

Oakwood Elementary School



Parent / Student Handbook

2022-2023

*Empowering today's students
to become tomorrow's leaders!*

IMPORTANT INFORMATION

Oakwood Elementary School
4500 Allen Street
Oakwood, Georgia 30566
Phone: 770-532-1656
Fax: 770-531-2326

Principal, Jeremy Boleman
Assistant Principal, Sarah Lux
Counselor, Haley Collins
Instructional Coach, Kelli Hall
Secretary, Lisa Carpenter
Data Entry, Jennifer Horton
Parent Liaison, Nathalie Banks
School Nurse, Rosalima Matias

School Website: oes.hallco.org

Hall County Board of Education	770-534-1080
Hall County Transportation	770-287-0942
Hall County Student Services	770-967-5846

<div> <div>OAKWOOD</div> <div>EAGLES</div> </div>		Hallways	Lunchroom	Restrooms	Playground
<div> <div>R</div> <div>Respectful</div> </div>	<div> <div>R</div> <div>Responsible</div> </div>	<ul style="list-style-type: none"> Walk on 2nd tile from the wall Keep hands by your side Mouths are quiet 	<ul style="list-style-type: none"> Keep your area clean Use inside voices 	<ul style="list-style-type: none"> Use restroom quickly and quietly Keep restroom clean 	<ul style="list-style-type: none"> Take turns Use kind hands 
		<ul style="list-style-type: none"> Walk directly to your destination Know where you are going 	<ul style="list-style-type: none"> Wait quietly in line for an adult 	<ul style="list-style-type: none"> Report issues to an adult 	<ul style="list-style-type: none"> Report issues to an adult Line up when the adult signals 
		<ul style="list-style-type: none"> Pay attention to your surroundings Head up and eyes forward Listen and follow directions 	<ul style="list-style-type: none"> Listen and follow monitor's directions Get all needed items before sitting down 	<ul style="list-style-type: none"> Flush toilet Wash hands Put trash in the trash can 	<ul style="list-style-type: none"> Keep yourself safe by paying attention to your surroundings 

ACCIDENTS

In spite of all the precautions and supervision that we can provide, accidents occasionally occur. In case of an accident, the child's parent will be notified as soon as possible. We are fortunate to have a school nurse on campus who can administer first aid. However, she cannot practice medicine, and in case of serious accidents, action will come at the direction of the parents. In the event that parents cannot be contacted and the accident is an emergency situation, the child will be transported to the emergency room of the hospital indicated on the emergency health form. This form will be completed by all parents at the beginning of each school year.

AFTER SCHOOL PROGRAM

The after school program will be provided by the YMCA. Parents who are interested in participating in this private program should contact the YMCA at (770) 297-9622 for information about registering their students. Parents may choose drop-in or every day care, but all students who participate must be registered with the YMCA prior to receiving care.

ASBESTOS MANAGEMENT PLAN NOTIFICATION

The Hall County School System AHERA Management Plan is available for public inspection upon request at the Hall County Board of Education Department of Facilities. This notification is provided to fulfill the requirement of section 763.93(4) of the Asbestos Hazard Emergency Response Act, 40 CFR Part 763, October 30, 1987. All interested parents, teachers, employees or other persons are invited to review the plan, which includes the following items:

1. Location, amounts and types of asbestos containing materials.
2. Response actions to the asbestos containing materials.
3. Plans for re-inspection, and periodic surveillance.
4. Public notification procedures.

Anyone interested in reviewing the plan please call the Department of Facilities at (770) 534-1291. Ask for Pam Cravero.

ATHLETICS

Athletic teams are sponsored by the Hall County Parks and Leisure Service through the West Hall Youth Athletic Association. This group administers the local program by providing coaches, equipment, and leadership for all teams in the West Hall Cluster.

ATTENDANCE

Attendance procedures for Hall County require that all student absences and tardies be entered into the computer system as excused or unexcused. Excuses for absences shall be furnished to the school by the student's parent or guardian within three (3) days after the student returns to school and shall specifically state the reason for the absence. If a note is not received, the absence or tardy will be recorded as unexcused. Parents need to furnish a doctor's excuse if their child was seen by a doctor. If the student did not visit the doctor, a note explaining the absence from the parent will be accepted. Students shall be permitted to make up work missed.

Under State Board of Education Policies, a student's absences may be justified, if validated for the following reasons:

1. Personal illness or attendance in school endangering a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. Observing religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. Local boards of education may allow a period not to exceed 1 day for registering to vote or voting in a public election.

State law requires that students attend school from age 6 to 16. Students entering kindergarten are subject to the same attendance requirements as the other grades. Oakwood Elementary follows the attendance guidelines set by the Hall County Board of Education and the State of Georgia.

INFORMATION FOR PARENTS /GUARDIANS REGARDING ATTENDANCE MONITORING PROCEDURES:

As a parent, you play the most important role in the education of your child. In order to make this a successful school year, your child must be in the classroom every day possible.

The following process will be followed in all schools:

- The school will record attendance daily and collect excuses for all students absent from school indicating, if necessary, what interventions have been tried to address attendance problems.
- When a student has 5 **unexcused absences** the law requires that a letter be signed by the parent/guardian.
- A letter from the school will be sent to **all** parents/guardians of children who have 10 absences.
- A school administrator and/or school counselor will monitor and provide appropriate interventions.
- If unexcused absences continue the administrator or counselor will submit information about students with a **pattern of unexcused absences** to the school social worker or other designated school personnel.
- The school social worker or other designated school personnel will assess the situation by talking to the student, parent, and school staff, suggest appropriate interventions, and document attempts to reduce absences.
- If unexcused absences continue, the school social worker will refer the parent and/or the student to the appropriate court for truancy.

We look forward to your cooperation in having your child in school every day she/he is able to attend.

COMPULSORY SCHOOL ATTENDANCE LAW (State of Georgia)

The State of Georgia has a mandatory student attendance protocol, which was put into effect the 2005-2006 year. Schools are now required by law to keep data on excused and unexcused absences. Parents will be receiving a letter of explanation that needs to be signed and returned to school. Students who are 10 years old by Sept. 1st will also have to sign the letter.

If your child is absent for any reason, you must send a note to your child's teacher explaining the absence. If a parent calls the teacher to explain the absence, the parent still needs to send in a note so we have the explanation in writing. Student absences will be marked unexcused if a note is not received. After 5 unexcused absences, parents will be contacted by the school.

Although there is not a state law concerning tardies or early checkouts, parents need to keep in mind that students are missing important instruction when they do not attend a full day. Please try to make appointments for your child after 2:30pm. Our teachers instruct from 7:50am to 2:20pm every day. If your child needs to be checked out for an appointment, checkouts must occur by 2:00pm. Thank you for your cooperation.

Consequences and Penalties for Non-Compliance with Compulsory School Attendance Law:

Assuring that children attend school regularly is an important part of a parent's responsibility. Parents are responsible for providing school officials with verification of reasons (written absence notes) for each absence. When your child must be absent, it is important that you state the reason(s) for your child's absence(s) in writing and share these with the school as soon as possible. Any absence not

certified by a parent/guardian, physician or court/other agency (meeting the definition of an unexcused absence) is considered unexcused.

Failure to comply with compulsory school attendance as required under Code Section 20-2-690.1. Any parent, guardian, or other person residing in this state who has control or charge of a child or children shall enroll and send such child or children to a public school, a private school, or a home study program that meets state requirements. Any parent, guardian, or other person who has control of a child or children who is in violation of this Code section shall be subject to a fine not less than \$25.00 and not greater than \$100.00, or imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five (5) unexcused days of absence for a child shall constitute a separate offense.

TRANSPORTATION

All transportation changes must be submitted in writing to the front office prior to 1:45 pm. No changes by phone call or email will be allowed to ensure the safety of our students.

***BUS RIDERS**

For the safety of your child and all children riding the bus, students should follow the bus driver's rules at all times. Rules such as staying seated, facing the front, and keeping hands to self are enforced to keep all students safe while on the bus. When a discipline referral is written by the bus driver, the incident will be investigated by a school administrator. Rules and Consequences for incidents will follow the Hall County Board of Education policy:

First Offense: The Principal or Assistant Principal shall take proper disciplinary action, which may include suspension from riding the bus, based on the nature or severity of the offense.

Second Offense: The Principal or Assistant Principal shall suspend the student from riding the bus for at least two (2) school days.

Third Offense: The Principal or Assistant Principal shall suspend the student from riding the bus for at least five (5) school days.

Beyond Third Offense: Administrator's Discretion

Unserved suspension will carry over to the next school year.

Students are expected to be waiting at bus stop at least five minutes early.

***CAR RIDERS**

Parents who pick their child(ren) up from school are required to have a OES car rider tag. Parents must display this tag when picking up their child. If you need someone without a tag to pick up your child, please ask that person to park and enter the front office to check out the student. The person must be on your check out card for us to release your child.

For the safety of all students:

- Please do not enter the office to check out your child to avoid the car rider line.
Remember, all check-outs must occur by 2:00pm.
- Only cars with OES carpool tags displayed are allowed to pick up a child.
- Parents may pick up their child in the car pool line only during dismissal time.
- All students must be picked up by 2:45pm. If you are stuck in traffic, please call the front office.

***YMCA**

Students may not be sent to the YMCA after school program unless they have been previously registered and the schedule for participation is approved by the YMCA. This policy will be strictly enforced due to new requirements from the State of Georgia.

CAFETERIA

For the 2022-2023 school year, Parents will be allowed to walk their student to class on the first day of school. After the first day of school, all visitors will be by appointment only. After Labor Day, Sept 6th, it is our goal to allow visitors to eat with their student. Guest must be on the approved contact list, have proper identification and be limited to 2 per student. No outside food/drinks will be allowed.

Oakwood Elementary Cafeteria offers lunch and breakfast daily. You may pay by the month, week or day-by-day for your child's lunches. You may pay for your child's lunches using our on-line system at www.hallco.org/foodservices. Extra cartons of milk may be purchased.

Children should not charge lunch at school. If your child has excessive charges, you will be notified by the school and asked to pay the bill. Free and reduced priced meals are available for those who apply and qualify under the guidelines of the Federal School Lunch Program. For more information, contact the cafeteria manager. If parents need financial assistance, they may fill out a Free/Reduced Lunch Form. In order to qualify for free or reduced lunch, one must first complete an application and submit it to the school for approval. You will be notified in writing if your application is approved. You have a standing invitation to come eat lunch with your child during the child's lunch time. Please remember, guests must pay in cash only. You may join your child's class at their assigned table or sit at the guest tables in the lunchroom. Please do not ask students, other than your child to sit at the guest table.

Students are not permitted to have "Fast Foods" delivered to the lunchroom. Soft drinks are not permitted in the lunchroom.

CLINIC

A school nurse is available to provide first aid assistance to students. Parents/guardians will be called if a child is too ill to remain at school. Students need to be fever free for 24 hours before returning to school. The school nurse is authorized to dispense medication when the proper paperwork is completed. When a child is injured or becomes ill at school, every effort will be made to immediately contact a parent or other designated person. Parents are requested to keep teachers and office staff informed concerning who should be contacted and how the contact can be made in emergency situations. We desire to take good care of all children and especially students who are ill or hurt.

Whenever possible, medications should be given at home. However, the school system realizes that for students to maintain school attendance, certain medications may be required during school hours. With the safety of the children and staff being our priority, the system has revised policies and procedures for medications administered at school.

NO medications will be given without prior written permission. For your child to receive medication at school, you will need to complete:

"The Parent Medication Permission Form." This form provides parent permission for over-the-counter and short-term (less than 10 days) medications, and physician-prescribed long-term (more than ten days) to be administered at school.

"The Health Care Provider Medication Information Record." This form provides for information from your health care provider about medications that is to be given for more than 10 days or regularly during the school year.

Please take the time to read the guidelines below carefully. These policies will require greater cooperation and communication between parents and school personnel.

1. Medications received at school in un-labeled bottles, pills in zip-lock bags and aluminum foil WILL NOT be administered.
2. Non-prescription medications (over the counter medications) must be brought to the school in the original container along with a written parental request that includes parent contact phone number, and directions for administering that states the frequency, dose and length of administration.
3. Prescription medications must be brought to the school in the original prescription container labeled with the student's name, date prescribed, instruction for administering, name of drug, name of issuing Health Care Provider, expiration date, and route medication is to be given.
4. Schools will dispense medications only as directed on the original, labeled container. It is the responsibility of the parent/guardian to notify the school if changes in the medication, dosage, and/or time of administration are requested and a new original container must be provided.
5. For ALL medications to be administered for more than 10 school days, the parent/guardian must provide specific instructions, including related equipment needed if necessary, by completing a "Parent/Guardian Medication Permission Form" and by having your health care provider complete a "Health Care Provider Medication Information Record".
6. It is the responsibility of the parent/guardian to inform the school, in writing, of any changes in pertinent data. A new "Medication Permission Form" must be provided indicating requested changes.
7. It is the responsibility of the parent/guardian to deliver ALL medication to the office or clinic.
8. A "Parent/Guardian Medication Permission Form" and if pertinent, a "Health Care Provider Medication Information Record" shall be kept relative to each medication taken by the student during the school day. This record will include student's name, name of medication, time, route, and correct dose.
9. Long-term medications usually need to be refilled on a monthly basis. It is the responsibility of the parent/guardian to keep the school supplied with adequate amounts of medication.

If you have questions regarding medication administration at school, please call your child's school or the Director of Student Services at 770-534-1080, Ext. 242 or 244.

COMMUNICATION

Parent Newsletter (Monthly)

At a minimum, each Tuesday your child will bring home a communication packet containing important school information. Teachers will use this folder to send home assessments, newsletters and individual notes to parents. Each month a school newsletter will be sent home containing important dates for the month. Parents are encouraged to read the information in this folder carefully.

You are encouraged to communicate with your child's teacher via email and consult the teacher's webpage; the teacher pages can be found at oes.hallco.org. You should receive a response within one business day unless the teacher is absent.

For the safety of your child, please remember to keep your address and all telephone numbers current. Inform your child's teacher and the front office if changes are made.

COMPLAINTS OF DISCRIMINATION/HARRASSMENT

The Hall County School System does not discriminate on the basis of race, color, religion, national origin, age, disability or gender in employment decision or educational programs and activities. Any student, employee, application for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based upon any of the factors listed above should promptly report the same to the principal of the school or the appropriate coordinator as listed below, who will implement the board's discriminatory complaints or harassment procedures. Students may also report harassment or discrimination to their school counselor.

The Title IX Coordinator is Mr. Gordon Higgins, Hall County School System, 711 Green St., Gainesville, GA 30501 (770-534-1080)

The Section 504 and Americans with Disabilities Act Coordinator is Dr. Staci Wagner, Hall County School System, 711 Green St., Gainesville, GA 30501 (770-534-1080)

Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedure under Hall County School District Policy GAA/JAA (Equal Opportunity/Discriminatory Complaints) is located in the school district policy manual which is available in either the school office or the central office and is also located online at www.hallco.org.

CONFERENCES

Conferences are an effective way of communicating between parents and the school. Teachers and administrators are available for conferences after 2:30 P.M on Monday through Thursdays. Teachers are also available during their planning time which varies for each grade level. **Parent drop ins and phone calls during instructional time are not permitted. This interrupts instruction and the learning environment. Protecting teaching and learning time is a priority at OES. Parents and visitors are not permitted to visit classrooms or meet with teachers without a prior appointment.** Parents are asked to arrange for the conference by phone, email or note to ensure that all school personnel needed for the conference can attend.

Parent Partnership Plan

1. Flexible meetings are scheduled to provide parents the opportunity for student-led conferences and Student Support Team meetings. An open house time is planned before school starts in the fall to provide parents and students the opportunity to tour the school, meet teachers, and learn about school programs. The media center sponsors a book fair family night to encourage parents to become involved in their child's selection of reading material.
2. Parents are encouraged to participate in various school activities, and mentoring of students. Parent volunteers are encouraged to help teachers and students enhance the learning environment.
3. Student-led conferences.
4. School personnel will provide assistance to parents in understanding state academic standards and state and local assessments.

5. The school counselor assists parents in understanding student services offered through the school system and in the community that may help meet specific student or family needs.

6. Parent involvement programs are also offered by the parent liaison.

Parents are always welcome to discuss any problems with the Assistant Principal or Principal. However, parents are encouraged to talk with the classroom teacher first about any problem related to their child. Then, if the problem cannot be resolved, please make an appointment with an administrator.

DISCIPLINE

Students should also follow the classroom rules, which fall under this promise.

To support your child in meeting behavior expectations, parents and school personnel must work closely together.

Failure to comply with the basic rules or the rules of the Code of Conduct and Disciplinary Procedures of Hall County Board of Education will result in immediate action that may encompass any/all options listed below:

- Conference with the student
- Set a specific behavior plan for the student
- Conference with the parents
- Consult with resource personnel at school for suggestions
- Have the student spend recess or lunch in the office
- Keep the student after school for detention or to complete an assignment.
- Assign the student in-school suspension or out of school suspension

DISMISSALS

All dismissals are made through the school office. All students who leave school early for any reason are required to be checked out through the front office by a parent/guardian or someone designated in writing by the parent or guardian. Students will be called to the office once the parent, guardian, or designee has arrived to pick them up.

DRESS CODE

Students at Oakwood Elementary School will comply with the Hall County Schools dress code for elementary students. Please use the following information as a guideline:

Tops:

- Must not display any reference to alcohol or tobacco
- Must not display inappropriate language or pictures
- Must be long enough to cover stomach and midriff when arms are extended (or may be tucked in)
- Must not include spaghetti straps, tank tops, midriff shirts, or halter tops

Bottoms:

- Must not be more than 4 inches above the knee
- Must be “regular” fit pants and shorts—low riders may not be worn and underwear may not be exposed
- Must not drag the ground
- May not have large pockets on the legs

Shoes

- May be tennis shoes or other lace-up shoes
- Must not be flip flops, high heel shoes, platform shoes, “skate” shoes, or cleats
- If sandals, must have a back strap
- Must be appropriate for participation in all school activities including PE and outside recess

EMERGENCY SCHOOL CLOSINGS

The decision to close schools due to inclement weather is made by the superintendent and announced on WDUN Radio (AM 550). If it becomes necessary to close schools after a school day has begun, transportation arrangements made on the school enrollment form will be followed. After School Program students will be sent home as designated on the form.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Notice to Parent/Guardians and Eligible Students of Rights Under F.E.R.P.A.

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Hall County School System receives a request for access. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Hall County School System to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading, or otherwise in violation of the student's privacy or other rights.

If the School System decides not to amend the record as requested by the parent or eligible student, the System will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Generally, schools must have written permission from the parent or eligible student before releasing information from a student's record. However, FERPA allows schools to disclose records, without consent, to the following parties:

- School employees who have a need to know;
- Other schools which a student is transferring;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for the school;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in case of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to Georgia law.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed of the Hall County School System as an administrator, supervisor, instructor, or other support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the System has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the System discloses, and forwards if necessary, education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

Parents or eligible students may request, in writing, that the Hall County School System not disclose directory information about them. They should make this request annually by September 30th.

5. The right to file with the U.S. Department of Education a complaint under 20 C.F.R. 99.64 concerning alleged failures by the Hall County School System to comply with requirements of the Family Educational Rights and Privacy Act or the regulations promulgated there under.

The Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

FIELD TRIPS

Students may participate in educational field trips at least twice per year with their class. **A parent may join their child on the field trip when it has been prearranged with the teacher.** Some field trip locations require a limited number of parents who can attend (such as plays in which seating is limited). Siblings and additional family members will not be allowed to attend field trips. If one adult other than the parent would like to accompany the child, please discuss this with the teacher. Parents will not be allowed to ride a Hall County School bus unless they have been asked to supervise a group of students on the field trip.

FIRE DRILLS/SEVERE WEATHER DRILLS

Every precaution is taken to ensure the safety of your child. Periodically, lock downs, fire and severe weather drills are executed to be sure that students learn proper safety procedures and adhere to safety guidelines.

HOMEWORK

Nightly homework will be assigned to students as a review of concepts that have already been taught to students and to provide practice. Students in Grades 3-5 should record their daily, weekly, or long-term assignments in their agendas/class notebooks. It is a tool to help students learn responsibility and time management.

The following are helpful suggestions regarding good homework rules:

- ✓ Plan a time and a place in your home for your child to do homework and to study.
- ✓ The place designated for studying and homework should have good lighting and should not be in front of the television.
- ✓ Helping your child with his/her homework is a wonderful tool to help build your relationship, but please refrain from doing homework for your child. Proper assessment of learning is not possible if the student is not completing the assignment for himself/herself.
- ✓ When your child has homework, check the assignment when completed to be sure that it was done.
- ✓ If your child never has homework, talk to him/her to find out why. If necessary, contact the teacher to ask about homework patterns.

When your child is absent, please use the following guidelines:

- Kindergarten—most work is hands-on and can only be taught in the classroom. Teachers will work with students as much as possible upon their return to school in order to make up work.
- Grades 1-5—if possible, telephone the school to request homework assignments. If you call before the teachers' planning time for that grade level, work will be available after 2:00 the same afternoon. If you call after the planning time for that grade level, work will be available the following morning. Students will always have the opportunity to complete make-up work once they return to school within a reasonable amount of time as permitted by classroom policy.

ICE CREAM

Hershey's Ice Cream will be sold during lunch. All ice creams sold meet the Smart Snacks in School requirements. We will no longer be able to offer discounted ice creams for birthdays. Ice Creams will cost \$1.00 and must be pre-purchased in the morning. No "walk-up" sales will be allowed during lunch.

LOST AND FOUND

Unclaimed articles found at school are put in the containers outside the gym. Students are encouraged to look for lost items daily so that there is a better chance of locating their items. Several times during the school year, the contents of the lost and found containers are donated to charities. Valuables, such as glasses, watches, and jewelry, are turned into the school office and may be claimed there.

MEDIA

It is the policy of our school and system to use the media to publicize positive accomplishments of our school and students. If you do not wish for your child to be photographed, quoted, or named in a news story, please leave the Photo/Videotape Release section blank on the Hall County Release form. This form is sent home at the beginning of each school year.

MEDIA CENTER

The media center is open every school day for all students to browse the collection, read magazines, check out books, study, conduct research, read other electronic or print media, and to utilize our technology. The library opens at 7:15 a.m. for students who need access to computers to work on research projects or complete homework assignments. Students visit the media center weekly to check out library books. Students in kindergarten check out one book at a time while students in grades 1-5 are allowed to check out two books at a time. If a student does not return ALL of their books when their class visits the media center, they will not be allowed to check out any books until all books are returned. Parents are responsible for damage or lost books. If students owe fines for damaged or lost books, they will not be allowed to check out additional books until the fine is paid. Ebooks and audio books are available to all students all the time at <http://www.destiny.hallco.org>.

The media center also hosts other activities throughout the school year. In the fall and in the spring, we sponsor a Scholastic Book Fair which gives students the opportunity to purchase books of their choice. Students receive free personal pan pizzas for reaching a reading goal which is determined by their teacher. From December through February, students can participate in the Six Flags Read to Succeed Program. All students who return their reading log showing they read 600 minutes will receive a free ticket to Six Flags Over Georgia.

For students who want a book outside school hours, we have a Little Free Library available in front of the school. Students can take a book and leave a book in its place, swapping books as often as they want.

MISSION STATEMENT

We are empowering today's students to become tomorrow's leaders.

NOTIFICATION TO PARENTS REGARDING HIGHLY QUALIFIED TEACHERS:

We are continually seeking to improve instruction for our students. We hope that as a parent you will become involved in our school improvement initiatives as we continue to monitor student achievement and set high expectations. We encourage you to get to know your child's teacher, the class routines and expectations. We are proud of the professional credentials of our teaching staff and will furnish to you, upon request, the professional qualifications of any of your child's classroom teachers. This includes information concerning the grade levels and subject areas in which the teacher is certified, the major fields and degrees held by the teacher, and the qualifications of any paraprofessional who provides services to your child. You may also visit our school's website for more information about our staff.

PARENT/STUDENT PHONE USE

Students will be allowed to use the office phone in the event of illness or emergency. Please consider the following suggestions:

- Please call to leave a message for your child only in the event of an emergency.
- Please do not ask that your child be called to the phone.

- Please make afternoon plans with your child before he/she leaves for school in the morning. No transportation changes will be accepted over the phone. Written communication is required.
- Lunches may be charged until the next day, so it is not necessary for a parent to call the school to request this service.
- Since our goal is to teach students responsibility, it is not necessary to bring forgotten items to students on a regular basis. The occasional forgotten lunch can be remedied by charging lunch in the school cafeteria for the day. Textbooks and homework can be brought in the next day. However, we are aware that there are occasional special circumstances, and we will assist you in any way possible at such times.

PERSONAL CELL PHONES

- Student use of personal cell phones during school hours is prohibited. Misuse of cell phones and other mobile electronic devices can result in confiscation and disciplinary action. If there is an emergency, please contact the front office.

PARENT/TEACHER/STUDENT-LED CONFERENCES

We welcome your request for conferences because it is important to us for you to know how your child is doing at school. Please call the front office to leave a message for the teacher or email her to schedule a conference. You may use the following suggestions to help your time with the teacher be the most productive.

- ✓ Before the conference, decide what you want to ask the teacher. You might even consider asking your child if there is anything he/she would like for you to discuss. Often, students will be invited to participate in a portion of the conference.
- ✓ Ideally, both parents or guardians should attend. Of course, we understand that this is not always possible, but it is a helpful practice.
- ✓ Feel free to bring notes with you to the conference so that you can be sure that all of your concerns are discussed.
- ✓ Decide if there are things about your child that you could share with the teacher that might be helpful in the situation.
- ✓ Please be prompt so that you can have ample time to discuss your child with the teacher. Teachers often schedule conferences back to back, and we would like for every parent or guardian to have enough time with the teacher.

PARTIES

- Individual birthday parties will not be allowed. Please do not send in cupcakes/food items to celebrate individual birthdays.
- There will be a winter holiday party and an end of year party. Otherwise, no class parties are approved. Parties are coordinated by each teacher and the homeroom parent volunteer.

All food brought in for parties must be commercially prepared.

PHYSICAL EDUCATION

Physical Education is an integral part of our instructional program. All children will be required to participate. In the event that your child cannot participate for more than 3 consecutive days, please remember that a doctor's certificate is necessary. If, on a particular day, your child cannot participate, please send a signed note to your child's teacher. Please make sure that your child is dressed appropriately for PE activities.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

(1) Parents and eligible students (18 or older or emancipated minors) shall be notified at the beginning of the school year of the approximate dates during the school year when any of the activities listed below are expected to be scheduled. The Board of Education has developed and adopted policies, in conjunction with parents, regarding the activities described in paragraph 1. In accordance with Board policies, prior written consent must be obtained from parents before students are required to submit to any survey that contains questions about one or more of the areas listed in subparagraph (1)(A) and that is funded in whole or in part by

the U.S. Department of Education. You have the right to inspect any survey or instrument used in the collection of information under subparagraphs (1)(A) and (1)(B) before the instrument is administered or distributed to a student and to opt out your student out of participation in any activities described in paragraph (1) in accordance with regulations developed by the Superintendent.

(A) The administration of any survey containing one or more of the following items:

Political affiliations or beliefs of the student or the student's parent;

Mental or psychological problems of the student or the student's family;

Sex behavior or attitudes;

Illegal, anti-social, self-incriminating, or demeaning behavior;

Critical appraisals of other individuals with whom respondents have close family relationships;

Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;

Religious practices, affiliations, or beliefs of the student or student's parent; or

Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

(B) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

(C) Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student, or of other students.

You may, upon request, inspect any instructional material used as part of the educational curriculum for your student.

The school is required by federal law to give this notice to parents. However, the school does not have scheduled any marketing activities or physical exams such as those described in paragraphs 1(B) and (C). If any such activities are initiated during the school year, you will be notified accordingly and will be afforded all rights as described hearing.

Parents/ eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, D.C. 20202-4605.

SCHOOL HOURS

Our school hours are **7:45-2:20** each day. Students must arrive in their classrooms by 7:60. Students arriving after 7:50 will be considered tardy and should come to the office to pick up a tardy slip for admission to class.

RECESS

It is the goal of the Hall County School System that students have a scheduled recess time each day. Recess can be withheld from students for disciplinary and or academic reasons.

SEARCH

The Hall County School System is committed to the belief that every student (K-12) has a right to receive an education based on individual needs. The gifted student is entitled to a differentiated curriculum consisting of courses of study in which the content, the teaching strategies, and the expectations of student mastery are appropriately modified.

Referrals of student for consideration for the gifted program may be made by teachers, counselors, administrator, parents or guardians, or by the student himself/herself. A student will automatically be referred for consideration if he/she scores at, or above, the 90th percentile in Total Reading or Total Math on a nationally-normed achievement test if the score is with two calendar years. The identification process includes evaluation in ability, achievement, creativity and motivation. For more information, please contact the gifted program teacher at Oakwood Elementary.

SNACKS

Students may bring a snack to school. We encourage nutritious snacks such as vegetables, fruits or crackers. If you are providing snack for the class, please refrain from sending snacks containing peanut products, snacks and/or red dye. All snacks/food sent to the class must be commercially prepared.

STUDENT INFORMATION

It is very important that the school office have current and accurate information on each student. Please notify us if you have a change of address, home or work telephone number, or emergency information during the school year.

SUPPLIES

Students are responsible for providing their own school supplies. These supplies vary depending upon the student's grade level. A copy of the supply list can be found on the OES website (oes.hallco.org). Teachers will notify you should supplies need to be replenished during the school year.

SUPPORT SERVICES

Oakwood Elementary has many programs and services which enhance the learning experience of our students. These include physical education, art, music, computer lab, media and school guidance. In addition, special education and resource teachers work to promote school success for students identified with specific needs. These programs include gifted education (SEARCH), ELL, EIP, speech and language therapy, and Special Education. Placement in Special Education programs are handled through our Response to Intervention (RTI) process in accordance with local, state and federal guidelines.

TARDIES

Students who arrive in their after 7:50 are considered tardy and should be accompanied by a parent to the office to pick up a tardy slip for admission to class. When students are tardy to school, they are missing valuable instructional time. Additionally, teachers may use this time for tasks that help them make better use of instructional time. If your student is tardy, then he/she misses out on the opportunity to take care of such things as sharpening pencils, turning in lunch money or library books, and the like and must perform these tasks during what could otherwise be time for teaching and learning. Please be sure that your child arrives to school on time each day.

TEACHER AUTHORITY OVER CLASSROOM

(Georgia Law O.C.G.A. Code Section § 20-2-738)

A teacher shall have the authority, consistent with local board policy, to manage his or her classroom, discipline students, and refer a student to the principal or the principal's designee to maintain discipline in the classroom. The principal or the principal's designee shall respond when a teacher refers a student by employing appropriate discipline management techniques that are consistent with local board policy.

On or after July 1, 2000, a teacher shall have the authority to remove from his or her class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, where the student's behavior is in violation of the student code of conduct, provided that the teacher has previously filed a report pursuant to Code Section § 20-2-737 (Reports of a Teacher of Violations of Student Code of Conduct) or determines that such behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher.

The teacher shall file with the principal or the principal's designee a report describing the student's behavior, in one page or less, by the end of the school day on which such removal occurs or at the beginning of the next school day.

The principal or the principal's designee shall, within one school day after the student's removal from class, send to the student's parents or guardian's written notification that the student was removed from class, a copy of the report filed by the teacher, and information regarding how the student's parents or guardians may contact the principal or the principal's designee.

If a teacher removes a student from class pursuant to subsection (b) of this Code section, the principal or the principal's designee shall discuss the matter with the teacher and the student by the end of the school day on which such removal occurs or at the beginning of the next school day.

The principal or the principal's designee shall give the student oral or written notice of the grounds for his or her removal from class and, if the student denies engaging in such conduct, the principal or the principal's designee shall explain the evidence which supports his or her removal from class and give the student an opportunity to present his or her explanation of the situation.

If, after such discussions, the principal or the principal's designee seeks to return the student to the teacher's class and the teacher gives his or her consent, the student shall be returned to the class, and the principal or the principal's designee may take action to discipline the student, as may be warranted, pursuant to paragraph (1) of subsection (e) of this Code section.

The placement review committee shall convene by the end of the second school day following such removal by the teacher and shall issue a decision by the end of the third school day following such removal by the teacher.

An appropriate temporary placement for the student shall be a placement that, in the judgment of the principal or the principal's designee, provides the least interruption to the student's education and reflects other relevant factors, including, but not limited to, the severity of the behavior that was the basis for the removal, the student's behavioral history, the student's need for support services, and the available education settings; provided, however, that the student shall not be returned to the class of the teacher who removed him or her, as an appropriate temporary placement, unless the teacher gives his or her consent.

The temporary placement shall be in effect from the time of removal until the decision of the placement review committee is issued or, if applicable, a placement determination is made pursuant to paragraph (2) of subsection (e) of this Code section.

Local board policy adopted pursuant to O.C.G.A Code Section § 20-2-735 (Policies & Codes of Conduct) provides for the establishment at each school of one or more placement review committees, each of which is to be composed of three members, to determine the placement of a student when a teacher withholds his or her consent to the return of a student to the teacher's class. For each committee established, the faculty shall choose two teachers to serve as members and one teacher to serve as an alternate member, and the principal shall choose one member of the professional staff of the school to serve as a member. The teacher withholding consent to readmit the student may not serve on the committee. The placement review committee shall have the authority to:

Return the student to the teacher's class upon determining that such placement is the best alternative or the only available alternative;
or

Refer the student to the principal or the principal's designee for appropriate action consistent with paragraph (2) of subsection (e) of this Code section.

The decision of the placement review committee shall be in writing and shall be made within three school days after the teacher withholds consent to the return of a student.

The Hall County School System provides training annually for members of placement review committees regarding the provisions of this subpart, including procedural requirements; local board policies relating to student discipline; and the student code of conduct that is applicable to the school.

(1) If a placement review committee decides to return a student to a class from which he or she was removed, the principal or the principal's designee shall implement such decision of the placement review committee. In addition, the principal or the principal's designee may, consistent with any applicable procedural requirements of the Constitutions of the United States and the State of Georgia and after considering the use of any appropriate behavior support services, take any of the following actions which are authorized as a response to the alleged violation of the student code of conduct by local board policies adopted pursuant to O.C.G.A Code Section § 20-2-735:

Place the student in in-school suspension;

Impose out-of-school suspension for not more than ten school days, including any time during which the student was subject to out-of-school suspension after his or her removal from class pursuant to subsection (b) of this Code section; or

Make another disciplinary decision or recommendation consistent with local board policy.

If a placement review committee decides not to return a student to a class from which he or she was removed, the principal or the principal's designee shall implement such decision of the placement review committee. In addition, the principal or the principal's designee shall determine an appropriate placement for the student and may take action to discipline the student, in a manner consistent with any applicable procedural requirements of the Constitutions of the United States and the State of Georgia and after considering the use of any appropriate behavior support services, as follows, provided that the placement or disciplinary action is authorized as a response to the alleged violation of the student code of conduct by local board policies adopted pursuant to O.C.G.A Code Section § 20-2-735:

Place the student into another appropriate classroom, in-school suspension, or an alternative education program;

Impose out-of-school suspension for not more than ten school days, including any time during which the student was subject to out-of-school suspension after his or her removal from class pursuant to subsection (b) of this Code section;

Make another placement or disciplinary decision or recommendation consistent with local board policy; or

Implement or recommend any appropriate combination of the above and return the student to the class from which he or she was removed upon the completion of any disciplinary or placement action taken pursuant to this paragraph.

Within one school day of taking action pursuant to subsection (e) of this Code section, the principal or the principal's designee shall send written notification of such action to the teacher and the parents or guardians of the student and shall make a reasonable attempt to confirm that such written notification has been received by the student's parents or guardians.

Parents or guardians of a student who has been removed from class pursuant to subsection (b) of this Code section may be required to participate in conferences that may be requested by the principal or the principal's designee; provided, however, that a student may not be penalized for the failure of his or her parent or guardian to attend such a conference.

The procedures contained in the Code section relating to student conferences and notification of parents or guardians are minimum requirements. Nothing in this Code section shall be construed to limit the authority of a local board of education to establish additional requirements relating to student conferences, notification of parents or guardians, conferences with parents or guardians, or other procedures requires by the Constitutions of the United States or the State of Georgia. (Code 1981, § 20-2-73 8, enacted by Ga. L. 1999, p. 438, § 4.)

TESTING MATERIALS

The HCSD will continue its practice of providing an alternative reading assignment at parent/guardian request.

TEXTBOOKS/CHROMEBOOKS

Textbooks and Chromebooks are loaned to your child by the Hall County Board of Education for use during the school year. They should be treated respectfully as borrowed property. Students and their parents or guardians are responsible for any loss or damage due to improper care of textbooks.

TOYS

Toys are not allowed at school. This includes electronic games, fidget spinners, and Pokémon cards. Equipment for P.E. or recess must be approved by the teacher. If an item is confiscated, the parent will be contacted to pick the item up from the front office. The school will not be responsible for lost, misplaced or stolen items brought by a student.

TRAFFIC SAFETY

Please help us prevent the risk of serious injury by adhering to the following rules of safety:

- All car riders should be dropped off and picked up in the front of the school building. Please do not drop off your child in an unsupervised area.
- Please do not park in the bus loading zone.
- Please do not allow your child to cross the driveway unless accompanied by an adult. Walking students have the right of way on all school property.
- Please stay in your car and drive through the car rider line to pick up or to drop off your child. This will limit the number of pedestrians in our parking lots during high traffic times.

VISITORS

For the 2022-2023 school year, Parents will be allowed to walk their student to class on the first day of school. After the first day of school, all visitors will be by appointment only.

We welcome visitors into our school because parent and community involvement is critical to our students' success. In order to maintain a safe learning environment, all visitors must check in at the front office with your identification (driver's license or passport) sign our visitor registry, and wear an identifying badge. Teachers are instructed not to allow persons without such a badge into their classrooms. If you come to the school for a parent/teacher conference, the teacher will be notified of your arrival once you check in at the front office.

All visitations to teacher classrooms must be scheduled by appointment.