

# CARROLLTON ELEMENTARY SCHOOL

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_


CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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Welcome to Carrollton Elementary School! We anticipate an exciting and successful 2015 – 2016 school year. We believe that all students should be proud to attend Carrollton Elementary School. It is our vision to nurture and empower individuals to be life-long learners who take personal responsibility for improving our world. We have high expectations for all students and desire for them to demonstrate their best each and every day. To assist in this endeavor, this handbook has been prepared for you. It contains information about the policies and guidelines of our daily routines at CES.

Believing that supporting the students of CES is a shared responsibility, we hope that you will partner with us to help your child achieve success. One means of accomplishing this task is through open communication; therefore, we encourage each of you to get to know us personally, visit our school, and involve yourself in our activities.

Thank you for taking the time to read the contents of this handbook with your child. We hope the pages will answer your questions and assist you in preparing for this upcoming school year. If you have other questions or concerns, please do not hesitate to let us know.

Have a wonderful year at CES!

Karen Wild, Principal

#### CARROLLTON CITY SCHOOL ORGANIZATION

The Carrollton Schools form an independent city system, which is owned by the citizens of Carrollton. The Carrollton City School System operates under many regulations of federal, state, and local agencies. Locally Carrollton City Schools are under the general direction of the Board of Education composed of six elected members. The Board of Education selects a superintendent who serves as the administrative head of our system. The Board holds meetings in the Board of Education office on the second Tuesday of each month at 6:00 PM. The meetings are open to the public.

Our Superintendent of Schools is Dr. Kent Edwards. School Board members are: Mr. David Godwin, Dr. Jason Mount, Mr. Greg Dothard, Dr. Jimmy Pope, and Dr. Michael Rothchild (Chairman), and Ms. Katie Williams.

#### Contact Information:

Dr. Kent Edwards	Superintendent	(770) 832-9633
Mrs. Karen Wild	Principal	(770) 832-2120
Mrs. Melanie Brooks	Assistant Principal	(770) 832-2120
Mrs. Amanda Carden	Assistant Principal	(770) 832-2120
Mr. Montrell McClendon	Assistant Principal	(770) 832-2120
Mr. Ryan McKinnon	Assistant Principal	(770) 832-2120

CARROLLTON ELEMENTARY SCHOOL  
INSTRUCTIONAL CALENDAR  
2015 – 2016

August 05, 2015	First Day of School for PreK – K
August 06, 2015	First Day of School for Grades 1-12
September 7, 2015	Labor Day—Holiday
October 1 – 2, 2015	Fall Holidays ( Oct. 1 <sup>st</sup> PDD for staff)
October 09, 2015	End of First Nine Weeks
October 13- 15, 2015	Early Release – Parent/Teacher Conferences (Report Cards)
November 23 – 27, 2015	Thanksgiving Holidays
December 17 – 18, 2015	Early Release System-Wide
December 18, 2015	Winter Break begins for PreK – K (End of 2 <sup>nd</sup> Nine Weeks)
December 19, 2015	Winter Break begins for Grades 1-12
January 4, 2016	Return to School—Students/Staff
January 8, 2016	Report Cards
January 18, 2016	Martin Luther King Holiday
February 12- 15, 2016	President’s Day Holiday – (Feb. 12 <sup>th</sup> PDD for staff)
March 8-10, 2016	Early Release – Parent/Teacher Conference (Report Cards)
March 10, 2016	End of 3 <sup>rd</sup> Nine Weeks
March 11, 2016	Holiday – Students/Staff
April 4 – 08, 2016	Spring Break
May 20, 2016	Last Day of School for Students, Report Cards

*On early release dates Carrollton Elementary students will be dismissed at 12:25.*

## PARENT-TEACHER-VOLUNTEER ORGANIZATION

The PTVO is a voluntary organization whose membership is open to parents, grandparents, teachers, and school staff. Volunteers are encouraged and appreciated at our school. They work with children and our school in many ways including tutoring, reading, and assisting in the Media Center. PTVO meetings are held during the school year and activities include fundraising, room helpers, spirit wear, and supporting school events. Anyone interested in joining may send dues of \$5.00, in a sealed envelope to your child's teacher. To learn more or to become involved, contact one of the individuals on the PTVO Board.

Lindsay Jennings	President
Mandy Jackson	Vice President
Candie Hicks	Treasurer
Beth Marlow	Recording Secretary
Heather Kirby	Corresponding Secretary
Melina Douthit	Membership
Holly Williams	Fundraising
Christie Laney	Fundraising
Ashley Carter	Spirit Wear
Melanie Mitchell	Teacher Appreciation Chair
Tiffany Tallent, Katie Williams	Yearbook Co-Chairs
Kimberly Pike	Timesavers
Laura Leneaus, Kristen Sabo	Jingle Bell Jog
Kristi Owensby	Box Tops
Carolyn Aycock	Social Media
Kelly Housck, Bailey Cates	Spirit Nights

## CITY RESIDENTS

CES serves all kindergarten through third grade students residing within the city limits of Carrollton. Documents showing proof of residency should be submitted to the wing secretary's office. This information is requested annually and may be brought in person or sent in with your child.

## NON-RESIDENTS

Students whose custodial parent resides outside the city limits of Carrollton are non-residents. In order to have a child considered for enrollment, parents must complete a non-resident application form. These forms may be obtained from the school office. There is charge of \$500, per family per year. First semester fees are due prior school beginning, and second semester fees are due prior to Winter Holidays. Families moving outside the city limits during the school year must notify the office and begin paying fees. These fees are prorated and reflect only the time in which the student resides outside the district. Providing false information regarding resident status will result in your child being withdrawn from Carrollton Elementary School.

The non-resident status of a student may be revoked by a principal for any of the following reasons:

- Inappropriate behavior or disciplinary record
- Tardiness or poor attendance record
- Unsatisfactory academic success
- Untimely tuition payments
- Attempt to circumvent the policy and procedures of the school system
- Any other good and sufficient reason

## SCHOOL HOURS OF OPERATION

School begins at 8:10 AM, and dismissal begins at 3:25 PM. Students who need to arrive early may enter the building at 7:30 AM. Students must stay in the gym or cafeteria area until 7:50 AM. No students are allowed into the classroom wings until the first bell rings at 7:50 AM. Students should be picked up when dismissed unless participating in a supervised after-school activity. Parents are asked to call the school if they will be late picking up their child.

## AFTER SCHOOL

CES' After School Program is available to Carrollton Elementary School students in grades PreK – 3, who have spent a portion of their day attending school. There is a charge for this service. Parents must complete an enrollment form/tuition agreement and receive the Parent Handbook before a student may begin. Guest or Emergency Enrollment: Students not enrolled may participate in the program only if phone contact is made by a parent. Emergency contact information must be provided including the name of the person who will pick the child up. Tuition must be paid at the time the child(ren) are signed out of the program. Students are provided a snack, may complete homework, or participate in various activities. The Up & Growing Program closes at 6:00 PM. For more information, please contact Sherry Lane, ASP Director, at (770) 838-0261.

## NON-NEGOTIABLE EXPECTATIONS FOR CARROLLTON ELEMENTARY SCHOOL

**Attendance**—Regular attendance is vital to learning. Students are expected to be at school every day, except in the case of personal illness, death in the family, or religious holiday. A written note from the parent or guardian must be sent to excuse the absence.

**Tardiness**—Teachers begin class promptly at 8:10 AM. When students are late, important work and instruction are missed. Therefore, students should be at school no later than 8:05 AM.

**Homework**—Homework is assigned to reinforce skills and to build responsibility. Homework must be completed and returned to school on time. Reading is often a part of the assigned work, and parents/guardians should take an active role in seeing that their child reads in addition to completing other written tasks. Twenty to thirty minutes of reading time is suggested each night.

**Respect**—all students must conduct themselves in class, so as to not interfere with any classmate's right to learn. Misbehavior that prohibits another student's right to learn may cause the offender to be removed from the classroom. Administrators will decide on the appropriate consequences.

## SAFETY & SECURITY VISITORS

For the safety of all students, all school visitors, including parents, must first report to the front office and receive a visitor's badge when visiting the school. Photo IDs are required for all who sign in. At no time may any visitor go to a classroom to see a student or teachers without signing in at the office. Visitor parking is extremely limited. Please come to the front of the building and park in a parking space either in front of the school or in a space along the front drive. The curb in front of the school is for late pick up and drop off only.

## MEDICATION AT SCHOOL

Students who are ill should remain at home until they are well, for their benefit as well as their classmates. Children should be fever free without using medicines for 24 hours before returning to school. All medications should be given at home if possible. If a student must receive medication at school, please follow the guidelines listed below.

1. All medication must be brought to school by a parent or guardian. Prescriptions and over the counter medicines must be in the original container and properly labeled.
2. Medication forms are available in the clinic and must be completed before any medication can be given at school.

3. Except for specific emergency medication, all medication will be kept locked in the school clinic.
4. All medication will need to be picked up at the end of the school year. Parents will need to come in the school and claim the medication on file for their child.

### AUTOMATIC EXTERNAL DEFIBRILLATORS (AED)

In the event of an emergency situation that arises involving your child, such that an AED is necessary, assistance will be provided by volunteers from the school system unless you give instructions to the Principal that such is not be used.

### INCLEMENT WEATHER

Occasional severe weather conditions may make it necessary to close school. In the event that this decision is necessary, announcements will be made on local radio stations and on the major Atlanta television stations. The state laws allow students to miss up to three days when schools close for severe weather without having to make them up. If more than three days are missed, all days must be made up.

### BEHAVIOR EXPECTATIONS

Carrollton Elementary School uses a school-wide Positive Behavior Support plan. It is based on a problem-solving model and aims to prevent inappropriate behavior through staff members reinforcing appropriate behaviors. CES is Trojan GOLD. GOLD was designed to help create a climate of cooperation, academic excellence, respect, and safety at CES. Trojan GOLD is based on four school-wide expectations: Give respect, Own your behavior, Listen and learn, and Do you best. We believe these expectations will create a positive learning environment for all students.

Any student who disturbs the instructional process and/or learning of others will receive consequences in the classroom. If misbehavior continues a disciplinary referral to an administrator may be completed.

### ATTENDANCE

Carrollton City Schools participated with other community agencies in creating the Student Attendance Protocol in March 2005. The purpose is a commitment to improving student attendance through utilization of targeted strategies and interventions for reduction of unexcused absences and truancy. Please refer to the policy for the entire protocol (page 11).

Guidelines:

Absences are excused for personal illness, illness or death in the family, religious holiday, appointment mandated by law, or conditions which render attendance impossible or hazardous will be considered valid excuses.

For an absence to be considered excused due to extenuating circumstances, a written request must be submitted to the school principal.

The school allows a maximum of five absences per year to be excused with a written note by the parent/guardian.

### TARDIES

It is very important to be at school and ready to begin at 8:05 AM. A student is tardy who is not in his or her seat when the bell sounds to begin class. If a student is tardy more than three times, parents will be contacted. Any child arriving after 8:10 AM, must be escorted to the appropriate office area by a parent for the purpose of checking the child in for the school day. Students with excessive tardies will be referred to the system's school social workers. Students that are non-residents may be withdrawn from the system for excessive tardies.

## CHECKING STUDENTS IN/OUT

Daily attendance for a full school day is important. Unless there is a necessary medical appointment, legal obligation, or the occasional family emergency, students should not be checked in or out during the instructional day. To be counted present, a student must check in before 11:30 AM. Any student checked out prior to 11:30 AM, will be counted absent. If a student must be checked out early, a parent/guardian or any person checking out a student must be listed on that student's contact list and present photo identification. Students should not be checked out after 2:45 PM, unless it is an emergency.

## TRANSPORTATION

Transportation on buses is provided to students for locations within the city limits. Each bus runs two separate routes at different times. CES and CMS students ride the same bus. CJHS and CHS are on a different route. Bus forms are available at the school and should be completed and signed by the parent/guardian. Students must ride on their assigned bus. If you need your student to ride home on a different bus or get off at a different stop, please send a note to your child's teacher the morning of the change. You must include the drop off address. In the absence of a note, your child will be placed on their assigned bus and their assigned stop. In order to ensure the safety of our students, we cannot accept verbal instructions from a child.

Students who ride the bus have certain responsibilities for the comfort and safety of other students as well as themselves. It is imperative that students conduct themselves in an orderly manner at the bus stop and on the bus. The bus driver has complete authority over any circumstance arising on the bus. Habitual misbehavior shall result in the loss of privilege to ride the bus. Students are asked to remain still as the bus approaches and until it comes to a complete stop. The parent is responsible for supervision at the bus stop and for transportation if the student misses the bus.

Students returned to school in the afternoon due to not having an adult at the stop to receive them will be sent to ASP at the expense of the parent/guardian. Excessive returns will result in suspension from the bus.

## PRIVATE VEHICLES

All who are eligible to ride the school bus are urged to do so. The traffic flow at the school complex will be much lighter if all resident students ride the bus. We ask that private vehicles not arrive prior to 7:30 AM, for drop-off and not before 3:15 PM, for pick-up. Students should not be left at school after 3:30 PM, unless they are engaged in an organized activity at school or enrolled in the ASP.

## PICK-UP & DROP-OFF

Designated areas: Grades PreK & K—Parking lot behind the school at PreK/K wing, Grades 1 and 2—Front of school, and Grade 3—Parking lot behind the 3<sup>rd</sup> grade wing. Nursery vans will pick up and drop in the front of the school.

## PICK UP PROCEDURES

There are two lanes for afternoon pick up. Parents/guardians will be given a card to display in the right front window of the vehicle picking up the student in the afternoon. The first car in each lane will pull all the way up to the white line and others will pull in directly behind the cars in front. Do not stop in front of your child's class. There will be staff members to put your child in your car and staff to direct both lanes of traffic. Do not change lanes, but move as directed. Please remain in your car. Dismissal will begin at 3:25 PM.

## LATE PICK-UP

Parents should plan to be at their child's pick up area no later than 3:45 PM, each day. Students left beyond this time will be brought into the building, and parents will be required to enter the school and sign out the student. If students are not picked up by 4:00 PM, they will be sent to CES' ASP at the expense of the parent/guardian. Excessive late pickups will result in a referral to the school system's social worker.

## TRANSPORTATION CHANGES

Parents should establish the method of transportation for their child(ren) at the beginning of the school year. If a change in normal transportation is necessary, a written note should be sent to the teacher in advance. Changes can also be faxed to the office at (770) 214-2079. All alterations for a student's transportation arrangement must be submitted in writing. No transportation changes will be accepted after 2:45 PM, except in an emergency situation .

## CES INSTRUCTIONAL PROGRAMS

Carrollton Elementary School makes a positive impact on student achievement through effective teamwork. This includes a strong veteran staff, great students, and a supportive community. Students in every grade level receive a quality education in the four academic areas of Language Arts, Mathematics, Science, and Social Studies. All instruction is implemented and guided by the Common Core Georgia Performance Standards, National and World Class Standards. Best practices, such as prioritizing curriculum, differentiated instruction, integrating technology, and reading and writing across the curriculum are also pervasive. Teachers continually assess instruction and student performance through the use of benchmark assessments, Classworks Universal Screeners in Reading and Math, DIBELS, and Georgia Online Assessment. A variety of texts, manipulatives, and instructional materials/programs are utilized in day-to-day instruction.

## EARLY LEARNING CENTER

To institute a strong foundation, an early learning program comprised of PreK and Kindergarten will support the needs of learners who are beginning their educational journey. CES' Early Learning Center will focus on a global approach to ensure that the 'whole child' can experience success by building upon their social, cognitive, adaptive, and motor development. This small, cohesive learning community will provide a caring, nurturing, and welcoming atmosphere in a new facility on CES' campus which will boast of a rich program of study facilitated by the use of age-appropriate multi-media technology. With an emphasis on inquiry-based learning, students will experience an integrated instructional program designed to provide them with the necessary skills to build a strong foundation for learning.

## TROJAN EXCELLENCE PROGRAM

Working toward our vision of teaching students to be life-long learners, CES' Trojan Excellence Program will seek to develop in students the essential skills and traits of successful, independent thinkers in grades 1 through 3. It will enrich and broaden the core academic program addressing the needs of all learners at an individual level with focused and intentional learning opportunities while providing strategic tools for academic success. This instructional model will offer an emphasis in developing students' skills in reading, language arts, math, science, and social studies through teaching academic and social concepts to help them develop the habits and behaviors needed to succeed in rigorous curriculum. Students will be afforded multiple experiential opportunities through Trojan Time to assist them in making connections to their learning and the world around them.

## ADVANCED LEARNING PROGRAM

As Carrollton Elementary School seeks to be progressive in its instructional practices, this opportunity will impact and propel student learning by creating a program based on connection, perspective, and responsibility to their learning goals. CES' Advanced Learning Program will provide academic rigor and challenge to students in grades 1 through 3 who meet selection criteria and who are performing above grade level in language arts and mathematics. The program extends and enriches the curriculum through depth and complexity of topics, the integration of several disciplines, and a variety of learning activities. The pace of instruction will be accelerated to better meet the needs of the learner. The population of this program will be a balanced and diverse representation of CES affording an equitable experience for high achieving learners.

## SPECIAL EDUCATION PROGRAMS

Special Education programs are provided for students who qualify as individuals with disabilities. A committee of teachers, administrators, and parents collaborate to write Individual Education Plans for students served by the special education program.



### ENGLISH LANGUAGE LEARNERS (ELL)

Students who are limited in English proficiency are provided with daily instruction to support the development of English language skills. Staff members are available to provide translation services to parents of ELL students.

### GIFTED PROGRAM

The gifted program is provided for students in kindergarten through third grade who qualify for gifted education services. Students receive instruction based on a differentiated curriculum in which the content, teaching strategies, and expectations of student mastery have been adjusted to be appropriate for gifted students through a cluster model.

### EARLY INTERVENTION PROGRAM (EIP)

The Early Intervention Program is designed to serve students who are at risk of not reaching or maintaining academic grade level proficiency. All identified students will receive Early Intervention Program assistance until they reach grade level performance.

### STEM

All students in kindergarten through third grade participate in the STEM program providing students with opportunities to apply principals of science, technology, engineering, mathematics, interpersonal communication, and teamwork to the solutions of technological problems. The STEM initiative has provided interdisciplinary, hands-on, inquiry-based learning which is aligned to the Common Core Standards and the Georgia Performance Standards.

### INTERNET APPROPRIATE USE BY STUDENTS

Carrollton City Schools strongly promote the use of information technologies across grade levels and curricular areas. All classrooms are equipped with modern computers and other technology tools, and teachers are expected to utilize instructional technology resources where appropriate in the learning process. The ability to use technology for communication, research, creativity, and other endeavors has become a fundamental skill. Because technology has become such a pervasive part of our world and of the instructional climate of Carrollton City Schools, all students are given network accounts that include access to the Internet. Parents/guardians who do not want their student provided access to the Internet are required to complete a Denial of Internet Access form. Students whose parents/guardians submit the Denial of Internet Access form will be provided alternative instructional activities.

### SCHOOL/HOME COMMUNICATIONS

CES seeks to communicate well with all stakeholders. A school-wide newsletter entitled the Trojan Tribune will be sent home monthly. Each grade level team will also send home a weekly newsletter each Friday. Agendas will be used to establish a communication routine between home and school. They will be utilized on a daily basis in kindergarten through third grade. Teachers will sign agendas each day, share assessment or homework information, remind individuals of upcoming events/meetings, or report any additional information. Students in upper grades should write assignments, tests, projects, etc., in the agenda daily. Parents should view and sign the agenda each night. It is preferred that notes to the teacher be communicated by way of this tool as well. In order to promote communication, students and parents may access information and upcoming events from our website at [ces.carrolltoncityschools.net](http://ces.carrolltoncityschools.net). Please check the website regularly for updates.

### SAFE ROUTES TO SCHOOL

The Carrollton Board of Education, in partnership with Tanner Health System and the Carrollton Greenbelt, supports Safe Routes to School, a national initiative encouraging safe walking and bicycling to and from schools, and in daily life, to improve the health and well-being of America's children. Contact the front office to learn more about Safe Routes to School and how your family can participate in the program.

## TITLE I

Title I of the Elementary and Secondary Education Act provides financial assistance to state and local educational agencies to meet the needs of at-risk children. The goal of Title I is to provide instructional services and activities which support students in meeting the state's challenging performance standards. Title I Part A funds are currently spent to support the following initiatives:

- Additional teachers and paraprofessionals.
- Opportunities for professional development for school staff.
- Additional teaching materials which supplement the regular instruction.
- Parent Resource Center.
- Parent Involvement Coordinator to plan and direct Parent Involvement Activities.
- Child care, translator, and interpreter services for Parenting Activities.

As a parent of a child in a Title I school, you have the right to:

- See progress reports on your child and school.
- Request information about your child's teacher qualifications by contacting your child's principal.
- Offer suggestions on how we can improve the services offered through Title I Part A.

## INTRADISTRICT TRANSFER OPTION

Under Georgia's Elementary and Secondary Education Act of 1965 (ESEA) Flexibility Waiver that was approved on February 9, 2012, Focus Title I Schools no longer have to provide Public School Choice under the No Child Left Behind Act of 2001 (NCLB) but rather has reverted to Georgia's Intradistrict Transfer Option. The Intradistrict Transfer allows parent/guardians the option to request a transfer from their child's assigned school, to a school of the parents'/guardians' choice within the school zone/district in which their child resides. However, Intradistrict Transfer is not an option at Carrollton City Schools since there is only one school per grade level. If you have additional questions or concerns, please contact Annette Murphy, Director of Title I and Federal Programs, at (770) 834-7077, or by email at [annette.murphy@carrolltoncityschools.net](mailto:annette.murphy@carrolltoncityschools.net).

## PARENT RIGHT TO KNOW

In compliance with the requirements of the No Child Left Behind statute the Carrollton City School District informs parents that you may request information about the professional qualifications of your student's teacher(s).

The following information may be requested:

- 1) Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- 2) Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- 3) The college major and any graduate certification or degree held by the teacher;
- 4) Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualifications, please feel free to contact the principal.

## PARENT INVOLVEMENT

You can influence the success of your child in school more than any teacher or federal program. As a parent, you can help support your child's learning by:

Monitoring attendance.

Making sure that homework is completed.

Volunteering in your child's classroom or serving on parent advisory group.

Staying informed about your child's education and communicating with the school by promptly reading all notices from the school or the school district and responding, as appropriate.

## TITLE I RESOURCE AND HELPFUL LINKS

Parent Resource Center: The Parent Resource Center is located in the school's media center. In this center, you will find materials and resources available to parents for checkout on family topics and educational needs of your child. The center is available for parent use Monday through Friday from 8:00 AM. to 3:30 PM.

Georgia Department of Education's Parent Guide: The Georgia Department of Education's Parent Guide offers up-to-date information about education in Georgia as well as resources designed to serve parents throughout their child's education. <http://www.gadoe.org/parents.aspx>

Title I Complaint Procedures or to report fraud, waste and abuse: If you have a Title I or parent involvement complaints, compliments, suggestions or concerns, please contact Annette Murphy, Title I Director, at (770) 836-7077, or the Department of Education at [http://www.gadoe.org/title\\_complaint.aspx](http://www.gadoe.org/title_complaint.aspx)

### Student Attendance Protocol CarrolltonCitySchools

#### Purpose:

This student attendance protocol is written as a cooperative effort in coordination with appropriate Carroll County and Carrollton City agencies for the purpose of commitment to improving student attendance through utilization of targeted strategies and interventions for reduction of unexcused absences and truancy (O.C.G.A. §20-2-690-2).

#### Tardies and Early Checkouts

##### Definition of Terms

Tardy to School: Any student arriving at school following the ringing bell, chime, or other audible signal established by the Principal and intended to indicate the start of the school day. Any student who is on school property but is not in his or her assigned classroom or other authorized area following the bell, chime, or other audible signal will be considered tardy to school.

Excused Tardy: A tardy resulting from events beyond a student's control, such as an accident, road closed due to an accident, area power outage, late bus or other excuses determined by the Principal or designee as acceptable. Documentation is required to excuse a tardy.

Unexcused Tardy: Incidents including over-sleeping, heavy traffic, errands, delays at train crossing, or similar excuses determined by the Principal or designee as unacceptable are unexcused. Documentation will not obligate the Principal or designee to excuse an unexcused tardy.

Early Checkout: Leaving school prior to the end of instructional time and/or the end of the official school day.

Excused: Early checkouts for emergency, illness, or other reasons the Principal deems necessary or reasonable. Documentation is required to excuse an early dismissal. Records will be kept at each school to document the number of days a student misses due to early checkouts.

Unexcused: Early checkouts for reasons other than those approved by the Principal. Excessive incidents of unexcused early checkouts may result in referral to the SST as the Principal deems necessary.

Response to Intervention (RTI): A multi-tiered, incremental structure for targeted provision of services and interventions based on a student's progress as measured by data analysis, teacher observation, or other appropriate monitoring.

Student Support Team (SST): An interdisciplinary group that uses a systematic process to address learning, behavior, and/or attendance problems of K-12 students in a school.

#### Consequences and Penalties for Unexcused Tardies/Early Checkouts

The Principal or Principal's designee may assign consequences and penalties for unexcused tardies and/or early checkouts that may include but are not limited to the following:

Third tardy/early checkout—written notification from Teacher to make parents aware.

Fourth to ninth tardies--- Referral to the Principal or the Principal's designee for counselor's referral, RTI, or other appropriate action.

Truant Students - any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences.

Excused Absences – local boards of education shall adopt policies and procedures excusing students under the following circumstances as a minimum:

Personal illness: The school will allow a maximum of five absences per year to be excused with a note written by the parent. Additional absences will be excused only with an original medical excuse signed by a health care professional. The principal can exercise discretion in extreme cases of hardship to accept written parent notes in excess of the standard five.

Observing religious holiday, necessitating absence from school.

Conditions rendering attendance impossible or hazardous to student health or safety.

#### Grade and Absences

- A student's grades will not be penalized because of absences if the following conditions are met:

Absences are justified and validated for excusable reasons.

Make up work for excused absences was completed satisfactorily. Local boards of education are not required to provide make-up work for unexcused absences.

#### ABSENCE REDUCTION PLAN

The Board of Education adopts the following policies and/or procedures to reduce unexcused absences:

Consequences and Penalties for Violation of Compulsory Attendance: The Principal or Principal's designee may assign consequences for unexcused absences and/or early checkouts at any time if he/she deems necessary.

Third Unexcused Absence in the School Calendar Year: Contact with the student's parent(s), guardian(s), or other person(s) who has control or charge of the student will be made and documented by the Principal or Principal's designee. The student may be referred for RTI, SST, or other appropriate support.

Five Unexcused Absences in the School Calendar Year: Schools will notify parent(s), guardian(s), or other person(s) who has control or charge of the student. Notice of five (5) accumulated absences will include notification of the penalties and consequences of such absences, including but not limited to RTI, SST referral, or other appropriate action. After five unexcused absences in the school calendar year, each subsequent absence will constitute a separate offense.

Six or More Unexcused Absences in the School Calendar Year:

Six Unexcused Absences: Students accumulating six (6) unexcused absences in the school calendar year will receive a referral to the Principal or administrative designee for violation of Board Policy JCDA.

Eight Unexcused Absences: Students accumulating eight (8) unexcused absences in the school calendar year, the student's homeroom teacher will make a referral to the Principal or designee for RTI or SST intervention if such a referral has not been made for previous absences. Prior to the first RTI or SST meeting, a school social worker, school nurse, or other appropriate staff member will contact with the student's parent(s), guardian(s), or other person(s) who has control or charge of the student.

The school social worker will assist RTI or SST teams with development of interventions and strategies for improvement of the student's school attendance. Referral to the Carroll County Truancy Education and Mediation (TEAM) will be included as a possible intervention.

Ten Unexcused Absences: Students accumulating ten (10) in the school calendar year will be referred by the school social worker to the Carroll County TEAM for contracted participation in the TEAM truancy diversion. The school social worker will serve to coordinate efforts between the school and TEAM in monitoring attendance.

Violation of TEAM truancy diversion contract or refusal to participate in TEAM truancy diversion program may result in immediate referral to the appropriate court, including but not limited to the following:  
Students age six (6) to (17) and their parent(s), guardian(s), or other persons(s) having control or charge of the student to the Juvenile Court for possible Protective Order or other appropriate disposition. Parent(s), guardian(s), or other person(s) having control or charge of students ages six (6) to seventeen (17) to State Court for Failure to Comply with Compulsory Attendance.

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Protection of Pupil Rights Amendment Notice  
and Consent/Opt-Out for Specific Activities  
Carrollton City Schools

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Carrollton City Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("provided information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, Carrollton City Schools will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and provide parents an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under State law.)

Date: On or about October 2014

Grades: Six through Twelve

Activity: Georgia Student Health Survey -II

Summary: This is an anonymous survey that asks students questions about behaviors such as drug and alcohol use, violence, and other at-risk behaviors. The survey also asks questions of a demographic nature concerning family make-up, the relationship between parents and children, and use of alcohol and drugs at home

Opt-out: Contact your child’s principal no later than September 1, 2014 if you do not want your child to participate in this survey.

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Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)  
CarrolltonCitySchools

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student’s parents;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisal of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of-

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or screening permitted, or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Carrollton City Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Carrollton City Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Carrollton City Schools will also directly notify, such as through U.S. Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Carrollton City Schools will make this notification to parents at the beginning of the school year if it has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

Collection, disclosure, or use of any personal information for marketing, sales or other distribution.

Administration of any protected information survey not funded in whole or in part by ED.

Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

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Notification of Rights Under FERPA For  
Elementary and Secondary Schools  
Carrollton City Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day the Carrollton City School District (“the School District”) receives a request for access. Parents or eligible students should submit to the School Superintendent a written request that identifies the record(s) they wish to inspect. The School Superintendent will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the privacy rights of students. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the School Superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate, or misleading. -If the School District decides not to amend the record as requested by the parent or eligible student, the School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School District discloses education records without consent to officials of school districts and to officials of private schools in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605