child participates in the program.
- Students may attend every day, or on a drop-in basis. Reservations for the drop-in basis should be made by 7:50 a.m. in writing.
- Monthly or summary statements of student ASP accounts are available by request.

ATTENDANCE

- Please do not drop off students before 7:10 a.m. since there is no supervision available before that time. Students cannot enter the classrooms before 7:20 a.m. and will be supervised in the hallway from 7:10-7:20 a.m.
- Classes begin at 7:50 a.m. Students who arrive **in their classroom** after 7:50 are **tardy** and must report to the school office before going to their classrooms.
- Dismissal begins at 2:20. Students who are not picked up by 2:45 p.m. will be sent to ASP (parents will be responsible for the \$7 fee and the \$10 registration fee.)
- **To be counted present for the day, a student must be in attendance for a total of 3 hours and 15 minutes to be counted present for the day.**

AWARDS

At Shallowford Falls we recognize our students for achievement (merit and/or participation) in many areas. A detailed list of award recipients is included in The Year In Review published yearly in May or by referring to the Newcomer's Guide to Shallowford Falls available on our website.

BOARD OF EDUCATION

The Cobb County Board of Education is composed of seven elected members. Regularly scheduled public meetings are held twice each month in the School Administration Building, 514 Glover Street, Marietta, GA 30060. For more information, please check the Cobb County Website at www.cobbk12.org

BOOKS

Textbooks and library books are furnished without cost to the students and are the property of the State of Georgia and the Cobb County School System. Students and their parents are held

accountable and reimbursement is expected for library and textbooks, which are lost or damaged. The use of library books can be suspended until the responsible party has made payment.

BULLYING and HARRASSMENT

(Adopted 2010 Please see Cobb County Student Code of Conduct)

Harassment is defined as:

- Intentional, substantial, and unreasonable verbal, physical or written contact that is initiated, maintained, or repeated. No student shall engage in harassment, intimidation, or abuse of or toward **any** other student(s) District employees or other adults for **any** reason. This prohibition includes but is not limited to, harassment, intimidation or abuse of students or others based on actual or perceived race, creed, color, national origin, religion, Page 7 of 14
sex, age, disability, sexual orientation, gender, gender identity or a physical characteristic. (Level 1-3).
- No student shall threaten, either verbally, in writing, electronically, or by physical presence, expressed or implied, or conspire to cause bodily injury to any student, District employee or non-District employee. **(Level 2-3) 3. Bullying:**
No student shall bully another student or students. **(Level 2-3)**

Bullying behavior is defined as:

- Willful attempt or threat to inflict injury on another person when accompanied by an apparent present ability to do so or;
- Intentionally exhibiting a display of force such as would give the victim reason to fear or expect immediate bodily harm, or;
- Any intentional written, verbal or physical act, which a reasonable person would perceive as being intended to threaten, harass or intimidate that;
- Causes substantial physical harm or bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes, substantially swollen lips or other facial or body parts, or substantial bruises to body parts;
- Has the effect of substantially interfering with the victim student's education;
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Parents/guardians of students who are victims of bullying or are found to have committed bullying behaviors will be notified via conference or letter/referral. Staff members should report instances of these behaviors to school administration within a reasonable time period so that administrators may review them in a timely manner.

At least one parent/guardian will be required to attend a conference with the Principal or designee concerning the student's bullying offense. The school will provide information on bullying and a list of free assessment providers to the parents/guardians.

BUS CONDUCT (SEE DISCIPLINE: STUDENT CODE OF CONDUCT)

BUS TRANSPORTATION

Bus transportation is provided for all students living one-half mile or more from our school. Routes and schedules are available in the school office. Buses begin arriving at school at 7:20 a.m. each day, and will depart prior to 2:25 p.m. School bus transportation is a privilege, which may be withdrawn for inappropriate behavior. Our bus drivers are looking forward to delivering your children safely to and from Shallowford Falls. The support you give the bus drivers is

appreciated. Please refer to the Student-Parent Information Folder sent home the first day of school for specific rules.

CHANGES IN TRANSPORTATION AT THE END OF THE SCHOOL DAY

Parents are to send a written note to the teacher any time the routine end-of-the-day transportation procedures are changed such as walking or riding in a car instead of riding the bus; riding a bus to a friend's house; riding a different bus; and/or getting off his/her bus at a different stop. The note is critical for your child's protection. Please do not call the school and request a change in transportation during the school day unless it is a **DIRE EMERGENCY**. **Due to safety reasons, individual dismissal requests will not be accommodated by phone after 1 p.m.** If it is necessary for you to pick up your child before customary dismissal at 2:20 p.m., please do so before 2:00 p.m.

CHEWING GUM

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

CLASS PLACEMENT

In all cases, children are grouped heterogeneously, meaning there are students at varying ability levels placed in each homeroom. Children will be assigned to classes for the first month of school only on a temporary basis. Classrooms are added to and subtracted from as necessary according to state regulations and teacher: pupil ratios. Children may be reassigned to another homeroom after the first day of school if the teacher: pupil ratios do not comply with state guidelines. Please explain this possibility to your child. If you accompany your child to school on the first and second day of school, it will be permissible for you to assist him or her in finding his or her home classroom. After the second day, we request that you let your child enter the building by him or herself and proceed to the classroom on their own. There will be staff members to assist the children if they need help. This will help them to develop independence and self-confidence.

CLINIC

A registered nurse, funded by House Bill 1187, staffs the clinic. This employee will treat minor cuts and bruises. It is of utmost importance that you keep an updated telephone number on file in the office. If for any reason your home or work number changes, please call our office. We maintain a clinic card on each child with a place for emergency treatment, if authorized. Please be certain your child has one on file. When a student has been ill, please note:

- A. The child may not return to school for 24 hours from the time of the last diarrhea stool.
- B. The child may not return to school until child is free of vomiting episodes for 24 hours from the last episode.
- C. If a child has a temperature of 100-100.9 degrees F, the clinic nurse must notify the parents.
- D. If a child has a temperature of 101 degrees F or higher, the child must be sent home.
- E. The child may not return to school until free of fever for 24 hours.

Please note the following guidelines regarding medications:

- With written permission on file, a school employee such as the nurse may assist a child in taking medication provided by the parent or guardian. Prescription or over-the-counter medications must be maintained in the original container bearing the name of the patient, the prescribing physician, the pharmacy, and the name and correct dosage of the medication.
- Parents are responsible for bringing in controlled-substance medication which should **never** be transported by the student. All medications must be kept in the clinic at all

- times unless given special permission by administration.
- For further questions please see the Cobb County Policy Manual regarding medication.

CLUBS

Students at Shallowford Falls are offered a variety of opportunities to participate in clubs offering fun and enrichment. Information about the various clubs will be provided throughout the year on the website and in documents sent home with students. Among the clubs available at Shallowford Falls are the Drama Club, Chess Club, Foreign Language, Computer Club, Science Club, Science Olympiad, and Art Club.

COMPUTER LAB

Shallowford Falls offers two network labs of Pentium computers to all students. Each student has the opportunity to participate in the Computer Lab for at least 45 minutes as scheduled instruction by their classroom teacher. Grades 1-5 will also participate in computer classes during their regularly scheduled specials times. The main computer lab is staffed with a full-time lab manager. Volunteer parents may be needed to help with individual classes. The excitement of working in the Computer Lab for parents, students and teachers is contagious! In addition to the Computer Labs, students use networked computers and wireless laptops in their classrooms on a rotating basis.

CONFERENCES WITH TEACHERS

Conferences may be scheduled either by sending a note to the teacher or by calling the office and requesting that the teacher call to schedule a conference. Remember to sign in at the office upon arrival.

CUSTODIAL PARENT REGULATIONS

In those instances where a court order or some other legally-binding document exists that modifies or restricts this policy, it shall be the responsibility of the custodial parent to provide a bona fide copy of the proof of custody to the local school principal.

If a custodial parent gives permission through a notarized statement for the student to live with the other natural parent and that parent enrolls the child, the school will then conduct all school business with the parent who has physical custody. The custodial parent will then fall under the non-custodial parent policy.

- **Student Records:** A non-custodial parent may request a copy of the school records for his/her child. This request must be placed in writing to the principal and notarized. Absent a court order or some other legally-binding document, the request shall be honored within forty-five (45) calendar days. An attempt should be made to notify the custodial parent of the request for records and the school's compliance.
- **Teacher Conferences:** The Cobb County School District recognizes that upon divorce, only the custodial parent has the authority to make decisions pertaining to a child's upbringing, including the child's education. However, the non-custodial parent, absent a court order or some other legally-binding document which provides otherwise, is encouraged to attend joint conferences for the purpose of clarification and interpretation of student records with the custodial parent during the regularly-scheduled conference weeks in grades K-8 and during the regularly-scheduled advisement weeks in grades 9-12. If either the non-custodial or custodial parent objects to attending a joint conference, upon request a separate time for clarification and interpretation with a staff member will be scheduled for the non-custodial parent. This request for a separate conference shall be made by a notarized letter to the local school principal.

- **School Activities:** At the beginning of the school term, the non-custodial parent, absent a court order or some other legally-binding document which provides otherwise, may request, by a notarized letter to the local school principal, that school information available at that time for parents be provided. This information should include procedures for purchasing school pictures. Furthermore, the non-custodial parent, absent a court order or some other legally-binding document which provides otherwise, may attend any public or spectator activity involving his/her child. Attendance at public or spectator activities does not include lunchroom visits, classroom visits, or other activities not classified as public or spectator. Additionally, the non-custodial parent will not be permitted to checkout or pick up students unless proper authorization from the custodial parent is on file with the local school principal. Exception: If the natural parent provides a notarized statement to the school giving permission, the non-custodial parent may checkout or pick up the student to attend non-public/spectator activities (lunchroom visits, and so forth). This document must be maintained at the local school and must be specific as to the permission granted.

DISCIPLINE

The Cobb County School District is dedicated to sound discipline practices in the continuing effort to provide students an effective and safe learning environment, to promote learning, and to encourage maturity during the school day as well as during all school-related activities. The District also recognizes concerns for the welfare of students from their entry on a school bus or school property to their return to the bus stop or when they leave school property. Therefore, schools will take appropriate actions in an effort to provide students and staff a safe and orderly environment. For further elaboration of these guidelines, please review the **COBB COUNTY SCHOOL DISTRICT STUDENT CODE OF CONDUCT FOR ELEMENTARY STUDENTS** which is provided to each student at the beginning of the school year. For more information, please refer to *Cobb County Policy JCDA Behavior Code*.

DRESS CODE

Every child at Shallowford Falls is encouraged to observe a standard of grooming and dress consistent with the level of formality of the school situation. Shoes must always be appropriately worn for the activity. Clothing or ornamentation displaying or advertising substances illegal for minors is prohibited. Children may wear shorts which are appropriate in length. Halter tops, midriff shirts, gym/recreational short shorts, and biker shorts are considered inappropriate. Hats are not to be worn in the building unless they are part of an official uniform. Students participating in physical education activities may be restricted from wearing certain items of clothing for safety. Parents or students who have specific questions about a garment's appropriateness should consult the local school student handbook and/or the local school administration.

EARLY INTERVENTION PROGRAM (EIP)

The Early Intervention Program (EIP) is designed to provide additional instructional resources generally in reading and/or math. Each day, certified EIP teachers serve identified students with diverse needs and abilities to develop their optimum academic potential as quickly as possible. Students qualify for this program via standardized test scores and teacher referral. The teachers work with qualifying students both in the classroom and resource setting.

EMERGENCIES

Should there be an emergency and you need to pick up your child, come by the school office. There is a sign-out sheet form for you to sign. Students will not be released from the classroom without a note or call from the office. Your child's protection is our concern, and we solicit your

cooperation in following this procedure.

EQUAL EDUCATIONAL OPPORTUNITIES

CHART OR RESPONSIBILITIES FOR RESPONSES TO CIVIL RIGHTS CONCERNS

Policies of the Cobb County Board of Education require full compliance with all federal and state non-discrimination laws. This compliance policy is inclusive of the following federal laws:

Title VI and VII of the Civil Rights Act of 1964
Title IX of the Educational Amendments of 1972
Age Discrimination and Employment Act (ADEA)
Section 504 of the Rehabilitation Act of 1973
Public Law 101-476, Individuals with Disabilities Education Act (IDEA)
Americans with Disabilities Act of 1990 (ADA)

Facilities Accessibility

Director of Construction

Title VI; Title VII; Title IX;
ADEA; Employee Issues; ADA;
Personnel Issues; Section 504

Chief Human Resources Officer

Student Program Accessibility;
Section 504; ADA;
Public Law 101-476 (IDEA)

Assistant Superintendent,
Special Student Services

Title IX; Student Issues

Director, Student Activities

Title VI; Student Issues

Assistant Superintendent,
Policy and Planning

Questions concerning policies and practices of an individual school of the Cobb County School System may be addressed to the building Principal; to any of the persons listed above at the Cobb County Board of Education, P. O. Box 1088, Marietta, GA 30061, 770-426-3300; or to the Director, Office for Civil Rights, Education Department, Washington, D.C. 20201.

FALSE FIRE ALARMS, BOMB THREATS & FALSE CALLS TO EMERGENCY SERVICES **(SEE DISCIPLINE: STUDENT CODE OF CONDUCT)**

FIELD TRIPS

Educational field trips are taken to supplement classroom instruction. A student must have written permission from a parent or guardian to participate. This permission slip is sent home along with all information regarding each field trip. No student will be excluded from any field trip for financial reasons. Inappropriate behavior can prohibit a child from participation.

FUNDRAISING ACTIVITIES

The Cobb County Board of Education authorizes the superintendent and principals to act on the Board's behalf concerning student fundraising activities and student participation in community fund drives within the guidelines set forth in this and other applicable Administrative Rules.

Fundraising activities may be conducted by the school itself, by a school support organization (PTA, PTSA, Booster Clubs, and Foundations), and/or organizations within the school, such as performance groups, school clubs and student organizations. Regardless of who is conducting the fundraiser, approved fundraising procedures and activities shall conform to guidelines as laid out by the Financial Services department.

GIFTED PROGRAM (Accelerated Learning Program [ALP])

The Georgia State Board of Education defines a gifted student as "...a student who demonstrates a high degree of intellectual, creative and/or artistic ability(ies), possesses exceptional leadership skills, or excels in specific academic fields and who needs special instruction and/or special ancillary services to achieve at levels commensurate with his or her abilities".

Cobb County provides services for those identified gifted students at all levels. The gifted program is designed to meet the very specific needs of these students and extend competencies in the areas of cognitive skills, learning skills, research and reference skills, communication skills and metacognitive skills beyond the experience of the regular classroom. Cobb's gifted program is part of the School Involvement Division and is funded by the state. The procedure for identifying and placing students in the gifted program are governed by the Georgia Department of Education.

The following are the **eligibility criteria**. To be eligible for gifted services, the criteria must be met in three of the following four areas:

1. **Mental Ability**
96th percentile on a national normed test
2. **Achievement**
90th percentile on Total Reading, Total Math, or Composite on a nationally normed test **OR** a superior student-generated product or performance.
3. **Creativity**
90th percentile on nationally-normed test **OR** superior rating on a standardized creativity rating scale **OR** a superior student-generated product or performance.
4. **Motivation**
Superior rating on a standardized motivation rating scale **OR** a superior student-generated product or performance

- A qualifying score on a nationally-normed test is required to meet the criteria in at least one area.
- Any data used to establish eligibility in one area shall not be used to establish eligibility in another.
- Any test score used to establish eligibility shall be current within two years.
- Outside testing may not be substituted for school-generated data to determine eligibility.

Identification: Elementary students have three opportunities for evaluation for gifted services:

1. **First Grade:** Students are referred for evaluation based upon a group administered screening instrument in the fall.
2. **Third Grade:** All students are evaluated through system-wide assessment in the Fall.
3. **Fifth Grade:** All students are evaluated through system-wide assessment in the Fall.

Transfer Students:

All students already participating in a gifted program in Georgia will most likely be transferred into the Cobb County program. However, the eligibility committee will review the student's

records and test data before a final placement decision is made. Students who transfer from out-of-state must meet Georgia requirements for placement in the Cobb County program. Test data from a previous school will be considered if the test results are less than two years old and if they meet the Georgia eligibility criteria. Referrals for transfer students are available from the school office or from the ALP (Advanced Learning Program) teacher.

Gifted Curriculum:

Gifted Services must meet state standards while providing differentiated curriculum based on the assessed needs of the student. This gifted curriculum includes a more elaborate, complex, and in-depth study of major ideas, problems, and themes that would not ordinarily be available in the classroom. The curriculum blends instruction in math, science, social studies, and language arts into units that examine central themes, issues, problems, and topics.

Fundamental to curriculum developed for gifted students are learning experiences that develop the use of thinking skills and processes. This instruction enables students to apply these skills and make informed decisions, to understand the concepts, to make judgments and to define, create, and implement for solving problems. **For further information, please contact the ALP teachers.**

GUIDANCE COUNSELOR PROGRAM

Our counselors provide a wealth of counseling services to our students. Their primary focus is to reach all students through classroom guidance lessons throughout the year. In K-2, the nationally recognized *Second Step* guidance curriculum is used and covers topics including empathy training, problem solving and anger management. In grades 3-5, another US Dept. of Education “exemplary” curriculum, *Botvin Life Skills*, is used and covers topics which include goal setting, decision-making, tobacco, alcohol and drug prevention and assertiveness training. In addition to classroom guidance, our counselors also provide one-on-one counseling as well as small-group counseling. Our groups cover topics including newcomers, study skills, conflict resolution and social skills. Cobb County also provides intervention services through our Prevention Intervention Center (PIC), which provides crisis counseling to schools when deaths, natural disasters, or accidents occur. In addition, to crisis intervention, PIC provides referrals to professionals in the community for students dealing with loss, feeling anxious or depressed, using drugs, victims of abuse, or any other adjustment issues. If you need the services of the Prevention Intervention Center, contact one of our counselors who will assist you with the referral process.

HEAD LICE

- As you may be aware there has been a tremendous increase in Pediculosis (head lice) in schools all over the United States. We are asking your cooperation to prevent the occurrence of head lice in our school. Some things you may do that would be of help to us are:
- Examine your children each day for nits (eggs). Nits are tiny white objects, which look similar to dandruff but cling to a hair strand, especially near the scalp, at the nape of the neck, and behind the ears. The nit (egg) cannot be brushed off.
- Do not let your children attend school if head lice are found until they have been properly treated.
- If nits are found in your children's hair, contact your physician or follow the recommendations of your pharmacist.
- Call your child's teacher or the school and let them know so that other children in the classroom can be inspected and control measures initiated.

HOMEWORK

Homework is assigned to benefit the student and the amount and type of homework given is determined by the needs of the individual child. Purposes for homework include completing unfinished class work, projects for extra credit, makeup work due to absences, reinforcement and drill of previously taught skills, enrichment, assignments which require outside materials, remediation, completion of projects that by their design will take greater than one day to complete, and special interest assignments.

Shallowford Falls homework is designed as additional preparation in a given subject area which is assigned or approved by the student's teacher. This is to be completed within a reasonable time limit and in many cases may be of such a nature that the students will complete part or all of the assignment during class time. Parents are asked to assist their child with homework when necessary and provide the proper atmosphere for studying.

INCLEMENT WEATHER

When the Cobb County School System is going to be closed because of inclement weather, radio and television stations carry this news as soon as such decisions are made. Please keep your child's Inclement Weather Form (distributed during the first week of school) current. (We keep copies of this form in both ASP and the Teacher's file.)

INSTRUCTIONAL TIME

The cooperative goal of home and school is to provide the best educational experience possible. Therefore, we solicit your cooperation in guarding valuable instructional time. Please do not "drop in" to the classrooms to visit. If a teacher conference is needed, please call or come by the school office for an appointment. If a classroom observation is desired, we request that you arrange a time with the teacher prior to the day of the visit.

LOST AND FOUND

It is strongly suggested that a label identify articles of clothing such as jackets, **glasses**, sweaters, caps, etc. Such items are easily lost by young children. There is a lost and found clothing rack located in the gym by the gym door leading to the front hall where these items may be claimed. Clothing which has not been claimed by the end of the year is donated to a charitable organization.

LUNCHES

Our school Café offers great lunches at a reasonable price. At lunch, students may choose from a wide variety of foods: Three entrée choices, four fruit/vegetable choices, bread, and dessert, along with a choice of milk or calcium-fortified fruit drink. Extras such as ice cream and pretzels are available for purchase as well.

Please make sure that your child has lunch money each day. Your student can ask the cashier how much credit is on his/her account, or you can call our Café Manager at 770-642-5611. For the current lunch prices (\$2.15 for students and \$3.25 for adults and guests), please refer to the County Food and Nutrition Services web site www.cobb.k12.ga.us/~foodsvc. You'll find updated menus and a complete price list for all lunch and a la carte choices offered in our school's cafe. Menus featured in our cafe are tailored by the Cobb County Food and Nutrition Services Department based on student preferences.

Students may also bring lunches from home. Milk may be purchased or drinks may be brought from home. (We request no carbonated beverages.) Parents may pre-pay for school meals by the day, week, month, or semester. Payments may also be made on-line at MealPay. Applications for free/reduced priced meals are included in the school-opening packets, but can be obtained at any time from the front office or the café manager.

We welcome you to join your child for a meal. Lunch is served from 10:31 a.m. 1:02 p.m. Please check with the café manager or your student's teacher for their specific mealtime. We do request that you do not bring food into the school café from outside restaurants. Alternative lunch meals such as picnics or pizza parties may not be provided for a classroom in lieu of regularly scheduled café lunches.

MAKE-UP WORK

If your child is ill and absent for only one day, the work can be made up upon his/her return to school. If the absence is for several days and you would like some work so that he/she will not be behind, please call the school office by 10:00 am with your request. The homework will then be available by 2:30 p.m. and may be picked up in the school office. If the request is made after this time, the work will be available on the next school day by 2:30 p.m. Please remember that the teacher is under no obligation to provide lesson plans and/or work for a student who has unexcused absences such as vacations or trips.

MEDIA CENTER

Our computerized automated Media Center is designed to serve the total school population in several areas of service. The Media Center is open to students at all times. Kindergarten - Second Grades are allowed to check out one book at a time and return it for another as quickly as it has been read. Third to Fifth Grade students may check out two books at a time. Books will be circulated for a maximum of two weeks.

There will be no late fine; however, children will not be allowed to check out additional books until due books are returned or paid for if lost. The student must purchase books, which are damaged beyond repair through neglect or deliberate misuse. In addition students may check out magazines and encyclopedias over night. Other media materials and audio-visual equipment are available for classroom use. A closed circuit/TV system and VCR equipment provide additional media instruction to enhance the total instructional program.

MESSAGES FOR STUDENTS AND TEACHERS

Please be sure your child has all the instructions and necessary materials for the day prior to leaving for school. It is most appreciated by the office staff if messages to students and/or teachers are kept to a minimum. Emergencies arise and we are happy to help out in such cases. Frequent requests for transportation changes and messages, lunch boxes, homework, keys, etc., to be delivered are time-consuming and disruptive to the children in the classroom. Outgoing calls by students must be approved. Teachers will not be taken from their classrooms to respond to parent calls. The secretary will relay all messages to the teachers and the teacher will call at his/her earliest convenience.

PARTIES

- **Cobb County Policy:** Cobb County elementary students shall be permitted one party each year on school time -- to be held the last hour of the last week prior to the winter holidays. **No exceptions will be made to this rule.**
- Refreshments brought to a classroom at any other time unless should supplement a unit of study or be a part of a nutritional program for the students.
- Personal items such as balloon or flower arrangements, singing telegrams, candy, etc., for students **cannot be accepted for delivery** at school.
- Students' birthday celebrations, which include the parent's distribution of birthday cake,

cupcakes, cookies, punch, soft drinks, etc., or invitations are discouraged. Healthy snacks are encouraged if you would like to honor your child's special day. Parents may secure students names, addresses, and phone numbers from the PTA Student Directory (which is published/distributed in the early fall) for use in issuing personal invitations by mail or telephone. **SEND NO INVITATIONS TO SCHOOL FOR DISTRIBUTION.**

- Parents may, through prior arrangements, express a desire to the teacher to send a healthy, nutritious snack on the given day. Please consider donating a children's book through the PTA "Adopt a Book" Program to the Media Center. The book will be personalized with the name of the child.

PERFORMING ARTS

A Performing Arts Program is provided for all Cobb County students as part of the curriculum. Students will attend a variety of cultural arts programs throughout the school year. Donations from parents help to cover the costs of transportation and programs. Our children at Shallowford Falls, through separate donations given by our PTA, see additional performances.

PERSONAL ITEMS

Students are not to bring any personal playthings, novelties, pets, equipment, etc., to school unless given permission by a member of the staff. Knives/weapons, of ANY KIND, are strictly prohibited by Board Policy. First offense regarding this policy results in a mandatory suspension.

PHYSICAL EDUCATION

Georgia Law requires daily Physical Education instruction and/or daily exercise, and participation is mandatory unless prohibited for health concerns. The physical education instructors teach physical education. Every day school dress is acceptable for participation; however, girls need to wear shorts under their skirts and dresses for greater freedom of movement and maximum participation. Tennis shoes/sneakers with either lace ties or Velcro closures are required. Slip on and "casual" style canvas shoes do not provide adequate support and, for safety purposes, are not acceptable. Pants, shorts, and sneakers can be kept in the classroom, if so desired. A child must present a written excuse from his/her parent to both the physical education teacher and classroom teacher in order to be excused from physical education. Refraining from total participation or restrictive participation in physical education beyond five consecutive days after returning to school will necessitate a physician's statement specifying the type of illness or injury, and the nature of the restriction.

PICTURES

Individual pictures will be taken in the fall. (Class, club, and additional individual pictures will be taken in late winter and spring.) Both individual pictures and club pictures are featured in the school's yearbook, which can be purchased. All profit from school pictures is used to purchase additional materials, supplies and educational equipment for the school.

PTA

The PTA, both non-partisan and non-commercial, is a national organization further divided into eight regions and state organizations. Georgia PTA is one of seven states in Region 3. Georgia PTA is divided into 13 Districts. Shallowford Falls School PTA is a member of the 9th District of Georgia. The Eastern Cobb County Council includes Kell, Lassiter, Pope, Sprayberry, Walton and Wheeler High School Areas. Shallowford Falls Elementary School feeds into both Hightower Trail and Simpson Middle Schools. Shallowford Falls has an active PTA which provides support

for our students in a variety of ways. Please visit our website at http://shallowfordfalls.typepad.com/pta_news/

RECESS (Grades K-5):

In accordance with Georgia Code § 20-2-323 each elementary school principal, with input from grade level teachers, the Assistant Superintendent of Curriculum & Instruction, and their Area Assistant Superintendent, shall determine if unstructured breaks are to be held. If the determination is made to hold unstructured break time, the Principal will establish guidelines that:

- a. Define the length, frequency, timing and location of breaks for students;
- b. State whether or not breaks can be withheld from students for disciplinary and/or academic reasons, and the conditions under which such breaks could be withheld;
- c. Ensure break time is well supervised and safe (Administrative Rule JL [Student Welfare] and JLIA [Student Welfare: Supervision of Students]); and
- d. Ensure that each student receives maximum instructional time to support increased student achievement.

THE FOUNDATION OF SHALLOWFORD FALLS

The Foundation of Shallowford Falls is a charitable, non-profit organization dedicated to providing the leadership and financial support necessary to ensure a world-class education through enhanced education opportunities for all Shallowford Falls students and staff. Please visit our website at www.thefoundationofshallowfordfalls.org.

REGISTRATION REQUIREMENTS

Students currently enrolled at Shallowford Falls update registration forms each year. Informational forms for parents to complete/update/return will be issued to the students on the first day of school each year. Only parents of new students to Shallowford Falls will need to register their children on the District-wide registration day in July. A pre-registration for incoming kindergarten and first-grade students is held in the spring each year. To be eligible for kindergarten, a child must be five on or before September 1st and six on or before September 1st for entry into first grade. Parents or legal guardians of all children between the ages of seven and sixteen are required by law to enroll and send their children to public or private school.

RESPONSE TO INTERVENTION (RTI)

The Response to Intervention (RTI) team is made up of professional educators. This team operates to help students who are experiencing difficulties in school. The team members identify problems, evaluate, and recommend solutions to help individual students. Parental involvement is essential to the program's success.

SAFETY AND SECURITY

At Shallowford Falls, we have many procedures in place to ensure the safety of our students, staff, and visitors. Our school is equipped with eight security cameras that record twenty-four hours a day. These cameras also provide a live feed that can be monitored in the office. Our students and staff practice our different safety procedures, including Code Red lock-downs, each month. Our schedule of practice drills exceeds the state's requirement. We review all of our safety procedures with our parents through our PTA, School Council, and Foundation. We also require all guests to pick up a visitor's pass when they arrive in our building.

SCIENCE LAB

The Foundation of Shallowford Falls sponsors a science teacher and science lab to support the science curriculum for all students at Shallowford Falls. Students in grades K-5 attend Science

Lab bi-monthly as part of their science instruction.

SOLICITATION ON SCHOOL PROPERTY

Cobb County Policy: No person, firm, corporation, or business shall enter upon school property for any purpose of selling, trading, or bartering merchandise of any kind to a student, employee, school club or student organization, nor shall any of the above enter upon school property for the purpose of soliciting money from a student, employee, school club or student organization for any purpose other than approved exceptions. The following exceptions may be permitted when approved by the principal unless additional approval is required in the provisions below:

1. Fundraisers as permitted in Administrative Rule JJE (Fund-Raising Activities).
Sales of approved lunchroom food service vendors.
2. Sale of class rings.
3. Sale of graduation paraphernalia.
4. Agents representing organizations that provide Board of Education approved employee benefits.
5. Vendors who the principal invites to the school to demonstrate merchandise that the school is considering for purchase.
6. Partners in Education educational programs and activities.
7. Programs and/or activities for employees.
8. Vendors providing services for which the school has entered into a contractual or purchasing agreement.

SPECIAL EDUCATION

Special Education services are offered for students with special needs who qualify for such programs. Shallowford Falls offers full-time programs in the areas of Preschool Special Education, Speech, Interrelated Resource, Inclusion, and Small Group Instruction.

TESTING PROGRAM

Group standardized tests are administered annually to students at various grade levels to help determine their strengths and weaknesses in skills areas and to provide information for use in planning the students' instructional programs. The testing program incorporates both the state-mandated tests and system-level tests. The testing schedule and further information can be found on the school system website. When test results are available, they are sent home in a sealed envelope or mailed with the final report card.

TRAFFIC CONTROLS

Cobb County Policy: The operation of motor vehicles of all descriptions on school property presents a serious safety hazard to pupils and employees. The maintenance of athletic fields, general play areas, tracks, and other school grounds is a continuing concern. Therefore, the use of go-karts, mini-bikes, and other non-licensed or unauthorized motor-driven vehicles on Cobb County Public School property is prohibited. Licensed, authorized, motor-driven vehicles may be operated only on paved drives and parking lots during authorized school functions, and in a manner and speed in keeping with safe practices in accordance with county ordinances.

TRAFFIC FLOW

Cobb County Safety and Security has developed the current traffic flow pattern to provide for the safety of our children. **YOU CAN HELP BY:**

- Adhering to the one lane of traffic in front of the school. Please stay in single file and do not pass other cars. Passing other cars is the biggest reason for "near accidents."
- Encourage your child to ride the school bus as often as possible.

- Leave home earlier, especially on rainy days. Most cars arrive at 7:45am, causing traffic congestion.
- Say good-byes, give your hugs and kisses, and have your lunch money and book bags ready before you leave home.
- Pull as far forward in the curbside drop-off pick-up areas as possible.
- Follow the traffic flow pattern arrows for drop-off/pick-up.
- Have all students enter through the front doors **ONLY** from the drop-off/pick-up areas.
- No drop-offs are allowed by cars at the back and side bus entrance.

We are interested in the safety of your children. Please help us with this plan.

Please remember that the curb area in front of the school is **NOT** a parking area. The drive-through needs to remain open for emergency vehicles. Cars blocking this area could be detrimental in an emergency. Our main concern always is the **SAFETY OF THE CHILDREN**. Please also **KEEP BUS LANES CLEAR AT ALL TIMES**.

TRANSFERS

Students requesting a hardship transfer from one attendance zone to another within the Cobb County School District shall apply for such transfer to the Policy, Planning and Student Support Division (Policy and Planning) ([Form JFABC-1](#)). The request shall fully explain the reasons for the request. Parents/guardians and schools will be notified that the request for transfer has been approved or denied. For further information, please see the Cobb County Policies and Procedures Manual available at the Cobb County Schools Website.

USE OF SCHOOL FACILITIES

Commercial use of school facilities is prohibited. Use of the school facility by community groups and organizations is regulated by the Cobb County Board of Education. School-sponsored activities shall take priority over all such use. Group activities on school grounds may be permitted upon approval of the school principal, and scheduled through the school district office. Please contact the Shallowford Falls Secretary for more information.

VIOLENCE HOTLINE

Please **Report School Violence Pronto (RSVP)**. The hotline number is 770-499-3911.

VISITOR PASSES

Two of our primary goals are to provide a safe and secure environment for all students at Shallowford Falls and to ensure that students have the uninterrupted instructional time to which they are entitled. To help us achieve these two goals, we require that each visitor sign in on the computer at the desk in the lobby or come to the office and obtain a visitor pass before entering the classroom area. This is imperative to keep unauthorized visitors out of the building. Please do not be offended if some member of the staff asks for your identity or purpose for being in our school facility. If there is a question, the welfare of our children takes precedence over any other considerations.

VOLUNTEERS

Volunteers supplement and enrich a school program by offering their time, services, and resources to benefit our students. Please sign up for volunteer programs by calling the Foundation and/or PTA Presidents, the Principal, Dr. Doreen Griffeth or Assistant Principal, Dr. Donna Taylor, at 770-642-5610, or by letting your child's classroom teacher know that you would like to volunteer.

WEAPONS:

A student who wants to use a weapon or look-alike weapon in an exhibit, presentation, or activity in a classroom or at a school-sponsored event must meet the following requirements:

- Verbal approval of the teacher in whose class the weapon will be used.
- Prior written permission from the principal which includes a description of the weapons authorized and the time period during which the weapons may be on campus;
- Transport of the weapon or look-alike weapon to and from the school by the parent or guardian of the student making the request; and
- The teacher or school administration storing the weapon or look-alike weapon in a secure location when it is not being used in the above classroom activities.

Prohibition:

A student shall not possess, handle, transmit, or cause to be transmitted; use or threaten to use; sell, attempt to sell, or conspire to sell a weapon, either concealed or open to view, on school property. All weapons shall be confiscated and given to Public Safety or other law enforcement agencies as appropriate. The disposition of confiscated weapons shall be determined by the superintendent or his/her designated school official, in conjunction with law enforcement. For more information, please refer to *Cobb County Policy JCDA Behavior Code* .

WEBPAGE

Our school's web page is www.shallowfordfalls.typepad.com