

# **Cooper Carver Elementary Handbook 2023-2024**



455 Greenwave Blvd.

Dawson, Georgia 39842

**LaTosha Peters, Principal**

## Cooper-Carver Elementary School

**2023-2024**

LaTosha Peters	Principal	lpeters@terrell.k12.ga.us
Monica McCrary	Assistant Principal	mmccrary@terrell.k12.ga.us
James Rhodes	Assistant Principal	jrhodes@terrell.k12.ga.us
Tammye Ware	Academic Coach	tware@terrell.k12.ga.us
Blake Paul	Academic Coach	bpaul@terrell.k12.ga.us
Tawaner Hartman	Counselor	thartman@terrell.k12.ga.us
Lisa Peeples	Media Specialist	lpeeples@terrell.k12.ga.us
Laurice Brown	Parent Coordinator	lbrown@terrell.k12.ga.us

### Office Staff

Latonia Mansfield	Office Manager <a href="mailto:lmansfield@terrell.k12.ga.us">lmansfield@terrell.k12.ga.us</a> (229) 995-5451 or (229) 995-2843
Katrina Countryman	Secretary <a href="mailto:kcountrymen@terrell.k12.ga.us">kcountrymen@terrell.k12.ga.us</a> (229) 995-5451 or (229) 995-2843
Connie Lewis	Clerical/PreK Coordinator <a href="mailto:clewis@terrell.k12.ga.us">clewis@terrell.k12.ga.us</a> (229) 995-5451 or (229) 995-2843

### **Cooper-Carver Mission Statement**

Cooper-Carver Elementary School will provide a quality education to ALL students by effective instruction, positive school climate, and parent & community engagement.

The Cooper-Carver Elementary School Staff believes:

- Each student is a valued individual with unique physical, social, emotional and intellectual needs.
- Teachers, parents and the community share the responsibility for the support of the schools' mission.
- Students have different learning modalities and instruction should incorporate learning activities that take into account those differences.
- A safe and invitational school environment promotes success in teaching and learning.
- Students learn best when they have developmentally appropriate opportunities for success.
- Challenging expectations increase student performance and engender a pursuit of excellence.
- Students become lifelong learners when they discover the joy and the tools of learning.

A self-disciplined learner will overcome obstacles to learning that will ultimately lead to productivity.

### **General Policies and Procedures**

*The regular school day for elementary school children is from  
7:50 AM– 2:50 PM*

***Office hours are 7:30 AM –2:30 PM Monday thru Friday***

- Please notify the school at least 15 minutes in advance if you are coming to pick up your child, so that we can have your child ready when you arrive.
- Please come into the lobby, take your temperature and someone will assist you. You can sign your child out using the chromebook.
- We are recommending that you wear a mask, but it is optional when you enter the building.
- You must be 18 years old to sign out a student. ONLY names listed on the contact list will be ALLOWED to pick up your child.
- **Parents cannot sign children out after 2:30 PM!!**

### **Admissions**

All children entering Terrell County's kindergarten program must be five years old on or before September 1st. First grade students must be six years old on or before September 1st. The following documents are required for registration:

- Valid Identification.
- **Certified** birth certificate.
- Georgia Immunization certificate.
- Georgia Eye, Ear, Dental Screening certificate.
- Social security card.
- Proof of residence: If requested

**The certificates are available from the Terrell County Health Department or from your doctor's office. A waiver for the student's social card may be obtained from the office. These certificates and documents are required for children entering any grade level from other schools outside of Terrell County.**

### Attendance/Absences/Excuses

Regular attendance is required by law and is essential to a student's success in school. Students must attend **175 days** of school. A student who misses more than **17 1/2 days** during the school year is subject to retention. Attendance will be taken daily using **Infinite Campus**. **A student who leaves before 11:30 or arrives after 11:30 is considered absent for a full day so please Do Not bring your child(ren) to school after 11:30 AM!**

Parents will be contacted by phone call after two unexcused absences, and a letter after 3 unexcused absences. A referral will be made to Dr. Sherrod, the school social worker after 3, 5, and 7 absences. After 9 unexcused absences, students could be referred to the District Attorney's office. Certified medical excuses or documentation will be taken into consideration before referring a student to the District Attorney's office. **Parents MUST provide a written excuse or doctor's note for each absence; however, excused absences still remain on a child's record.**

Absence from school is classified as either excused or unexcused. The following reasons, established by the Terrell County Board of Education are excused absences:

- Personal illness.
- Illness or death of immediate family members.
- Celebrating a religious holiday.
- Absences mandated by governmental agencies such as a court order.

**Prior approval by principal or his/her designee for school related experiences with documentation.**

Unexcused - Any absence from school not falling under the above criteria will be considered unexcused. Students with unexcused absences are not allowed to make up work for grades.

Absentee Notes – Any student who is absent from school shall present a written note signed by his/her parent, guardian, or a medical professional when he/she returns to school. The following items should be specified on each written excuse:

- The date of the excuse.
- The date and day of the absence.
- Reason for absence.
- Signature of parent/guardian.
- Home and work phone of parent/guardian.
- Students with excessive absences ***MUST*** attend summer school.

Tardy to School – Students arriving at school after 7:50 am must report to the office for an admittance or tardy slip. Parents must come into the lobby and sign your students in using the chromebook, and students will be issued a pass to class. The same policy for make-up work due to absences applies to tardies and early dismissals.

**In order to be recognized for perfect attendance, a student must not have any absences, tardies, or early releases.**

- After **10** tardies, you will receive a phone call from the teacher.
- 11 tardies, you will receive a written letter from the counselor.
- 12 tardies, you will attend a mandatory parent conference.
- 13 tardies or more, referral to social services.

Early Dismissals – Must be picked up before 2:30 pm. Office closes at 2:30 daily for check-outs. Interruptions after 2:30 interfere with normal dismissal procedures. **Absolutely no check outs after 2:30pm.**

### *Accelerated Reader*

The Accelerated Reader program is a computerized reading management program used for students in grades 1-5. Kindergarten teachers encourage students to participate in the program. Requirements may vary between grade levels. Accelerated Reader is very easy for students and teachers to use. It is based on three simple steps which form the foundation for self-paced individualized reading. The three steps are: (1) Select a book. (2) Read the book. (3) Take the test. The program allows each student to read at his or her own level (sometimes far ahead of actual grade level). This provides immediate reinforcement in a way that is encouraging and fun. The Accelerated Reader offers many proven benefits to students of all ages and at all reading levels. It motivates students to read more books, helps to improve reading scores, builds higher order thinking skills, increases library circulation, and fosters a lifelong love of reading. We encourage parents to visit the media center for a demonstration of this program.

### *Alcohol and Drugs*

The possession, sale, or use of alcohol, drugs, or any other controlled substance on the school campus or bus is strictly forbidden. Students in violation of this policy will be subject to suspension and/or a hearing before the Student Discipline Tribunal. Appropriate law enforcement agencies will be notified.

### *Arrival/Dismissal*

Car drop-off is in the front of the school beginning at 7:15 A.M. Vehicles should pull forward as far as possible before stopping. There should be no delays in the drop-off line. Parents should remain in the vehicle during drop off at the front of the school. Students should be ready to exit the vehicle on the **passenger side** of the car. Afternoon pick-up is in the back of the building by each hall according to grade level. All students participating in the Positive Direction program will report to the lunchroom at 2:50 P.M., and transported to the center no later than 3:10 P.M.

**Students will **only** enter the building through the front entrance or through the gym doors.** DO NOT drop your children off at the library, lunchroom, or back of the school. Temperatures will be checked upon student arrival. **Do not block the fire lanes. Do not drop off or pick up students in the back or side of the building. Only the designated entrances will be unlocked and accessible to students.** For the safety of our students, drivers should be on the lookout for children, drive slowly, refrain from passing other vehicles and avoid using cell phones.

### *Arrival Guidelines*

The first bell rings at 7:50 a.m. each morning. After 7:50, your child is considered late. All PreK students will report directly to the classroom to eat breakfast. All students grades **Kindergarten-5TH will report to the cafeteria then directly to the GYM.** If the student arrives after 7:50 a.m. the **parent must** come into the lobby and sign THE TARDY SLIP..

### *Dismissal Guidelines*

Only persons listed on emergency cards will be allowed to pick up students. Dismissal begins at 2:50 p.m. for car riders and students attending Positive Direction. All students must be picked up by 3:00 pm. (car riders) in the back at designated hall (ex. 1<sup>st</sup> grade will be on the 1<sup>st</sup> grade hall). If a student is NOT picked up by 3:00 he or she will report to the office and the parent will be called.

**If your child's dismissal routine is changed in any way, you must let the teacher know in writing that morning;** otherwise, we will not change a child's transportation. You also text or email the teacher to change from bus to car rider or car rider to bus. There is no guarantee that the teacher will get the email in time. **Do not call the school office to change your child's dismissal routine unless it is an emergency. NO BUS CHANGES UNLESS PERMANENT CHANGE OF ADDRESS.** Avoid all calls after 2:30 p.m. NO CHANGES WILL BE MADE that late in the day. Students will not be called once dismissal begins. The school should be notified in writing of any special circumstances related to your child's dismissal.

We encourage parents to schedule virtual or face to face appointments for students during the teacher's planning period, which is listed below.

# Special/Lunch/Recess/ Schedule

## 2023-2024

7/30/2023

Grade Level	Specials	Lunch	Recess
PreK	1:35-2:25	10:50-11:20	11:20-11:45
C. Mitchell (in the classroom)	1:35-2:25	10:50-11:20	11:20-11:45
Kindergarten	1:35-2:25	11:00-11:30	11:30-11:50
1st	12:40-1:30	11:10-11:40	11:40-12:00
2nd	8:00-8:50	11:20-11:50	11:50-12:10
<b>11:35-12:05 Lunchroom Duty</b> (Crawford, Currington) <b>12:05-12:35 Lunch (Specials)</b> <b>Planning (Coach Green &amp; V. Mitchell)</b> <b>(11:35-12:05 &amp; 2:25-2:50)</b>			
3rd	9:50-10:40	11:30-12:00	12:00-12:20
Nelms (in the lunchroom)	9:50-10:40	11:30-12:00	12:00-12:20
4th	10:45-11:35	11:40-12:10	12:10-12:30
5th	8:55-9:45	11:50-12:20	12:20-12:40

When it is necessary for a student to be dismissed during the school day, the parent/guardian must come to the lobby to sign the student out using the chromebook. Students will not be released to anyone other than the custodial parent or guardian without specific authorization. **Early dismissals will affect perfect attendance.**

### **Band**

The Cooper-Carver Band is directed by the music teacher at our school. Band will be offered to all students grades 2nd-5th. The students will learn to play an instrument. Music or chorus is offered to grades PreK-1st.

### **Electronic Communication Devices**

**Georgia Law prohibits electronic devices including cell phones in schools. These devices will be taken, held and turned over to police or parents/guardians. Radios, CD players, cell phones, iPads, and gaming systems are also prohibited at school.**

1st Offense: Teacher will remove and secure, but return to student at the end of day. 2nd Offense: Device(s) will be given to an administrator and parent must pick up. Parents must also sign an agreement of understanding. 3<sup>rd</sup> Offense: Item will be held until the end of the 9 weeks then returned to the parent. **NO EXCEPTIONS!**

### **Birthdays**

Parents CAN only send treat bags, NO cupcakes for a student's birthday. We would still like to celebrate your child; therefore, please add your child's picture to our Facebook page. Teachers will acknowledge birthdays with a picture of the students outside of their classroom. ***Balloons, flowers and deliveries to students on birthday or special occasions are NOT allowed.***

### **Bus Conduct**

Only students assigned to buses may ride them. To prevent overcrowded situations, children are to ride only the bus assigned to them. Students are supervised by the bus driver from the time they board the bus until the time they leave the bus at the designated stop. The bus driver is in complete charge of the bus and its occupants at all times. A complete listing of bus policies and a discipline plan will be sent home to parents of bus riders. Repeated disciplinary bus reports will result in suspension of bus transportation privileges. If your child experiences problems on the bus, please report it to the driver. **Any bus disruptions or discipline issues will be handled by the transportation director, Mr. McIntosh at (229)364-8877.**

### **Cafeteria Information**

Breakfast is FREE for all students. Breakfast is served from 7:15 a.m. until 7:45 a.m. **Any student arriving on campus later than 7:45 a.m. is encouraged to have breakfast at home.** The breakfast program ends promptly at 7:50 a.m. Your child will NOT be allowed to eat breakfast after this time. Students in grades PreK will eat breakfast in their homeroom classes. Grades K-5th will eat breakfast in the cafeteria, and once they are done, they will report directly to their homeroom teacher.

**Students MAY NOT bring their lunch. ALL students are encouraged to eat in the lunchroom everyday. The lunchroom will make accommodations for food allergies. Students must have a doctor's excuse to bring their lunch.** Teachers will NOT heat up food for students. Students are NOT allowed to use the microwave.

Children will sit with their designated class in the cafeteria and are supervised by the teacher and paraprofessional. Since lunchtime is considered a vital part of the educational program it should be a pleasant experience that reinforces manners and nutritional concepts. Classrooms surround our cafeteria and when students talk loudly during lunchtime, the noise level disrupts learning for many students. The cafeteria is unable to accommodate guests during COVID-19 pandemic.

### **Care of the Building**

Students should cooperate with custodians in keeping the building and the grounds clean and orderly. Large containers have been placed in corridors to receive wastepaper. Pride should be taken in keeping the building and grounds ready for inspection at all times by visitors who may come to the school.

### *Change of Address/Telephone*

It is very important that the office maintain up-to-date information on emergency cards in case your child becomes ill or injured at school. Parents are responsible for notifying the Office and the teacher of any change of address or phone number. In case of address change, please furnish the office with a copy of the new utility bill (name and address appearing) to be placed in the student's permanent records. At the beginning of the school year, local students must provide a current copy of their utility bill as verification of residency (if needed to confirm place of residence) at the Cooper-Carver. **WE MUST HAVE CURRENT NUMBERS AT ALL TIMES!**

### *Classroom Parties - \* NO BIRTHDAY PARTIES\**

Three parties are allowed for students each year. The first is a Christmas party, which is held on the last day of school before the Christmas holidays. The second is a Valentine's Day party (students CAN send cards and candy (prewrapped)). The third party is Honor's Day or End of the Year Celebration and is held at the end of year. The time and day is at the discretion of the teachers within a grade group.

### *Code of Conduct*

It is the purpose of the Terrell County Board of Education to operate the schools in a manner that will provide for an orderly process of education and that will provide for the welfare and safety of all students who attend these schools. The school's primary purpose is to educate, not to discipline; however, when the behavior of an individual student(s) comes in conflict with the rights of others, corrective action may be necessary both for the benefit of that individual(s) and the school as a whole. The complete student conduct policy is available on the TCSS website.



## PBIS AT CCES

### PBIS OVERVIEW

- CCES believes that schools can only be successful when they help children to grow academically, socially and emotionally. In order for this to happen, it is important that we establish a safe environment. It is our goal to create an atmosphere for learning by setting clear expectations and directly teaching students about our expectations. Using the PBIS program has helped us to create a happy, safe environment for all our students.

### CCES BABY GREENWAVES

- Be Respectful, Be Responsible, and Be Safe are the essentials that allow our students to connect their behavior to our school-wide matrix.

### SECOND-STEPS

- Second-Steps are behavioral lesson plans that structure how the staff teaches the expected behaviors from our school-wide Behavior Matrix. Students are taught using examples taken from classroom and non-classroom settings and situations. Staff members model and role-play in order to teach new skills and reinforce expected behaviors. We also provide students with practice opportunities.

### GREENWAVE BEHAVIOR MATRIX

- CCES has developed a behavior matrix which includes our expectations that align with the Baby Greenwave Standards (Be Respectful. Be Responsible. Be Safe.) Each expectation is broken down into different categories along with an explanation of how each expectation should look for that specific setting.

### GREENWAVE BUCKS

- Bills are used in our recognition system.
- Another part of the PBIS system is the use of consistent positive reinforcement of appropriate behavior. All staff members who observe students following the Greenwave standards will issue Greenwave Bucks. All students should be receiving bills for demonstrating good behavior. Students can earn Greenwave Bucks in all areas of the school (classroom, lunchroom, playground, media, specials, hallway, restrooms, etc.) and from all staff members. Research shows us that positive reinforcement is one of the best ways to not only change poor behavior, but also to maintain appropriate behavior. The CCES staff is committed to making sure that all students who demonstrate positive behaviors will receive Greenwave Bucks.

### WEEKLY DISCIPLINE SHEETS

A weekly discipline sheet will follow all classes. The students can earn points for following the classroom rules. The points will be used to determine Weekly Conduct grades, PBIS dance participants, field trip participants, Waves-R-Us store participants and other PBIS rewards.

### CELEBRATIONS

- Using data, the faculty and staff will set a school-wide goal to improve student behavior of a specific expectation or setting. Activities will be planned to celebrate students following the discipline rules.

### DOCUMENTING BEHAVIORS

- Behavior documentation allows all of us to have ongoing communication about students' progress toward following expectations. Through the documentation, we are able to target lessons for individual students, classrooms, and building-wide expectations.
- Minors - Students receiving minors will:
  - ✓ 1st Incident: Redirection and warning
  - ✓ 2nd Incident: Redirection and classroom consequence. Teacher will contact the parent and fill out the Student Incident Report.
- Majors - Students receiving majors will:
  - ✓ Incident: Directed to administration and processing of major behavior
  - ✓ Administrator will contact the parent and fill out an Office Referral Form. A consequence will be assigned for inappropriate behavior.

## PARENTAL INVOLVEMENT

In order for PBIS to be successful at CCES, we need your help. Below is a list of suggestions of how you can help support PBIS:

- Remind your child of the CCES PBIS Expectations on a daily basis (before leaving for school is a great time to review these): Be Respectful, Be Responsible, Be Safe!
- Use the same language that is being used at school with your child. We have developed a behavior matrix at home using the CCES Expectations to help you get started at home
  - Ask your student if they received any Greenwave Bucks each week and how they earned them. Reinforce the positive behaviors that they are showing at school.
  - If you are contacted because your child has not followed the CCES Expectations, please review the behavior expectations at home.

## Discipline

In order to guarantee your child and all the students at Cooper-Carver School the excellent learning climate they deserve, our faculty and staff will be using the assertive discipline approach. Each teacher will send home a letter stating the discipline plan for her classroom. We ask that you sign the letter acknowledging receipt and return it to your child's teacher. If a student is sent to the office as a consequence or as a result of severe disruption, the principal will decide on the punishment. Office referrals will result in a "1" or "2" in behavior/conduct grades. Suspension will be used for students with repeated or serious offenses. Students are reminded that any teacher or staff member in the school has the right to correct unruly individuals at any place and at any time while at school. We care for our children and want each one to develop into a responsible citizen. Please encourage your child to be cooperative so that he and other members of his group will have the opportunity to learn in a pleasant environment. These offenses include but are not limited to profanity, fighting, and disrespect of authority, bullying, sexual harassment, threats, drugs, weapons and destruction of school property. The Weekly Folder will be used to determine student participation in extracurricular activities and school events.

Prohibited Behaviors Bullying, harassment and intimidation may include many different behaviors which ridicule, humiliate, or intimidate another student or school employee. Prohibited behaviors must occur on the property of the public school, at an event within the jurisdiction of a public school or at a school-sponsored event. Disciplinary action may also be necessary if off-campus behavior results in a disruption to the school environment.

Examples of prohibited behaviors include but are not limited to:

Stalking /Cyberstalking or engaging in conduct to Communicate, or to cause to be communicated, (e.g. MySpace, TiK ToK, Facebook, etc.)	The use of cameras or camera phones to take Embarrassing photographs of students or school Taking pictures of employees and posting them online	Causing substantial, emotional distress to the victim including, but not limited to, email, blogs, social networking websites, chat rooms, texts, and instant messaging
Threats, taunts and intimidation through words and/or gestures	Sexual, religious, or racial harassment	Using websites to circulate gossip and rumors to other students
Physical violence and/or attacks	Unwanted teasing	Theft of money and/or personal possessions
Extortion Destruction of school or personal property	Rumors or spreading of falsehoods	Cyberbullying or the willful, hostile and repeated harassment and intimidation of a person through the use of digital technologies
Public humiliation	Social exclusion, including incitement and/or coercion	Sending abusive or threatening text messages or instant messages

*Bullying Policies and Procedures*

***Bullying will NOT BE TOLERATED!!***

- **Rule 7.0: Bullying/Gang Activity/Cyber Bullying (Level 1-3 consequence)**

**1<sup>st</sup> offense: Administrative Conference, Student Conference, Counseling Conference, parental contact.**

**2<sup>nd</sup> Offense: Administrative Conference, Student Conference, Parent Conference, Counseling Conference, and School Resource Officer Conference.**

**3<sup>rd</sup> Offense: 2 days suspension**

**Note: Any student guilty of bullying on third offense, may be assigned to alternative school or face legal prosecution.**

**A student shall not make statements in person or on the internet or physically behave in such a manner as to threaten the safety of another student.**

**7.1 On the school grounds at any time;**

**7.2 Off the school grounds at a school activity, function, or event**

**7.3 En route to and from school**

**\*\* Note: Discipline for any bullying shall be within the discretion of the principal, which may range from a reprimand to out-of-school suspension. Upon the first offense, students guilty of bullying will be referred for counseling and a required parent conference held....Upon a finding that a student has committed the offense of bullying for the third time in a school year, at a minimum, the student may be referred to the disciplinary tribunal for alternative placement. Students also may be subject to legal prosecution. **Students may be assigned virtual instruction in lieu of home suspension or alternative school at the discretion of the principal or tribunal.****

*Communications*

Ensuring prompt communication with students, parents, and staff is one of the CCES top priorities. The following areas are avenues of communication for our school.

- Weekly report via Class DOJO, Google Classroom
- Email – teacher/parent
- Home visits
- Text messages
- CCES Facebook –Cooper-Carver Elementary News
- Monthly Newsletter
- APTT-Academic Parent Teacher Teams
- **Weekly Wednesday Folder**

Averages will be computed mid-term and at the end of the nine weeks for report cards. Progress Reports are sent home at the mid nine-week period with students who have failing averages in any subject area and/or to students whose performance is below teacher expectations. These reports are to be signed by the parent and returned to the homeroom teacher.

Report cards in grades K-5 are sent home at nine-week intervals to be signed and returned to school. If a student receives an incomplete on his/her report card, he/she has two weeks to make up that work before it counts against him/her.

If you need to get in touch with your child's teacher, please call the front office and leave a message. Teachers will not be called out of class to the telephone in order to protect the instructional time of the students. **Do not call or text teachers on their cell phones during school hours. Please do not expect immediate responses to emails.** Teachers may be involved in instruction time and not able to respond at the time you send the email.

#### **Dress Code Policy**

**Students, always, should observe the rules governing body cleanliness, neatness of appearance, and good grooming. When deemed necessary by an administrator, if a pupil is inappropriately dressed for school, parent(s)/guardian(s) will be called for proper school attire. Though pupils have the right to choose individual dress, the school has the responsibility to see that the attire is not immodest or offensive to anyone.**

**All students must adhere to the following rules:**

**CLEAR BOOKBAGS ARE REQUIRED!**

1. Shoes must always be worn. NO flip-flops, NO house/bedroom shoes; NO stiletto high heels. Some classes, for health and safety reasons, may require shoes, which cover the entire foot.
2. Clothing with profanity, alcoholic beverages, marijuana, drug pictures, weapons, suggestive writing or pictures cannot be worn to school.
3. No bicycle shorts/pants are allowed.
4. Hair must not be in rollers; no rags/wave caps; no bandannas; no sweatbands or stocking caps.
5. No combs, rakes or picks are to be worn in the hair. Rat-tail combs are not allowed.
6. Students will not be allowed to carry brushes or combs around in their hands. If caught, the items will be taken and given to the administration.
7. All pants MUST be worn around the waist.
8. No hats, caps, sun visors, or headgear may be worn in the school buildings.
9. Knee length shorts may be worn by all students, no cut-offs or ragged jeans or shorts, no gym shorts, no sweat pants, no short shorts – Skirts must be within three inches of the kneecap.
10. Pants should have No holes that expose bare skin.
11. No cut-off shirts or shirts which show midriffs.

12. Proper undergarments must always be worn.
13. No sunglasses are to be worn on eyes or head.
14. No buttons with vulgar or obscene sayings. No buttons with advertised drugs or alcohol
15. Pants must not be rolled up, stuck in shoes or socks, or bound up with rubber bands, folded up, wrapped up, or tucked up on the outside.
16. Students must adhere to all rules governing the dress code; students will not be allowed to attend classes dressed inappropriately. Parent(s)/guardian(s) will be notified to pick up the child or to bring appropriate clothing to the school.
17. No necklaces with medallions larger than one (1) inch in diameter may be worn. No oversized clothing. No towels or bandanas, do-rags or other objects hanging from pockets.
18. No apparel or accessories that are considered inappropriate or distracting by the principal.
19. Ankle monitors must be covered with pants.
- 20. Crocs, slippers, and slides are NOT allowed.**

# CCES

## 23-24 Uniform Dress Code

Bottoms/pants/skirts/skort/shorts/dress—khaki, navy blue, black, blue jeans, black jeans

Tops/blouses/shirts—any color green, yellow, black, white, navy, gold

Dresses/Jumpers—khaki, navy blue, black, blue jean, black jean

Shoes must have a STRAP on the back.

**NO light up shoes**

**Sneakers MUST be worn during PE.**

- Uniforms/Jeans CANNOT have holes, rips, or be distressed!!!
- NO GREEN dresses or LIGHT BLUE tops!!!
- No graphics on the uniform tops or bottoms. ex. NO graphic jeans!!!
- Initials are allowed on shirts and blouses, but CANNOT be larger than 3 inches.
- Skirts/skort/shorts CANNOT NOT be shorter than 3 inches above the knee.

**Students who do not follow the Dress Code may be asked to change clothes. If the student does not have appropriate alternative clothing at school, it may be necessary for parents to bring appropriate attire or to accompany students home to change. The school may also provide appropriate clean clothing if necessary and available. Parents will be contacted for permission to change clothing. Students will be placed in ISS if a parent cannot be reached or parent permission is not granted.**

**Cooper-Carver is responsible for setting and enforcing a dress code for students. The school's principal or other duly authorized school official shall determine if a student's attire or grooming meets reasonable and appropriate guidelines.**

**Parents and students should consult their school's guide or call the principal for information regarding specific dress code requirements in their school.**

### **Emergency Drills**

State regulations require monthly fire drills. Tornado drills and or Code Red drills are held at least twice a year. All students are informed and practice escape routes. Instructions will be posted in each classroom.

**In the event of a tornado threat or other disaster during school hours:**

**If school is dismissed, television stations will be notified to make the announcement, and it will also be posted on the school Facebook page.**

### **Fund Raising**

There will be NO door to door student sales. Parents are responsible for sales and participation is voluntary. Proceeds from funds will be used to purchase school items.

### **Gifted Education Program**

The Terrell County School System provides gifted education programs for qualified students in grades one through 12. **GIFTED EDUCATION PROGRAM & EVALUATION PROCESS**

The Terrell County School System provides gifted education programs for qualified students in Kindergarten through 12. For information regarding gifted services contact the Gifted Education Program, at 995-4425.

Students may be nominated for gifted evaluation by teachers, counselors, parents or guardians, peers, self, or other individuals with knowledge of the student's abilities. Nomination should be based on superior classroom performance or high achievement test scores. Test scores are valid for two years; therefore, testing may not be necessary each year. Parents or guardians can obtain a nomination form from their school office or through the gifted office.

### **ELIGIBILITY CRITERIA**

A student is eligible for placement in the Gifted Education Program if he/she meets State of Georgia eligibility requirements in one of the following categories: Option A or Option B.

Option A. Mental Ability and Achievement:

Grades K-2: Total score of 99 percentile on a mental ability test and min. achievement test score of 90 percentile in total reading, or total math, or basic composite.

Grades 3-12: Total score of 96 percentile on a mental ability test and min. achievement test score of 90 percentile in total reading, or total math, or basic composite.

Option B. Multiple Criteria (Grades K-12) – meeting criteria in 3 out of 4 categories below:

1. Mental Ability - 96 percentile min. total or component score on a mental ability test
2. Achievement - 90 percentile min. score in total reading, or total math, or basic composite on an achievement test
3. Creativity - 90 percentile min. score on a creativity test
4. Motivation - 90 percentile min. score on motivational rating scale in grades K-5. Grade point average of at least 3.5 on a 4.0 scale, using an average of core grades over the previous two school years in grades 6-12.

**Parental Rights:** Parents have the right to have a conference to review all information regarding their child's evaluation results.

### **PROGRAM DESCRIPTIONS**

Gifted students in grades K-5 attend Gifted Classes weekly, Learning In a Flexible Environment. Students participate in the program at the Gifted Center one day each week. Using thematic units, students receive in-depth study in a variety of subjects with "hands-on" projects that require the use of higher order thinking skills and technology. Field trips are also planned to enhance specific learning objectives. The gifted certified staff strives to provide these unique learners with challenging learning experiences in critical thinking and creative problem solving. Various field trips also enhance the learning objectives.



### **CONTINUATION POLICY**

Students in the gifted program must maintain high academic standards in gifted classes. A probationary period is provided for students who fail to meet performance criteria. If a student fails to improve his/her performance after the probationary period, he/she is removed from the program.

### **Guidance/Counseling**

The school counselor provides guidance services to all students in our school. These include, but are not limited to individual and small group counseling, classroom guidance, student/parent/teacher conferences and parenting classes. Conferences with the counselor may be arranged by calling 995-2843 or 995-5451.

### **Homework**

Homework for grades Kindergarten-5th grade is given Monday through Thursday. Assignments will be uploaded in Google Classroom if the students go VIRTUAL or SUSPENDED. **NO HOMEWORK FOR PRE-K STUDENTS.** There are several purposes for homework:

- To provide extra practice on learned skills. To provide further learning in areas covered in the classroom.
- To provide an opportunity for students to learn good work habits.
- To provide opportunity for growth in responsibility.
- To provide you with an opportunity to see what your child is studying and how well he/she is doing.

Parents can do their part to improve homework when they:

1. Cooperate with the school to make homework effective.
  2. Provide your children with suitable study conditions (desk or table, lights, books, supplies)
  3. Reserve a time for homework and turn off the television.
  4. Encourage your children, but avoid undue pressure.
  5. Show interest in what your children are doing, but do not do the work for them.
  6. Understand that the school expects homework to be completed by the designated due date.
- Homework passes may be awarded occasionally. Each teacher will set guidelines for how they may be used.

### **Hospital/Homebound**

Some students with medical conditions that prevent them from attending school may be eligible for the services of a hospital/homebound teacher. Some restrictions may apply. Contact the office for further information.

### **Illness/Injury**

A nurse will be on duty daily. We also have a school-based health clinic. For normal clinic visits, the nurse or a staff member will:

- Take the child's temperature if the child feels ill and call the parent to pick up the child if the fever is over 100 degrees. **A child must be fever free for 24 hours before returning to school or provide a doctor's release allowing the student to return to school. If a child runs a fever or shows signs of COVID-19, the child will be placed in an isolation room until picked up by the parent or guardian.**
- **If a child tests positive for COVID-19, the school principal must be notified. The principal will notify the superintendent, and the superintendent will notify the Department of Public Health (DPH). DPH will notify the parent about the child that tested positive for COVID-19.**
- Call the parent if a child shows signs of a communicable disease and have the parent take the child home for treatment.

- Treat non-serious cuts and bruises by cleaning them up and applying a bandage.
- Call parents to pick up children who have head lice or nits in their hair and send a letter to parents about proper treatment of head lice. The entire class will be checked to see if other children also have head lice. An infected child will need to be kept home until the hair is free of lice and nits. Upon return to school, proof of treatment will have to be provided (i.e. statement from physician or health department or labels from medications used)

In a major emergency, the following procedures are used:

A school official will call paramedics.

A school official will attempt to contact parents or persons designated on the card to care for a child in case of emergency.

If paramedics feel it necessary, the child will be transported to the hospital.

In cases of less serious injury or illness, the school will attempt to contact parents before calling paramedics. Doctors and paramedics will not treat minors unless there is a life-threatening situation until they have parent consent. Therefore, **it is absolutely imperative that we are able to contact a parent at all times.** If paramedics do transport the child to the emergency room, the expense will be paid by the parents.

#### *Medications*

If a student must bring medications to school, the following requirements must be met: Medication clearly identified as to the name and type of medication. Medications MUST be delivered to the office by a legal guardian. Prescription medicines must be current and sent to school in original prescription bottle. A medication permission form must be filled out for all medications administered at school with pertinent information regarding student name, name of medicine, dosage amounts and instructions. A form can be obtained from the nurse or school office. No more than one week of medication may be sent at one time. Refrigeration is available. Medication will be given by office personnel in absence of the school nurse.

#### *Internet Policy*

A copy of the TCSS internet policy guidelines will be sent home for parents to read and sign at the beginning of the school year. The complete policy is available on the TCSS website.

#### *Library/Media Center*

The Media Center is open on a regularly scheduled basis and is supervised by the media specialist. Media classes are conducted for grades K-5 and for special classes in the school. They are held for the purpose of skills instruction, research and enjoyment of the materials and books. Students are allowed to use the library hours with the permission of the classroom teacher. Each student may check out books. There is no fine for overdue books, but lost or damaged books must be paid for and the receipt will be sent home with the child.

**Please put your child's name on his/her personal items so that we may help in returning lost items to the rightful owner.** Check with office staff for lost/found items. Please talk to your child about keeping up with their belongings. Space in Lost and Found is very limited. Items will be displayed periodically throughout the year to allow students and parents to claim lost items. Due to lack of storage space, unclaimed items will be donated to charitable organizations at the end of the school year.

### **Missed School Work**

All missed school work can be made up at home. Teachers will assign make up work as needed. In cases of 2 or more absences, communicate with your child's teacher about missed work.

### **Outstanding Fees**

Students may NOT be allowed to participate in End of Year field trips or parties if fees have not been paid. **Outstanding fees include library books or lost/damaged textbooks.**

### **APTT/Parent –Teacher Conferences**

In order to protect instructional time, conferences are by appointment only. If you wish to set up a conference, send a note to your child's homeroom teacher requesting a date and time. Give a telephone number so that the teacher can confirm the meeting.

### **Parent Volunteers**

The Cooper-Carver administration and staff recognizes that parental involvement is an important factor in student achievement. We will make accommodation for special events **due to COVID-19. PreK classrooms are allowed to choose a room parent every month.,**

### **Pets**

Animals are NOT allowed in the building. Do not bring pets for Show & Tell or when picking up your child. See administration for special requests.

### **Physical Education**

Physical education is an important part of our curriculum. Every child is expected to participate in P.E. A doctor's excuse will be necessary to exempt a child from P.E. for more than two consecutive days. Students are required to wear tennis shoes to participate in P.E.

### **Promotion Policy**

Students are promoted from one grade to the next based on mastery performance in curriculum requirements for that grade. Your child's teacher will provide you with a list of requirements your child must meet in order to be promoted to the next grade. Information concerning your child's progress in meeting promotion requirements will be included in weekly folders, progress reports, report cards and parent conferences. **It is very important that parents check the contents and sign the folder each week.** The TCSS promotion policy for each grade level is available at the school. **No third grade students shall be promoted to the fourth grade if the student does not achieve grade level on the state-adopted assessment in reading and meet the promotion standards and criteria established by the local board of education for the school that the student attends, in compliance with the Georgia Promotion, Placement, and Retention law (O.C.G.A. §§ 20-2-282 through 20-2-285) and State Board of Education Rule (160-4-2-.11). No fifth grade student shall be promoted to the sixth grade if the student does not achieve grade level on the state-adopted assessments in reading and mathematics and meet promotion standards and criteria established by the local board of education for the school that the student attends.**

### **LSGT –Local School Governance Team**

Cooper-Carver School takes pride in having an active LSGT involved in educational enhancement. The LSGT meets several times a year. Parents are encouraged to join LSGT and attend the meetings.

## **Multi-Tiered System of Support**

What is an MTSS team?

The MTSS/RTI team is a **school-based, problem-solving team**; it is the engine that drives the MTSS/RTI practice. ... MTSS/RTI team membership is made up of both standing members who contribute expertise from their respective disciplines and those who may be invited to address a specific concern.

**The elements of MTSS include:** Multiple tiers of instruction, intervention, and support. Includes learning standards and behavioral expectations. ...Problem-solving process. ...Data evaluation. ...Communication and collaboration. ...Capacity building infrastructure. ...Leadership.

**The MTSS tiers are:**

- MTSS Tier 1 – Universal Instruction.
- MTSS Tier 2 – Targeted, Group Interventions.
- MTSS Tier 3 – Intensive Individualized Interventions.

### **School Concerns**

When a parent feels he/she has a school concern or problem, this concern or problem should be addressed directly to the person involved. If the situation is not resolved, the next proper recourse is consulting with the principal. We would appreciate cooperation from all parents regarding this procedure. Communication between school and home is vital for the success of our students. Please share your concerns with the appropriate staff member.

### **Sexual Harassment**

It is the policy of the Board of Education to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature. It shall also be a violation of this policy for students to harass other students or any school employees through conduct or communications of a sexual nature.

### **Speech**

A Speech Pathologist is available to serve grades PreK-5.

### **Study Skills**

Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with pencil, paper, and other necessary materials.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible. Just “getting by” is not a worthwhile goal.
7. Keep your homework pad current and available.

### **Telephone – Cell Phones are not allowed**

The office phone is a business phone and is in constant use. **Students are permitted to use the phone only in case of emergency.** Please help us make wise use of the telephone by:

Making sure that your child has homework, snack money, or other supplies for the day before you leave home. Be sure that your child clearly understands what to do in case of a change of weather during the school day.

1st Offense: Teacher will remove and secure, but return to student at the end of day.

2nd Offense: Device(s) will be given to an administrator and parent must pick up. Parents must also sign an agreement of understanding.

3<sup>rd</sup> Offense: Item will be held until the end of the 9 weeks then returned to the parent. **NO EXCEPTIONS!**

### **Textbooks**

All textbooks must be covered and if taken home, must be in a book bag. Do not use book covers that stick to the book or use any adhesive to attach book covers to books. Textbooks and other materials are furnished by the state and the county based on education. Each textbook allotted to our school has a life expectancy of at least seven years. Students are responsible for each textbook issued to them. A pupil losing a book should check in the office to see if the book has been turned in. If the student is unable to find the book, he/she must pay for the value of the book determined by the condition of the book at the time it was issued. If the book is found, the receipt of payment for the lost book along with the book must be taken to the office in order to receive a refund.

### **Toys/Valuables**

All toys should be left at home unless the teacher requests a special item to be brought to class. No iPods, DSI's, or electronic devices are permitted at school. Cap pistols, water guns, fireworks and pocket knives are forbidden on the school premises. Pupils should not bring unnecessary money to school. Teachers cannot be responsible for extra money lost or misplaced during school hours. Items found at school will be taken and held for the parent to pick up.

### *Visitors*

The preservation of an orderly, well-managed school is essential to maintaining a safe school environment and to provide students with the proper, uninterrupted instruction necessary to facilitate learning. In order to maintain safe and orderly schools, due to COVID-19, the administration of each school will not allow any visitors, unless you are picking up a child or special events with limited participation. Therefore, the Terrell County School System has adopted the following procedures regarding school visitors.

1. The Terrell County School System encourages parents to virtually meet with their child's counselor and teachers. In the elementary schools, please contact the teacher first, and the teacher will contact the principal's office if needed. The counselor/office will schedule the conference and notify the parents regarding the time, date and location arranged. In order to guarantee that every student's parents have the opportunity to meet with their child's teachers and counselor, and to allow teachers to continue to meet their additional responsibilities, the school administration reserves the right to structure the scheduling of such conferences so that parents and teachers can attend such virtual conferences and perform their additional responsibilities.
2. Nothing in this regulation shall be construed to limit the authority and responsibility of individual principals or the school administration to exercise control over the buildings and grounds of the school. Nor shall this regulation be construed to limit the authority of the school administration to exercise its discretion in emergency or special circumstances.
3. All visitors are required to wear a dated pass from the office and/or escort.

### *Withdrawals/Transfers*

When a child withdraws from Cooper-Carver during the year, a minimum of two days is needed to prepare necessary withdrawal forms. Please notify the teacher and office in writing regarding transfers. Return all textbooks and/or library books your child may have before leaving. Please do not wait until the last day your child will attend Cooper-Carver to notify us of a transfer. Transfer papers cannot be completed on short notice.

### *Nondiscriminatory Policy*

The Terrell County School System is an equal opportunity institution and complies with applicable federal and state laws prohibiting discrimination including Title IX of the Education Amendments of 1972, Title II of the Vocational Education Amendments of 1976, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973. It is the policy of the Terrell County School System that no person, on the basis of race, sex, color, religion, national origin, mental status, age or handicap, shall be discriminated against in employment, education programs and activities, or admission.

## Terrell County Charter School System

### System Wide 2023-2024 Calendar

Teacher Workdays	July 24, 25, 26, 27, 28 (5 Days Preplanning)
First Day of School	July 31
Labor Day	September 4
<b>End of 1<sup>st</sup> Reporting Period</b>	<b>September 28 (43 days End of 1<sup>st</sup> 9wks)</b>
Teacher Workday	September 29 (6)
Professional Development	October 2 (7)
Fall Break	October 13 and 16
<b>Homecoming</b>	<b>October 20 (Teacher Staff Development Day / Students Out) (8)</b>
Thanksgiving Holidays	November 20- 24
<b>End of 1<sup>st</sup> Semester ( ½ day)</b>	<b>December 13 (44 days, ½ Day, End of 2<sup>nd</sup> 9wks)</b>
Teacher Workday	December 14 (9)
Professional Development	December 15 (10)
Christmas Holidays	December 18 -31
New Year Holiday	January 1
Teacher Workday	January 2 (11)
Students Return	January 3
MLK Holiday	January 15
<b>Winter Break</b>	<b>February 16 and 19</b>
<b>End of 3<sup>rd</sup> Reporting Period</b>	<b>March 7 (44 days End of 3<sup>rd</sup> 9wks)</b>
Teacher Workday	March 8 (12)
Professional Development	March 11 (13)
Spring Break	March 25 -29
End of 2 <sup>nd</sup> Semester	May 17 (44 days End of 4 <sup>th</sup> 9wks)
Teacher Workdays	May 20, 21 (14, 15 workdays)
Students 175 days & Staff 190 days	