

CARROLLTON ELEMENTARY SCHOOL

Welcome to the 2018-2019 school year at Carrollton Elementary School! We are excited about the upcoming year and look forward to providing the Gold Standard at CES. We believe all students should take pride in being a Trojan , while developing a life-long love of learning at Carrollton Elementary School. We understand that every child is unique, and we maintain high expectations for all students.

This handbook is a resource to provide information about Carrollton Elementary School and support you in partnering with us to help your child be both happy and successful at school and beyond. Included are details regarding policies and procedures for daily routines within the school. At CES, we value the school and parent partnership, and communication is vital. We encourage each of you to be actively involved at CES, and we welcome your time, talents, and support.

Thank you for taking time to read the information within this handbook and discuss specific components with your child. We are honored to serve you and your family at Carrollton Elementary School, and we are committed to making this year positive and memorable.

Sincerely,

Kylie Carroll
Principal

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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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. Mark Albertus. School Board members are: Mr. David Godwin, Mr. Greg Dothard, Dr. Jason Mount (Chairman), Ms. Melanie McLendon, Dr. Jimmy Pope, and Ms. Katie Williams.

Contact Information:

Dr. Mark Albertus	Superintendent	(770) 832-9633
Mrs. Kylie Carroll	Principal	(770) 832-2120
Mrs. Danielle Carter	Assistant Principal	(770) 832-2120
Mr. Montrell McClendon	Assistant Principal	(770) 832-2120
Mr. Ryan McKinnon	Assistant Principal	(770) 832-2120
Mrs. Caroline Norton	Assistant Principal	(770) 832-2120
Mrs. Tabitha Walker	Assistant Principal	(770) 832-2120

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 Ginger Harper, Title I Director, at (770) 834-7077, or the Department of Education at http://www.gadoe.org/title_complaint.aspx

CARROLLTON ELEMENTARY SCHOOL
INSTRUCTIONAL CALENDAR
2018 – 2019

August 1, 2018	First Day of School for PreK – K
August 2, 2018	First Day of School for Grades 1-12
September 3, 2018	Labor Day—Holiday
October 5, 2018	End of First Nine Weeks
October 9 -11, 2018	*Early Release – Parent/Teacher Conferences (Report Cards)
October 19, 2018	Student/Staff Holiday
November 2, 2018	Student Holiday – PDD for Staff
November 19- 23, 2018	Thanksgiving Holiday
December 18, 2018	** Winter Break begins for PreK – K ; Early Release - System Wide (End of 2 nd Nine Weeks)
December 19, 2018	Winter Break begins for Grades 1-12
January 3, 2019	Staff return to School -PDD
January 4, 2019	Return to School— All Students
January 8, 2019	Report Cards
January 21, 2019	Martin Luther King Holiday
February 18, 2019	President’s Day Holiday
March 8, 2019	End of 3 rd Nine Weeks
March 12-14, 2019	* Early Release- Parent/Teacher Conferences (Report Cards)
April 1 -5, 2019	Spring Break
May 17, 2019	** Last Day of School -Early Release – System Wide

**Early Release for Parent/Teacher Conferences will be 12:00.*

***System Wide Early Release at Winter Break and End of Year CES will release at 11:15.*

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.

Laurie Anne Luckie	President
Melina Douthit	Vice President
Emily Jiles	Treasurer
Christie Laney	Corresponding Secretary
Kristen Gill	Recording Secretary
Lindsey Faricloth	Social Media
Lindsay Jennings	Fundraising
Katy Mills	Fundraising
Beth Marlow	Spirit Nights
Ashley Carter, Lauren Layng	Spirit Wear
Heather Kirby	Parent Involvement Liaison
Meril Dailey, Amy Dollar	Yearbook Co-Chairs
Yvonne Haley	Timesavers
Sally Carden, Julie Weber	Jingle Bell Jog
Jami Bright	Membership

CITY RESIDENTS

CES serves all kindergarten through third grade students residing within the city limits of Carrollton. Documents showing proof of residency are required during your initial registration process. If you move during the school year please be sure and provide the school with your new address. Proof of residency may be requested during the school year.

SCHOOL HOURS OF OPERATION

School begins at 7:40 AM, and dismissal begins at 2:20 PM. Students who need to arrive early may enter the building at 7:00 AM. Students must stay in the gym or cafeteria area until 7:20 AM. No students are allowed into the classroom wings until the first bell rings at 7:20 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.

TROJAN AFTER CARE (TAC)

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 contact is made with the school by a parent. Emergency contact information must be provided to TAC personnel. Please be aware the individual picking the child up from TAC must be on the student's checkout list. Tuition should 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. Trojan After Care closes at 6:00 PM. For more information, please contact Whitney Crowder, TAC 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 7:50 AM. When students are late, important work and instruction are missed. Therefore, students should be at school no later than 7:40 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 or the office in the Early Learning Center 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. You may park in one of the spaces in the front of the school or in a space along the front drive. If visiting the ELC you may park in one of the parking spaces in either parking lot or along the spaces on the back drive. **The curb is for drop off and pick up only.**

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.

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.

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.

TARDIES

It is very important to be at school and ready to begin at 7:40 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 7:40 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 1:45 PM, unless it is an emergency.

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.

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. Please refer to the map provided in your Open House packet.

TRANSPORTATION

BUS

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.

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 Trojan After Care **at the expense of the parent/guardian**. The adult receiving the child at the bus stop must be on the student's check out list. 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 7:00 AM, for drop-off and not before 2:10 PM, for pick-up. Students should not be left at school after 2:30 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 3rd 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. If the card is not displayed you will be asked to come inside with identification to be cleared for pick up. 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 2:20 PM.

LATE PICK-UP

Parents should plan to be at their child's pick up area no later than 2:45 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 3:00 PM, they will be sent to CES' Trojan After Care **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 1:45 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.

ACADEMIES OF CARROLLTON ELEMENTARY

The Academies initially began in first grade during the 2017-2018 school year. During 2018-2019, Academies will also include second grade, and third grade will participate in Academies in 2019-2020. We are excited to expand The Academies to include four unique Academies and provide an opportunity for every student to experience each Academy within their grade level.

- The STEM Academy will provide expanded opportunities to participate in STEM experiences such as project-based learning, problem-based learning, gardening, aeroponics, Farm to Table concepts, and much more.
- The Performing Arts Academy will offer drama, visual, and choral performance opportunities to students. In addition, teachers will incorporate music and movement along with Reader's Theater.
- The focus of the Dual Language Academy will be Spanish. Students will learn foundational Spanish. Teachers will develop opportunities for students to practice and apply the language, develop basic vocabulary, and increase cultural awareness.
- The Citizenship Academy will foster pride, ownership, and service. Students will grow as contributing members of our school, community, and world. Teachers will develop opportunities for students to actively engage through place-based learning, community compassion projects, and digital citizenship.

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 multimedia 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.

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 grade 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 and resource pull out 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.

SCHOOL/HOME COMMUNICATIONS

CES seeks to communicate well with all stakeholders. Each grade level team will 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. Please check the website regularly for updates.

Carrollton Elementary School 2018-2019 Cafeteria Policies and Procedures

Our cafeteria is under the direction of the School Nutrition Director and the Cafeteria Manager. Weekly menus are posted in the cafeteria, in each classroom and on the Carrollton City School home page Internet address at www.carrolltoncityschools.net and the Mealviewer smart phone application. The daily menu, which includes a variety of hot entrée choices with additional salad/sandwich choices, is displayed in the cafeteria on menu boards. Only approved foods and milk products may be sold to students in the cafeteria that meet the USDA Smart Snack regulations. Restaurant foods and class celebration foods are strictly prohibited in the school cafeteria. Also, carbonated beverages of all kinds are prohibited. These restrictions are set forth by the Georgia Department of Education and the State Board of Education.

Carrollton City Schools is committed to our students' health and well-being. In an effort to meet the requirements of USDA's Nutrition Standards and respect safety for our students with food allergies the Carrollton City School System is requiring all food being brought into the schools be pre-packaged healthy items rather than food items cooked at home, or purchased candy and soft drinks.

The cafeteria operates on a non-profit basis. Student lunch prices are \$2.10 and breakfast prices are \$1.10. Adult lunch prices are \$3.50 and breakfast prices are \$1.75. Extra cartons of milk may be purchased for .55 cents each. Lactose Free Milk is available as a milk substitute at no additional cost for students providing a medical excuse from their doctor or approved healthcare provider

At the beginning of the school year, each student and staff member will be issued a personal identification number. This number will enable students and staff to pay for their meals by the day, week, month, or year. Students finding themselves without lunch money may charge their lunch up to an amount equivalent to 5 lunches for a total charge limit of \$10.50 per paid student, \$3.50 for reduced student and no charges for free students. The student will receive a charge slip showing their account balance. If the meal charge limit is exceeded, no further charges will be allowed and an alternate lunch will be served. All charges must be paid in full before a new charge is allowed. Meal accounts maybe maintained by depositing cash, checks or online payments through www.ezschoolpay.com.

Free and reduced lunches are available to qualifying students. Applications are distributed to all students at the beginning of the year and are also available online through <https://ccs.rocketscanapps.com>, in the school office, school cafeteria and at the School Board of Education. The criteria for receiving free/reduced breakfast and lunch are based on USDA Federal Guidelines. The application must be completely filled out by the parent or guardian and approved by the Carrollton City Schools' School Nutrition Director. Meal applications will be processed within 10 school days and notification of results will be provided in writing. Parents are responsible for the cost of meals served prior to application approval. Online applications are available on our website.

EZ School Pay:

Go to EZSchoolPay.com, the easy, convenient and secure way to track and/or pay for school meals. Please have your student identification number (not PIN) available when registering for account.

Easy -Simply register and you're ready to go. Already a member? Just sign in!

Convenient- Available anywhere, anytime you have a computer with internet access. Avoid lost checks, negative balances and trips to school by paying online. You can still use the account to track your child's daily expenses and balance. You can also receive an email from EZ School Pay when your child's balance reaches an amount you select.

Secure -We take extra caution to be sure your experience with EZSchool Pay is safe. Plus, we never sell or share your information.

This institution is an equal opportunity provider.

Student Attendance Protocol

Amended May 2016

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).

Student Attendance Protocol Committee

Representatives from the following agencies comprise membership of the Student Attendance Protocol Committee and participated in preparing this Student Attendance Protocol:

- Carroll County Superior Court
- Carroll County Juvenile Court
- Carroll County Office of the District Attorney
- Georgia Department of Juvenile Justice
- Carroll County Board of Education
- Carrollton City Board of Education
- Carroll County Sheriff's Office
- Carroll County Department of Family and Children Services
- Carroll County Health Department
- Carroll County Family Connection Authority
- Carroll County Youth Connection
- Carroll County Mental Health
- City Chiefs of Police: Bowdon, Carrollton, Mt. Zion, Temple, Whitesburg, Villa Rica

Operational Authority

The Student Attendance Protocol Committee is operational under authority of the chief superior court judge as defined in O.C.G.A. 20-2-6902. Following adoption of this written protocol and filing with the Georgia Department of Education (GADOE), the committee will meet quarterly during its first year and twice annually thereafter for the purpose of evaluating compliance and effectiveness, and to modify protocol as appropriate.

Tardies and Early Checkouts

Definition of Terms

Tardy to School: Any student arriving at school following the ringing bell, chime, or other available 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 authorized area following the bell, chime, or other audible signal will be considered tardy to school.

Tardy to Class: A student is "tardy to class" when he/she arrives to class following the ringing bell, chime, or other audible signal indicating the beginning or instructional time.

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

Official School Start/End Time: The time designated by the principal and advertised to student and parents as the official start or end of the school day. Correct time will be the time as determined accurate by the school principal, indicated on a designated school clock, and displayed in a prominent public location.

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

Student Support Team (SST): An interdisciplinary group that uses a systematic process to specifically address attendance problems of K-12 students in a school.

Attendance Team Committee (ATM): An interdisciplinary group that uses a systematic process to specifically address attendance problems of K-12 students in a school.

Unexcused Tardies and Early Checkouts

Students accumulating three(3) days of unexcused tardies will receive a referral to the Principal or Principal's designee for violation of Board Policy JCDA: Student Code of Conduct.

At the school system's discretion, students establishing a pattern of early checkouts maybe referred to the Principal or Principal's designee for disciplinary or other appropriate action.

Students leaving early or arriving late to class may be counted absent from the class or classes missed if they are not present for the entire instructional period.

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.

Definition of Terms

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

Exception for suspension

School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining student truancy

Excused Absences

Local boards of education shall adopt policies and procedures excusing students from school under the following circumstances, as a minimum.

- Personal illness:
The school will allow a maximum of five absences per year to be excused on the authority of written parent notes. The principal can exercise discretion in extreme cases of hardship to accept written parent notes in excess of the standard five per year. Additional absences will be excused only with an original medical excuse signed by a health care professional.
- Circumstances where attendance in school endangers a student's health or the health of others.
- Serious illness in a student's immediate family.
- A court order or an order by a governmental agency, including pre-induction physical examinations for services in the armed forces, mandating absence from school.
- Observing religious holidays, necessitating absence from school.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- Local boards of education may allow a period not to exceed one day for registering to vote or voting in public election.
- Local boards of education shall count students present when they are serving as pages of the Georgia General Assembly.

- When a student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, a student shall be granted excused absences up to a maximum of five school days per school year for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.

All other absences are considered unlawful.

ABSENCES

The importance of punctual and regular attendance for every student cannot be over emphasized. A good attendance record had a direct effect on grades. Please make every effort to see that your child is in school on time and remains at the school for the entire school day.

- Students arriving after or leaving before 11:30 A.M. are considered absent.
- Students who are checked out of class for unexcused reasons may be subject to zeros for missed work and loss of participation credit. **Parents are strongly discouraged from checking students out of school to take them to lunch or to celebrate birthdays.**
- Students who have been absent for any reason must, upon returning to school, bring with them a note from a parent or guardian explaining the reason for the absence. The student should present this note to each teacher. Students will have a reasonable length of time to make up work that was missed due to the lawful absences. Before and after school hours may be used for this purpose. It is the student's responsibility to come to the teacher and arrange details necessary for make-up work. Parents are urged- when at all possible- to make dental, medical, and other appointments for their children after school hours, on Saturdays, teacher work days, or holidays. It is expected that all work will be made up regardless of the reason; however, grade may not be earned for unlawful absences. The only exception to this will be the nine weeks exams. Grades based on in-class activities are difficult to make up.
- Students on field trips or school related or school approve activities are to be counted present and allowed to make up all class work without reduction in grade.
- An excused absence is an absence permitted by the policies and regulations of the Carrollton City Board of Education, which are in accordance with authority granted by the Compulsory School Attendance Law and State Board of Education.
- Unexcused absences are those absences not permitted by the policies and regulations of the local Board Of Education.
- An excused absence becomes unexcused when the student fails to bring an excuse from the parent within three (3) days of return to school.
- Parents are requested to call the school to report their son's/daughter's absence. The office will make an effort each day to contact parent(s) of those students who are absent.

Local policy recognizes only the reasons listed above as acceptable excuses for absences from school. Out of town trips are unexcused absences and will result in no credit unless there are extenuating circumstances.

Such circumstances must receive prior written approval by the principal.

***Parent notes may be used to excuse up to five (5) absences for their children. Beyond the fifth absence, students will be required to have medical or judicial documentation to excuse the absence**

Grades and Absences

Final student course grades shall not be penalized because of absences if the following conditions are met:

1. Absences are justified and validated for excusable reasons.
2. 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:

Parental Notification

Statement of Receipt

- The school system will provide the parent(s), guardian(s), or other person(s) having control or charge of each student enrolled in public school with a written summary **in the student handbook** of possible consequences and penalties for failing to comply with compulsory attendance.
- By September 1 of each school year or within 30 days of a student's enrollment in the school system, the parent(s), guardian(s), or other person(s) having control or charge of such student must sign a statement indicating receipt of possible consequences and penalties.
- Students age ten or older by September 1 must sign a statement indicating receipt of the written statement of possible consequences for the non-compliance with local school compulsory attendance policy and protocol.

Consequences and Penalties for Violation of Compulsory Attendance

The Principal or Principal's designee may assign consequences and penalties for unexcused absences and/or early checkouts at any time if he/she deems necessary. Consequences and penalties may include but are not limited to the following:

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

Five Unexcused Absences in the School Calendar Year:

- Schools **will document** and notify the parent(s), guardian(s) or other person(s) who has control or charge of the student when such student has accumulated five unexcused absences in the school calendar year.
- Notice of five 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.

Notification

- Schools will make two reasonable attempt by phone, conference, letter, email, or other appropriate means to notify the parent(s), guardian(s) or other person(s) who has control or charge of the student when five unexcused absences in an academic year have occurred and of the penalties and consequences for violation of compulsory attendance. Students accumulating (5) days of unexcused absences in the school calendar year will receive a referral to the Principal or administrative designee for violation of Board Policy JCDA: Student Code of Conduct.

Eight Unexcused Absences: Upon a student's accumulation of eight(8) unexcused absences in the school calendar year, a referral will be made to the school's Attendance Team Committee (ATM)to set up an attendance meeting at the local school.

The school social worker will assist the ATM. At the attendance meeting school staff will work together with the parent and student to develop interventions and strategies for improvement of the student's school attendance. At this time a referral to outside support agency may be considered. Also, discussed will be a referral to CHINS truancy committee at ten(10) unexcused days.

Prior to filing complaints and petitions the school must first show the district sought to resolve the problem through available educational approaches, and the school made efforts to engage the parent without success. When a student is eligible or suspected to be eligible under IDEA or 504 the school must also show that the IEP has been reviewed and modified as necessary.

Ten Unexcused Absences: Upon a student's accumulation of ten (10) unexcused absences in the school calendar year, the school social worker will refer the student and parent to Carroll County Children in Need of Services (CHINS) committee. The committee will determine possible services and/or sanctions, which will serve to coordinate efforts between the school and CHINS committee in monitoring attendance.

Violation of CHINS Truancy Contract or refusal to participate in the CHINS truancy diversion program may result in immediate referral to Juvenile Court.

Student Withdrawals

The school system is authorized to withdraw a student for the following reasons when the student:

- Has missed more than 10 consecutive days of the unexcused absences
- Is not subject to compulsory school attendance; and
- Is not receiving instructional services from the local school system through homebound instruction or instructional services required by the federal Individuals with Disabilities Act (IDEA)

Parental Notification of Student Withdrawal

The Superintendent or the superintendent's designee shall use his or her best efforts to notify the parent(s) guardian(s), or other person(s) having control or charge of a student if the school system plans to withdraw such student who is younger than 18 years of age and is not subject to compulsory school attendance. The principal or designee will make a reasonable attempt to hold a conference with the student and parent or guardian to share the educational options available pursuant to O.C.G.A 20-2-690.1(e)

The school system is authorized to withdraw a student subject to compulsory attendance only if the local Superintendent or the superintendent's designee has determined the student is no longer a resident of the local school system or is enrolled in a private school or home study program.

Monitoring

The Principal will review attendance records at the end of each school year for the purpose of identifying students for attendance monitoring at the start of the next school year. Students referred to Attendance Team Committee for violation of compulsory attendance during a school year will be considered as an active referral for continued monitoring at the beginning of the next school year.