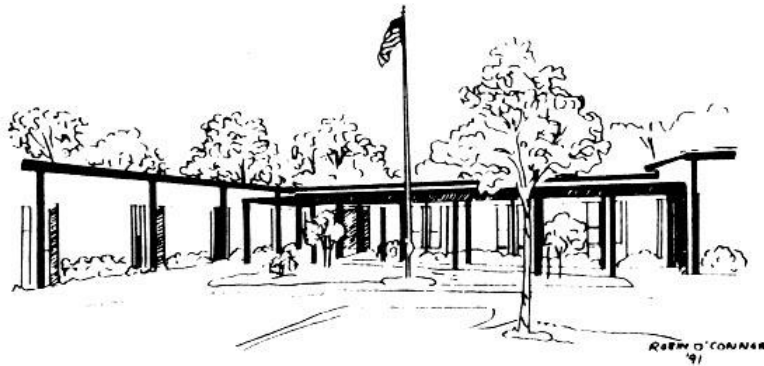


SHALLOWFORD FALLS ELEMENTARY
2015-2016 HANDBOOK



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
Jill Spiva - Assistant Principal
Donna Nall- School Leadership Intern

SHALLOWFORD FALLS FACULTY AND STAFF 2015-2016

Felicia Angelle: Principal
Jill Spiva: Assistant Principal
Donna Nall, SLI

Kindergarten: Julie Bannister, Stacey Keller, Beth Lawson, Toni Samuelu, Leah Wilson

Kindergarten Paraprofessionals: Moira McDonough, Chris Nichols, Karen Rehn, Kalenn Stallings, Sharon DeCormier

First Grade: Candice Davies, Kresta Kaplowitz, Diane Marco, Chelsea McConnell, Michele Provost

Second Grade: Karen Bixby, Cynthia Adams, Ilene Hollinger, Melissa Smith

Third Grade: Amy Alfonso, Kirsten Allen, Charlotte Fields, Nancy Huie, Amy Koenning

Fourth Grade: Paul DeVigne, Lindsey Drew, Candice Guay, Kimeron Puckett

Fifth Grade: Allie Benton, Jeana Mello, Kristen Muller, Amanda Svagdis

Art: Carly Lyon

Music: Lynn Boland

Physical Education: Trish Douglas, Michelle Mallard (Paraprofessional)

Foundation STEM Lab: Catherine Mills

Interrelated Resource: Jeanne Harrison, Hillary McManus, Jamie Nichols, Paula Sargent, Ivy Josset

Special Needs Preschool: Rachael Vincent (Teacher); Debby Frazier, Debbie Minkin (Paraprofessionals)

SID/PID: Beverly Schreiner & Heather Swindle (Paraprofessional)

FOCUS: Cara Wilt and Lauren Beckelhymer (Paraprofessional)

Special Education Paraprofessionals: Allison McCord, Sandra Bowden, Kimberly Dickerson

ALP: Leslie Dyches, Dana Stewart & Jill Pierce

EIP/ESOL: Katie Boggess, Debbie Goodman, Donna Nall

Speech/Language Pathologists: Tara Friedman & Patricia Taylor

Media Specialist: Janice Kelley & Debbie Buckley (Paraprofessional)

Computer Lab: Ashli Lyons (Paraprofessional)

Counselors: Bridget Karins & Alissa Rickman

Secretary: Jean Allen

Records Clerks: Jenny Daugherty, Stacey Sinclair

Bookkeeper: Amy Bahr

Food Service: Chu Chong, Debbie Free, Luz Miles, Richard Ryan, Janet Coleman, Janet Pullen

Lunchroom Monitors: Tarlisha Moman, Mylaina Wilkes

Custodians: Revinsky Johnson, Head Custodian; Gregg Dameron, Ben Miller, Jay Stallings

School Nurse: Pamela Heath, R.N.

After School Program: Doris Hamer, Director

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

The vision of Shallowford Falls is relationships, rigor and relevance for all.

Mission Statement

The mission of Shallowford Falls is preparing children for success within a global society.

Our Journey to Excellence

Our school's journey to excellence began in 1990 at our first Founder's Day. 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 subsequent years.

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 strength is in our community involvement. 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 interactive white boards and document cameras 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. 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 previously approved adult signs them out in the office prior to 1:45 p.m. Please come to the office and we will call for the student. ***For safety and security purposes, we will not allow check-outs after 1:45 p.m.*** After that time, students will proceed through the dismissal process. Students may never be dismissed directly from the classroom.

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.

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.

ADMISSIONS/WITHDRAWALS

The Cobb County approved "Student Registration Form" ([Form JF-5](#)) is used to register students new to the school or for the subsequent school year. [Form JF-7](#) The 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 Sept. 1.

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

1. **Georgia Certificate of Immunization (Form 3231)** –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)** –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 (deed, lease agreement, utility bills)**
6. **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 7:15 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 cafeteria from 7:15-7:20 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 for a tardy ticket.
- 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.

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. All textbooks are accessible online. The links are posted on the teacher blogs.

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.
- No student shall threaten, either verbally, in writing, electronically, or by physical presence, expressed or implied, or conspire to cause bodily injury.
- No student shall bully another student or students.

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.

NEW THIS YEAR:

To be considered cyberbullying, the electronic communication must be **maliciously intended** for the purpose of **threatening the safety** of those specific or **substantially disrupting** the orderly operation of the school.

The below characteristics are typically present in bullying and cyber bullying cases and can be plugged into the above policy when considering allegations of bullying and cyber bullying behavior. Many of our schools use these terms when implementing a school-wide strategy to reduce bullying behavior:

1. A **pattern of behavior** is established (same person or different people experience the bullying/cyber behavior).
2. Behavior is **purposeful** with the **intent** to make fun of, embarrass or exclude others. (**Intentional behavior**)
If the pattern of threats or character defamation continues and the intent has been established then the behavior may be considered as **maliciously intended.

There may be other reasons for the behavior but malicious intent needs to be considered. *Malicious* is the adjective based on the noun *malice*, which means the desire to harm others.

3. An imbalance of power develops. (**reason to fear**) Not always but in many cases.
4. (1-3) begins to impact the victim/target academically, physically, or emotionally here at school. (**Substantial**)

When a student takes to social media and exhibits the above behavior, typically it will fit into our bullying/cyber law. If the target/victim perception is that a student is threatening them or belittling their character and that perception is brought on to campus than that may become an allegation of cyber bullying and would need to be investigated.

Below are some types/examples of allegations of cyber bullying:

- **Cyber stalking** – Someone who sends hurtful and sometimes threatening messages with the intent to intimidate/frighten the victim/target. It can be quite difficult to find out the stalker’s identity if the person does not want to be identified. Many times the stalker may be involved in the behavior listed below.
- **Purposeful humiliation** – Students will use cyber bullying to spread rumors to embarrass and humiliate others. (Exclusion with intent)
- **Creating a website/video** about the victim/target with the intent to embarrass/shame them. Many times stolen photos/images may be used and photo shopped in order to humiliate the victim/target even further.
- **Sexting situations** where the victim/target has their pictures stolen or passed around with malicious intent.

*Please see our bullying pamphlet called Understanding Playful vs. Hurtful Teasing and Bullying Behavior listed on the CCSD Public Page under Parents tab for more information on bullying behavior.

Parents/guardians of students who are victims of bullying or are found to have committed bullying behaviors will be notified. Staff members should report instances of these behaviors to school administration within a reasonable time period.

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 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 our bus drivers is appreciated. Please refer to the Student-Parent Information Folder sent home the first day of school for specific rules. It is usually helpful to speak first to the bus driver if your child is having difficulty on the bus, as the bus driver is your first line of defense. If you continue to have concerns, please call the school.

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-day transportation

procedures are changed. The note is critical for your child's protection. If a transportation change must be made during the school day, you must send a fax to the front office prior to 1:45. The fax should include your child's name, teacher, your name and phone number and the reason for the change. You will receive a confirmation phone call from front office personnel. 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 1:45 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 1:45 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 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 children to school on the first and second day, it will be permissible for you to assist them in finding their home classroom. After the second day, we request that you let your children enter the building by themselves 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. The nurse 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 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 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, Science Olympiad, and Art Club.

COMPUTER LAB

Shallowford Falls offers two network labs of Pentium computers to all students. Students will 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 asked to help with individual classes. Each teacher also has the opportunity to sign up weekly for the additional Computer Lab for at least 45 minutes of instruction.

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.

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 and will be honored within 45 days, absent a court order. 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. 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** *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 appropriate 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 or school activity. 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 call the school.

EARLY INTERVENTION PROGRAM (EIP)

The Early Intervention Program (EIP) is designed to provide additional instructional resources in reading and/or math. Each day, certified 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. Several models are available to schools to meet these needs. At Shallowford Falls, we utilize the reduced classroom model. Students who are identified EIP are placed in classrooms with reduced numbers of students so that the classroom teacher has more time to devote to the additional needs.

EMERGENCIES

Should there be an emergency and you need to pick up your child, come into the school office. A sign-out

sheet is available 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

Policies of the Cobb County Board of Education require full compliance with all federal and state non-discrimination laws. 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.

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, however.

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])

Cobb County provides services for those students identified as gifted. 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.

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 in at least one area is required
 - Any data used to establish eligibility in one area shall not be used 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. At Shallowford Falls, gifted students attend their gifted classes one day a week. 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 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. 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 go to the Cobb County School District website for up to the minute school closing information. 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 choose from a 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.

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 from the Cobb County Schools website. 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 10:43 a.m. 12:40 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. A special guest table is provided. It is not appropriate for adults to sit with the general population of students.

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 a.m. 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.

MEDIA CENTER

Our 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.

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 overnight. No late fines are charged.

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. 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 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.
- Student birthday celebrations, which include the distribution of birthday cake, cupcakes, cookies, punch, etc., are discouraged. 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 – they will be returned.
- Parents may, through prior arrangements, express a desire to the teacher to send a healthy, nutritious snack for the entire class. 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 regular 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 and assemblies.

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

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; 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 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 have a buzz-in system whereby all visitors must be screened through our front office staff.

S.T.E.M. LAB (Science, Technology, Engineering, Math)

The Foundation of Shallowford Falls sponsors a S.T.E.M. teacher and S.T.E.M. lab to support the S.T.E.M. curriculum for all students at Shallowford Falls. Students in grades K-5 attend S.T.E.M. Lab bi-monthly as part of their S.T.E.M. instruction.

SOLICITATION ON SCHOOL PROPERTY

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, Severe and Profound Intellectual Disabilities, 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.

TRAFFIC CONTROLS

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 know you are in a hurry, but for the safety of your children. Please support our traffic 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. 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 district office.

VIOLENCE HOTLINE

Report **School Violence Pronto (RSVP)**. The hotline number is 770-499-3911, or call 911. **TELL SOMEONE!**

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 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, or by letting your child's classroom teacher know that you would like to volunteer.

WEAPONS:

Students 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. For more information, please refer to *Cobb County Policy JCDA Behavior Code* .

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.

WEBPAGE

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