



CHAPEL HILL ELEMENTARY SCHOOL

2017-2018 Student/Parent Handbook

4433 Coursey Lake Road, Douglasville, GA 30135

Phone: 770.651.3600

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Website: <http://chapelhill.dce.schoolinsites.com/>

MISSION STATEMENT

Our mission is to provide a quality education for all students in a safe, supportive environment.

BELIEF STATEMENTS

- Every child can learn and deserves the opportunity to be successful.
- Every child can learn if his/her learning styles are addressed.
- We must instill in every child confidence, independence and a love of learning to create his/her own destiny.
- It takes the support of the whole community, students, teachers, and parents to maintain and achieve high academic standards.
- The faculty and staff should be caring, compassionate and positive role models.
- School should be a safe and physically comfortable environment for students and staff members.

2017 - 2018 DOUGLAS COUNTY SCHOOL CALENDAR

Semester 1

Aug. 3 4:30 – 6 p.m. Elem. Sneak A Peek
 Aug. 7 First Student Day
 Sept. 4 Holiday for All: System Closed
 Sept. 7 Progress Report for Elementary and Middle
 Sept. 13 ½ Day Early Release
 Oct. End of Grading Period
 Oct. 10-11 Student/Staff Holidays
 Oct. Report Cards Issued
 Nov. Progress Report for Elementary and Middle
 Nov. Progress Report for Elementary and Middle
 Nov. 20-24..... Student /Staff Holidays
 Dec. 15 Semester Ends
 Dec. 21-Jan. 1 Holidays for All: System Closed

Semester 2

Jan. 2..... Student Holiday
 Jan. 3 Students Return, Second Semester Begins
 Jan. Report Cards Issued
 Jan. 15 Holiday for All: System Closed
 Feb. Progress Report for Elementary and Middle
 Feb. 7..... ½ Day Early Release
 Feb. 19-21 Student /Staff Holiday
 Mar. End of Grading Period
 Mar. 15..... 1/2 Day Early Release
 Mar. Report Cards Issued
 Apr. 2-6 Holidays for All: System Closed
 Apr. Progress Report for Elementary and Middle
 May 24, 25 ½ Day Early Release, All Students
 May 25 Last Student Day (90 Day Second Semester)
 May 25 Elementary School Report Cards

The CHES Website has a more detailed school calendar of all events.

Any designated Holiday, Holiday Period, or Teacher Day may be used as Make-Up Day(s) as needed.

CHAPEL HILL ELEMENTARY POLICIES

IMPORTANT SAFETY POLICIES

Visiting our school – All visitors should enter the building through the right, front door near the flagpole. You will need to utilize our Video Access System in order to gain entry. Once inside the building, please stop by our main office to sign in. To keep classroom disruptions to a minimum, items (snacks, lunches, etc.) that need to be delivered to a student or classroom will be handled by our front office staff.

Walking students to class - If you have a new student to CHES, you may want to physically walk them to the room during the first three days of school. Please remember that the teachers use their morning time to prepare for instruction.

Change of Transportation - To keep our students as safe as possible, a change of transportation should **only** be done in an emergency situation.

Stairwells - There are numerous stair railings throughout our building. To promote and encourage student safety, anyone caught sitting, standing or attempting to slide on any railing will be suspended from school for the day.

ACCIDENTS AND ILLNESS AT SCHOOL

If a student is hurt on the bus or at school, they should report the accident immediately to a supervising adult. First aid for minor accidents will be provided at school. Parents and guardians will be contacted in the event of a serious accident.

If a student becomes ill during the school day (i.e. fever, vomiting, serious injury), a parent or authorized designee (an adult listed on the purple emergency contact card) will be expected to pick up the child in a timely manner.

ARRIVAL AT SCHOOL

The school is NOT OPEN FOR STUDENTS UNTIL 7:15 A.M. It is unsafe to drop off children when supervision is not in place. Once students enter the building, they are to report to breakfast or their grade level bus room. Breakfast is served from 7:15 – 7:50. Bus halls are held by grade levels in designated locations.

ATTENDANCE AND TARDINESS

Students should be on time each day. Instruction begins promptly at 8:00 a.m. each day with our morning announcements. If a student is tardy, he/she must report to the office for a tardy pass before going to class. Students are tardy if they are not in the classroom at the time the tardy bell rings at 8:00 a.m.

Good attendance provides your child with direct teacher instruction and important peer interaction that helps them learn. If your child is ill and must stay at home, a written excuse to the teacher is required when they return to school. Students who are absent miss instruction that cannot always be made up. It is up to the student to obtain and return any make up work within a reasonable length of time as established by the teacher.

Any child who checks out of school before 11:00 a.m. is counted absent. Any child who checks into school after 11:00 a.m. is also counted absent for the day.

Please remember that sending a note does not mean an absence is going to be excused. For example, a "family emergency" is NOT an acceptable excuse. Refer to the Douglas County School System (DCSS) policy on excused absences for a list of acceptable reasons.

AWARDS

At the end of each school year it is a CHES tradition to honor students who have excelled. Students in grades K-5 will have an awards program during the school day the last week of school. K-4 programs are held in classrooms and the Grade 5 program is held in the gym. Parents are invited to all awards presentations.

CHANGE OF TRANSPORTATION NOTES

To keep our students as safe as possible, a change of transportation should **only** be done in an emergency situation. The parent/guardian must provide **written** documentation of any change. This can be done with an Emergency Change of Transportation Form. This form must be received in our office BEFORE 1:00 p.m. On the form you must list your child's first and last name, their teacher's name, the first and last name of any child they are going home with, specify car or bus rider,

the bus number, the address of the student they are going home with and the date. Sign the note and include a phone number so we may call with any questions.

CHECK-OUTS

All student check-outs should be done prior to 2:15. After 2:15 we begin our dismissal procedures which includes recording homework, packing up and announcements. If someone other than a parent or guardian is to pick up a student, please notify the school by note. Once the identification of the person checking out a student has been verified, the student will be called to the office. Please remember that all check-outs are a disruption to the learning environment and make it more difficult for an orderly dismissal.

CLASSROOM VISITS

Parents are welcome in the classroom. In order to ensure a safe, orderly environment, we ask that you schedule any classroom observation visit with your child's teacher at least 24 hours in advance. A new face in the classroom can be distracting to students; therefore you may schedule an observation in the classroom for up to 30 minutes.

Other classroom visits should only occur with proper authorization. This includes informing office staff of your visit and signing in to our visitor log. If you need to speak to a teacher concerning your child's progress, please schedule a conference with them.

ELECTRONIC/SMART DEVICES

CHES is a Bring Your Own Technology (B.Y.O.T) school. We view electronic/smart devices as a learning tool. These devices (cell phones, tablets, smart watches) may be used at school only at teacher discretion. If you feel your child needs to have one of these devices with them for safety reasons, they must be kept in the student's book bag and powered off during instructional time.

EMERGENCY CONTACT INFORMATION

Every child must have current emergency information on file in the school office. It is imperative the school knows how to contact a parent at all times in the event of an accident or illness. If your phone number or address changes during the school year, please notify our Attendance Clerk in writing as soon as possible. Also, if medical information changes, please keep that updated as well.

EXTRACURRICULAR ACTIVITIES

Students are encouraged to participate in extracurricular opportunities that are meant to enrich our instructional program. These activities include various clubs such as Road Runners, 4-H, Chess, Science and Chorus. Students can also be invited to be part of the Cheetah News Network crew, Jr. Beta Club, or Reading Buddies/Peer Tutors.

FOOD SERVICES

Students are encouraged to participate in the school lunch program. Nutritionally balanced breakfasts and lunches are available daily to all students. Menus are planned by a registered dietitian.

Meal prices for 2017-2018 are as follows:

	Breakfast	Lunch
Regular Student	\$1.25	\$2.25
Reduced Student (Available to qualifying students)	\$0.30	\$0.40
Adult (Guest)	\$1.65	\$3.50

*Prices are subject to change.

Students are encouraged to pay in advance for meals by check. You can also pay for meals and monitor student lunch accounts by visiting www.parentonline.net. (More information on this service can be found on our website by clicking the "Lunchroom" link.)

Please note: No student can accumulate more than \$6.00 in charges. Once that amount has been reached, students will be offered a sandwich and beverage. Each school food service manager and principal will be responsible for enforcing the DCSS charge policy. A computer-generated student charge list will help managers identify students over the maximum charge

amount. If a student is over the \$6.00 limit he/she will be provided an alternate meal consisting of a peanut butter or cheese sandwich and a beverage for lunch. Children over the \$6.00 limit are not allowed to eat school breakfast until the account is in good standing. This regulation is to ensure that no child will go hungry. It also ensures that potential losses of school food services funds will be limited.

Parents are encouraged to have lunch with their child. Weather permitting; parents and their child can enjoy lunch at a picnic table outside the cafeteria or in the loft area. Be sure to inform your child's teacher if you plan to eat in one of these areas.

INCLEMENT WEATHER

When inclement weather necessitates cancellation of school, it will be announced on WSB 750 AM/95.5 FM and other major Atlanta radio and television stations.

LOST AND FOUND

Many items brought to school are lost and eventually end up in our Lost and Found bin. If your child loses something while at school, please encourage them to check the Lost and Found. Unclaimed items are donated to a charitable organization at the end of each nine weeks.

MEDIA CENTER GUIDELINES

To meet the needs of students and teachers, the CHES Media Center is open from 7:45 a.m. to 3:15 p.m. daily.

- Kindergartners may check out one book at a time.
- All other students may check out two books at a time.
- Books may be checked out for two weeks. Books must be returned before new books and be checked out. They may be renewed. A student needs to bring the book they wish to renew with them to the media center.
- Any book checked out in a student's name is the responsibility of that student.

Each student will receive a badge at the beginning of the school year that will be used to check out books and purchase lunch. The badge includes a photo and barcode and is in a plastic cover with a lanyard. These items are school property and will be collected at the end of the year. Students will not be allowed to check out books without their badge. Replacement cost for a lost badge is \$5.00. Damaged badge parts are: lanyard (\$1.00), plastic cover (\$1.00) and ID card (\$3.00).

MISSED ASSIGNMENTS DUE TO AN ILLNESS

If a student will be absent less than two days, missed work will be assigned when the student returns. This policy includes leaving school early for appointments before the homework has been assigned.

If a student will be absent for more than two days, the parent can call and give 24 hour notice. The homework assignments will be prepared and left in the front office for pick-up.

MISSED ASSIGNMENTS DUE TO VACATIONS

If a student or parent wants assignments provided during a vacation, a seven day' notice will need to be given to the teacher. The assignments given are at the teacher's discretion. Independently completed work does not substitute for missed direct instruction. Regular attendance is imperative.

PARENT CONFERENCES

Parents are welcome and encouraged to have open communication with their child's teacher. Conference appointments may be scheduled during the teacher's planning period, before or after school. Conference days are also scheduled during the year. A minimum of two conferences per child will be scheduled. If you leave a message for the teacher, please give him/her 24 hours to return your call.

The principal and assistant principals are eager to conference with parents. If you would like an appointment with either, call the office at (770) 651-3600. Making an appointment will ensure they are in the office.

PARENT VOLUNTEERS

We encourage all parents to become actively involved in CHES. Our parent volunteer program is organized by our PTA. Check with your child's teacher or the office if you

are interested in volunteering.

PARTIES

Douglas County Board of Education policy allows two parties each year in the classroom. Please do not ask the teacher to make exceptions to this policy. If you choose to send in a treat for a birthday, these treats are to be eaten by the class at lunchtime as long as there is enough for everyone. If you would like to send birthday invitations home for the entire class you can send those to school and they will be put in the student's folders. If the invitations do not include EVERYONE in the class then you need to find an alternate method for delivery that does not involve the school.

RETURNING TO SCHOOL FOR FORGOTTEN HOMEWORK OR MATERIALS

If a student returns to school for forgotten materials or homework and the teacher is still present, then the student will be allowed to return to the room under the supervision of the teacher to obtain those materials. If the teacher has already left the building, the student will not be allowed to gain access to the room.

SCHOOL PROPERTY/TEXTBOOKS

The building and its equipment are provided at great expense by the people of Douglas County. Students should refrain from defacing school property. A conscious effort should be made to encourage good citizenship and the development of pride in keeping the building clean and the furniture in good repair.

Students are furnished free textbooks. The books are issued by the classroom teacher who keeps a record of the condition of each book. Students are responsible for the care of their issued textbooks. Lost or damaged books (library or text) will be paid for by the student. Keep in mind that books are replaced by the textbook company and are NEW at the time of replacement. Therefore, lost book fees will be equal to the cost of a new book regardless of the condition. The replacement cost of some of our books is approximately \$50.00.

STUDENT SUPPORT TEAM (SST)

All schools in Georgia use Student Support Teams to identify and offer alternative strategies for students having academic or social problems. The team consists of the child's teacher, the principal, the assistant principal, counselor, other teachers, and the parents. Every effort is made to provide for academic and social success in school.

TELEPHONE

Students are allowed to use the phone in emergencies. Arrangements for transportation for all after school activities should be made before coming to school. Students should not call home for homework deliveries or other forgotten materials. Children are allowed to call home for keys or lunch money. Please do not call the school and ask us to call your child to the phone.

VISITORS

All visitors should enter the building through the right, front door near the flagpole. You will need to utilize our Video Access System in order to gain entry. Once inside the building, please stop by our main office. Visitors are required to sign in and receive a visitor sticker.

