

Barrow County School System
SY 2023-2024



Kennedy Elementary

Student Handbook

2023-2024

Ryan Butcher, Principal

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Trey Neupert, Assistant Principal

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770-867-3182

770-307-4532 (fax)

Updated July 5, 2023

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Kennedy Elementary School's mission is to create Ready, Respectful and Responsible citizens that will have a positive impact on our society.

We believe that ALL stakeholders deserve a safe and loving learning environment that encourages students, teachers and families to step out of their comfort zone so that they can grow and be more successful than they were the day before.

Names and Titles

Principal: Ryan Butcher

Assistant Principal: Trey Neupert

Guidance Counselor: Amanda McClenny

Guidance Counselor: Dorothy Kelnhofer

Principal's Secretary/Bookkeeper: Jody Woodard

Registrar: TBD

Front Secretary: Tammy Etheridge

School Nurse: Telecia Bell-Matthews

Media Specialist: Deborah DiRenzo

Cafeteria manager: Rhonda Gilbert

IT: Michael Davenport

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Section A: School-Specific Information

SCHOOL HOURS

PK-5: 7:30 AM - 2:00 PM

Students may enter the school between 7:00-7:30 each morning. Students are counted tardy if they are not in their classrooms by the 7:30 bell. Please be punctual. We STRONGLY suggest that you get in the car rider line no later than 7:15. This should get you to the door by 7:25 and give your child 5 minutes to get breakfast and get to their room by 7:30.

Afternoon bus and car rider dismissal begins at 2:00 PM.

All students officially enrolled in the Before/After School program may be dropped off at the gym doors from 6:30-6:45 AM are able to stay after school until 6:00 PM. Pick up is at the front door.

DRESS CODE

The purpose of this dress code is to assist administrators, teachers, students, and parents in fulfilling the mission of Barrow County Schools to provide all students quality educational opportunities that enable them to become successful, responsible, and contributing citizens. To accomplish this mission, the learning environment must be one that is safe, disciplined, and free of distractions. Therefore, the dress code regulations that follow are not designed to inhibit personal taste but to encourage learning, good behavior, and safety.

1. Any clothing, hairstyle, jewelry, chains, or attire that is distracting or causes a disruption or constitutes a safety issue will not be permitted at school.
2. Shorts, skirts, dresses, and spirit wear must be of reasonable length; e.g., mid-thigh if they are to be worn at school. All shirts, dresses, and blouses should have moderate sleeves.
3. Clothing such as skirts, pants, trousers, etc. must be worn at the waist. Clothing shall not be poorly fitted or oversized or extremely baggy. Clothing that exposes underclothing or impedes walking will not be permitted. Jeans, etc., with holes not permitted.
4. Clothing and/or jewelry, which advertises or displays any insignia of alcohol, illegal drugs, or tobacco is not permitted.
5. Clothing and/or jewelry with words or symbols which are offensive, insulting, embarrassing, sexually suggestive, obscene, gang-related, or promote violence, terrorism, or abusive behavior will not be permitted at school.
6. Clothing that distracts by exposing or accentuating the body, such as spandex pants, see-through garments, halter or tube tops, backless dresses, muscle shirts, bare midriff outfits, or shirts, blouses, etc., that are tied at or may rise above the waist will not be permitted at school.
7. Sunglasses, caps, hats, and other head-coverings such as bandannas and hoods will not be worn inside the school building.
8. Appropriate shoes must be worn at all times at school.

Discretionary Statement: The Principals/Site Administrators have the authority to interpret the dress code and make a case-by-case determination for appropriateness of dress and appearance, which is or is not covered in these dress code standards. Principals/Site Administrators may make occasional, school-wide exceptions to these standards for such

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events as "hat days" or "spirit days." Normally scheduled "Spirit Wear Days" may be scheduled on Thursday and Friday of each week for the entire school.

VISITORS

All parents and other visitors who come into the school are to use the intercom system by pushing the intercom button, waiting for a response from a KES staff member, and showing a photo ID. A staff member will buzz in approved visitors. Once buzzed into the building, all visitors are to report to the main office, show/scan their photo ID, and sign in to receive a visitor's pass. Any staff member who sees a person without a visitor's badge has been directed to question the person and direct them to the office. Parents/guardians are asked to schedule visits with a teacher prior to coming to school. This will ensure optimal instruction time without interruptions.

LUNCH VISITORS

We will be allowing lunch visitors this year, but we ask that you limit it to 1 healthy person and you DO NOT bring outside food.

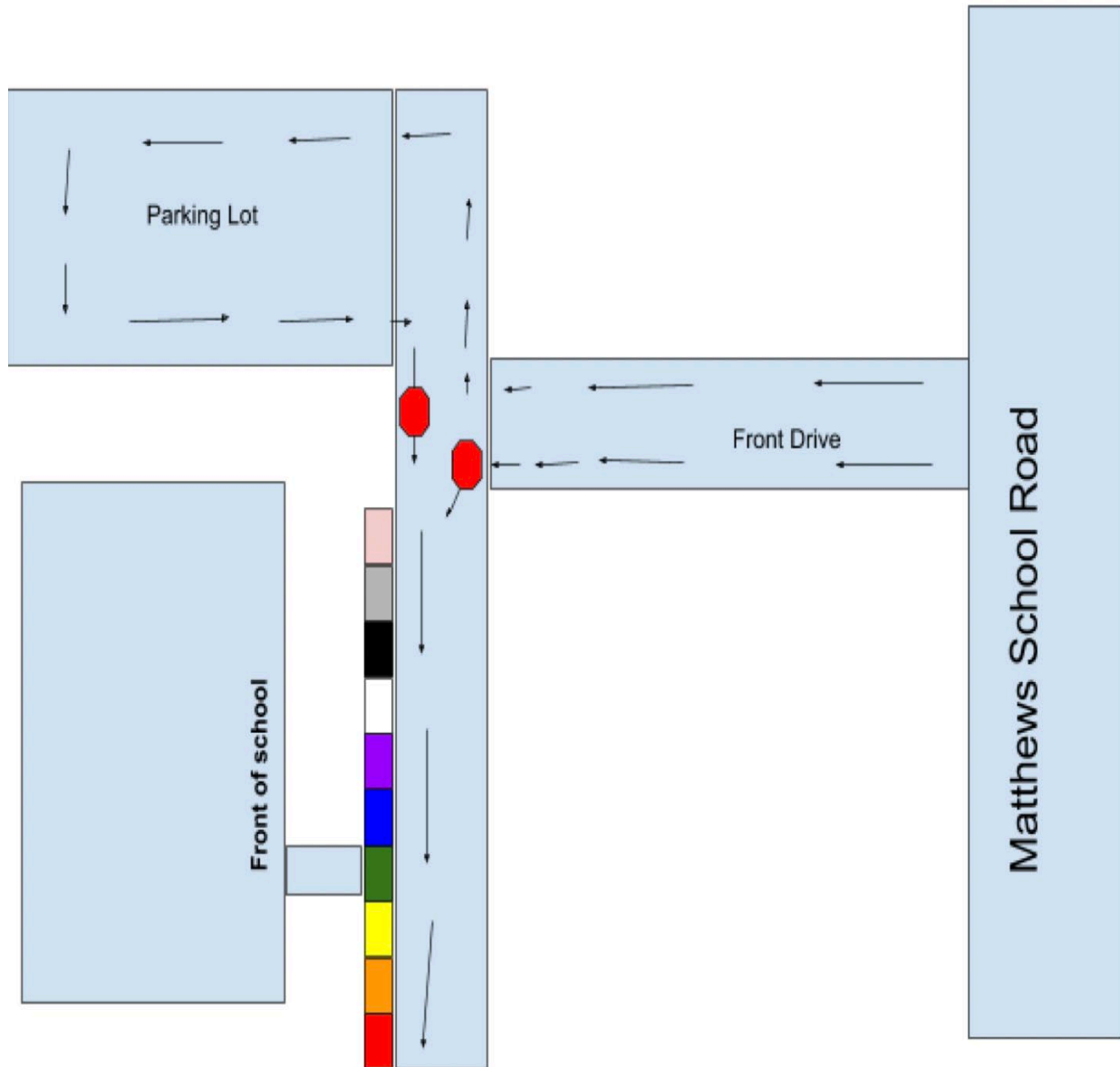
EARLY DISMISSAL PROCEDURES

Parents/Guardians who need to check out a student prior to dismissal will need to buzz the front office, show their photo ID, and wait outside for their student to be released to them. Parents are encouraged to schedule outside appointments for their child before/after school hours. However, early dismissals will be granted for the same reasons as excused absences. Students who do need to leave early must have a parent/guardian sign them out. If parents know that a student will be picked up during the day, please send a handwritten note or email to the teacher indicating the time the student will be leaving. There will be no early check-outs from 1:30-2:00 except for extreme emergencies. Please be aware of this policy when making appointments or arrangements for your child to leave early. This procedure is for the safety of all students.

TRANSPORTATION:

Car riders are dismissed beginning at 2:00. If your child is to be a car rider, the office will assign you a car rider tag to hang on your mirror. You will get in the car rider line in the front of the building to pick up your child. Please follow the car rider drop off and pick directions as follows and please be respectful of one another as we complete drop off and dismissal (Especially the first week as everyone learns the ropes!)

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If you are turning right off of Matthews School Road (coming from Westside), please stay on the right side and go **ALL THE WAY AROUND THE PARKING LOT**. If you are turning left off of Matthews School Road please stay on the left side of the road and be respectful by allowing cars to alternate into the car rider line at the stop.

All transportation changes are to be done in writing. Please send a note or with your child or email your child's teacher indicating the change. Any child who does not have a written transportation change will be expected to follow their regularly scheduled transportation routine, whether that is by car or by bus. We cannot accept transportation changes over the phone. This is for the safety and well-being of our students. If sending a fax or email, please call the front office to alert them and get directions for who to email the information to.

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If the transportation change involves your child going to another child's home for an event such as a play date or sleepover, *we must have written communication from both students' parents.* This is to ensure both families are aware of the situation so that all of our students are safe. If we do not have written communication from both parties, the students will follow their regularly scheduled transportation.

Kennedy BEFORE/AFTER SCHOOL CARE PROGRAM (Weekly Paid Program)

The Kennedy Before/After School Program is a program available to all KES students Monday through Friday from 6:30-7:00 AM and 2:00- 6:00 PM. We have a limited number of available spots each year. Please contact our ASP Director, Mary Howard, at 770-867-3182 or Mary.Howard@barrow.k12.ga.us for our weekly rate information and enrollment procedures.

STUDENT BIRTHDAYS

We understand that parents like to celebrate their child's birthday by sending in treats for his/her class. Please communicate with your child's teacher to make arrangements for dropping off items in the front office. All items needs to be individually wrapped before sending into the school.

PHONES & OTHER ELECTRONIC DEVICES

Our school has greatly increased the number of devices available for student use. Cell phones are not needed to support instruction. At the elementary level, cell phones serve as a distraction to students and negatively impact our ability to provide a safe and productive learning environment both on the bus and in the building. As such, elementary schools have opted out of the BYOT (Bring Your Own Technology) district program. Phones and other student-owned electronic devices will not be permitted for use at school or on the bus, and we would prefer they not even be sent to school with students. If there is no way to avoid this, the phone must be left turned completely off (not silenced or vibrate) and in the backpack at all times. Students who violate this protocol may be subject to having their phone placed in the front office, and the parent will be required to come to the school to pick it up. The school is not responsible for lost or stolen electronic devices.

CLINIC INFORMATION

When should your child stay home from school?

- If he/she is running a fever. Temperature must be below 100.4 for **72 hours** without Tylenol or Motrin before a student may return to school.
- If he/she is vomiting. No vomiting for a full 24 hours before returning to school.
- If he/she is having diarrhea. No diarrhea for a full 24 hours before returning to school.
- If you have questions, please call the school and ask for the nurse or clinic worker.

What if my child becomes sick or is injured while at school?

- In case of an emergency illness or accident involving students on the school grounds or in the school building, the school will immediately notify the parents. In order to do this, the school must have current phone numbers for parents and emergency contacts. Please help us by keeping this information up to date and send information to school in writing. You may also visit www.barrow.k12.ga.us and update your information on Infinite Campus.

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- Only the school nurse or front office will authorize a student's dismissal from school due to sickness or injury. Teachers and students are not allowed to make phone calls regarding this.

EMERGENCY DRILLS

We are required to conduct one fire drill per month, one tornado/weather drill per semester, and one lockdown/intruder drill per quarter. These drills are done in order to prepare all students and staff for what to do should we have an emergency.

HOMEWORK

All students at KES are encouraged to read independently or with a parent for 20 minutes each evening as part of our school-wide homework initiative. In addition to this homework, individual teachers may give assignments to reinforce what is being learned in the classroom. Any specific questions regarding homework should be directed to the assigning teacher. We ask that ALL parents/guardians check your child's Microsoft Team EVERY night for links to resources including HMH Math and MyOn Reading as these will provide you with resources to assist your children in their success at school.

COMMUNICATION

All homeroom teachers are required to send home a weekly newsletter to inform families of what is being learned, upcoming events, and other important information. We also regularly update our school Facebook page, our school Twitter feed, our school Instagram page, and our school Website. We encourage all parents to call or email their child's teacher with any questions. Teachers will do their best to respond to your call or email within 24 hours. Teachers and staff members are not permitted to use their personal phones to text or send photos. BCSS approved apps such as Remind, Google Voice, and Parent Link may be used for these purposes.

REPORT CARDS AND PARENT-TEACHER CONFERENCES

Report cards are issued quarterly. Report cards will be available through the Infinite Campus Parent Portal. There will be 2 parent-teacher conferences; one in the fall and one in the spring.

LOST AND FOUND

We have a lost and found closet in the cafeteria in which lost articles are placed. At the end of each grading period, any items that are not claimed will be placed on a table in the atrium. They will remain there for one week. After one week, any remaining articles will be donated to a local charity. Please encourage your child to keep track of his/her items and label all jackets, lunchboxes, etc. with his/her name.

SCHOOL MATERIALS AND FINES

Textbooks, library/media materials, and equipment are the property of the Barrow County Board of Education and are issued to students free of charge. The return of these materials to the school shall be the sole responsibility of the students and their parents/guardians. Students who lose or damage materials and equipment shall reimburse the Barrow County Board of Education for the cost of replacement/repairs.

WITHDRAWING YOUR CHILD

If you are moving and your child will be transferring to another school, a student withdrawal form must be completed. Copies of all records will be mailed to the student's new school when a

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written request is received. Only the individual who registered the student can withdraw the student.

VOLUNTEERS AND MENTORS

We generally encourage our students' family members to volunteer at KES. If you are interested in volunteering, please speak with your child's teacher regarding opportunities to do so. All volunteers will be subject to undergoing a criminal background check before being allowed to work with/around our students.

Our school counselor, Ms. McClenny, coordinates our school mentor program. We enjoy having mentors from our community come in and spend time with our students. Please contact her if you are interested in making a difference in the life of a child.

DISCIPLINE

While we make every effort to prevent discipline referrals, they are sometimes necessary. Should your child receive a discipline referral and is sent to the office, an administrator will contact you. Each office referral is a unique situation and will be handled based on the child and the level of incident. We follow the Barrow County Schools Code of Conduct, which can be found in the upcoming pages. Our goal is to use discipline referrals as teaching opportunities and provide consequences that are fair and aligned to the behavior.

Section B: Barrow County School System Information

In addition to the school-specific items, please refer to the Barrow County guidelines, including the Code of Conduct, Rights & Responsibilities, and other pertinent information listed below.

You can find the information here: <https://www.barrow.k12.ga.us/schools/kes/families/student-handbook>

- PARENT'S RIGHT TO KNOW TEACHER'S TRAINING AND CREDENTIALS
- COMPLAINT PROCEDURES
- FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
- PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)
- NON-DISCRIMINATION NOTICES
- TITLE VI AND TITLE IX NOTIFICATION
- SECTION 504 INFORMATIONAL NOTICE
- SCHOOL ATTENDANCE AND GEORGIA'S COMPULSORY EDUCATION LAW
- STUDENT COMPLAINTS AND GRIEVANCES
- SCHOOL NUTRITION PROGRAM
- CAFETERIA CHARGE BOARD POLICY (EE)
- CLUBS AND ORGANIZATIONS
- PTO/PTA, BOOSTER CLUBS, SUPPORT ORGANIZATIONS, AND FUNDRAISING

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- MEDICAL POLICY
- PROHIBITION AGAINST BULLYING
- STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT
- MEDIA AND INTERNET PUBLICATION RELEASE NOTICE
- BARROW COUNTY SCHOOLS INTERNET SAFETY, TECHNOLOGY RESPONSIBILITY, AND ACCEPTABLE USE POLICY
- BUS DISCIPLINE
- BCSS STUDENT BUS TRANSPORTATION CHANGES PROTOCOL
- TEENAGE AND ADULT DRIVER RESPONSIBILITY ACT (TAADRA) (MS/HS only)

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STUDENT/PARENT POLICY UNDERSTANDING ACKNOWLEDGEMENT

The **Kennedy Elementary** Student Handbook/Agenda includes some very important information about the upcoming school year. Please take time to read this information now and refer to it frequently. If you have questions, contact the school office at **770-867-3182**. We will be happy to talk with you.

Each school is required to document that every parent and student has been given a copy of the Student Code of Conduct along with other required information, including notification of possible consequences and penalties for truancy, and has been given a chance to ask questions about anything he or she does not understand.

A completed and signed form must be on file for all students. Parents/Guardians and students age ten years or older by September 1st are required to sign this acknowledgement form in the space below. Please return the form to your child's teacher as soon as possible. You may also complete the form electronically here: <https://www.barrow.k12.ga.us/families/students/policy-understanding-form>

Students who are unable to read or fully understand this information are not required to initial or sign this document. However, parents are expected to explain the information to their children in terms that they can understand. Failure to sign and return this form will not excuse a student from the requirements of the policies. To complete this form, students and parents should each initial each item that you have read and understand and then sign the form in the space provided.

Parent Student

- | | | |
|-------|-------|--|
| _____ | _____ | 1. Student Code of Conduct and School Bus Behavior Guidelines |
| _____ | _____ | 2. School Attendance and Georgia's Compulsory Education Law |
| _____ | _____ | 3. Cafeteria Charge Board Policy (EE) |
| _____ | _____ | 4. Medication Policy |
| _____ | _____ | 5. Parent's Right to Request a Teacher's and/or a Paraprofessional's Qualifications |
| _____ | _____ | 6. Barrow County School System Internet Safety, Technology Responsibility, and Acceptable Use Policy |

I have read and understand the 2023-2024 **Kennedy Elementary** Student Handbook/Agenda. **I understand that I am responsible for following the guidelines set forth in this document.**

Student Signature: _____ Date: _____

I have reviewed the student handbook with my child:

Parent Signature: _____ Date: _____

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SCHOOL CLUBS AND ORGANIZATIONS

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If you do **NOT** want your child to participate in a particular club or organization at school, please complete the information requested below and return to your KES.

You also have an electronic option if you'd prefer:

<https://www.barrow.k12.ga.us/families/students/clubs-and-student-organizations-form>

Student Name: _____ Grade: _____

My child, identified above, **may not** participate in the club or organization listed below:

By completing this form I am declining permission for my child to participate in the club or organization listed above.

Parent Signature: _____ Date: _____

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Tentative Calendar Events

July 24-July 31 Pre-Planning
July 27 – Open House for NEW KES Families 5-6:30pm
July 28 Open House 8-2 by Last Name
August 1 First Day of School
August 1-29 BOY TESTING (See Testing Calendar for Specifics)
August 8 Annual TITLE I Meeting
August 10 Afternoon PL
August 18-25 Book Fair
August 22 – K & 1st Curriculum Night
August 23 – 2nd & 3rd Curriculum Night
August 24th – 4th & 5th Curriculum Night
August 25th - \$ Club – office sponsored
Video PL Due
Magician Visit
August 31st – Evidence Meetings during Planning
September TBD Fall Pictures
Sept 1-4 Labor Day Holiday
September 1 – BCSS Instructional Round
September 11 Patriot’s Day
September 14 - Afternoon PL
September 15 – Family Engagement Activity Day
September 28 - Evidence Meetings during Planning
September 29 - \$ Club – 5th Grade Sponsored
Video PL Due
October TBD Picture Makeups
October 2-5 School Bus Safety Week
October 5 End of 1st Grading Period
PBIS Party #1
October 6 Teacher Planning Day – No Students
October 9-13 Fall Break
October 18 Report Cards
October 19 - Afternoon PL
October 20 Dragon Wing Recognition
October 23-27 Red Ribbon Week
October 26 - Evidence Meetings during Planning
October 27 – Family Engagement – Boo Bash
\$ Club Sponsored by Kindergarten
Video PL Due
November TBD Conference Days
November 7 Digital Learning Day - Election Day
November 9 - Afternoon PL
November 10 – Family Engagement Activity – Veteran’s Day
November 17 - \$ Club sponsored by 4th Grade
November 20-24 Thanksgiving Holiday
November 29 - December 29 - MOY MAP
November 30 - Evidence Meetings during Planning

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Video PL Due
December 14 - Afternoon PL
December 15 – Video PL due
December 18 PBIS Party #2
December 19 – Family Engagement – Story Book Night
December 20 End of Second Nine Weeks Early Release
December 21-Jan 5 School Closed Winter Break
January 4-5 Teacher Planning Day
January 8 Begin Third Nine Weeks
January 8-February 2 DIBELS & TRC Window Open
January 10 Report Cards go home
January 11 - Afternoon PL
January 12 Dragon Wings Recognition
January 15 MLK Day No School
January 17-February 28 ACCESS Testing Window
January 25 - Evidence Meetings during Planning
January 26 100th Day
\$ Club 1st Grade Sponsored
Video PL Due
Feb TBD - Spring Pictures
February 8 - Afternoon PL
February 9 No School
February 12 Virtual Day for Students
February 16 – Family Engagement Activity
February 23 \$ Club sponsored by 3rd Grade
Video PL Due
February 29 - Evidence Meetings during Planning
March 4-8 - Read Across America Week
March 13 PBIS Party #3
March 13 End of Third Nine Weeks
March 14 Teacher Planning
March 1 - No School
March 20 - Report Cards Go Home
March 22 - Dragon Wings Recognition
Family Engagement Activity
March 28 - Evidence Meetings during Planning
March 29 \$ Club sponsored by 2nd Grade
Video PL Due
March 25 - May 1 GAA Window
March 24- May 17 EOY TRC & Dibels
March 26 TITLE I Needs Assessment Meeting 2:30 (also available virtually)
April 1-5 Spring Break
April 11 - Afternoon PL
April 12 – Family Engagement Activity
April 17 - 26 End Of Year MAP testing
April 25 - Evidence Meetings during Planning
April 26 - \$ Club Sponsored by Specials & SpEd
Video PL Due

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April 29-May 3 Georgia Milestones Assessment

May 6 -10 Teacher Appreciation Week

May 9 – Afternoon PL

May 17 Fifth Grade End Of Year

May 20 Final PBIS Party

May 21 – Kindergarten -2nd End of Year Ceremonies

May 24 3rd & 4th End of Year Ceremonies

Last day of school/Early Release

May 23-24 Post-planning

****All dates are subject to change. Please see the school's website www.barrow.k12.ga.us/kes for the most up to date calendar.****

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	Cafeteria	Hall	Playground	Restroom	Bus	In Conflict
<p>Ready— Being in the right place at the right time with the right stuff</p>	<ul style="list-style-type: none"> Wash your hands Know what your ordered for lunch Get your milk, condiments and utensils 	<ul style="list-style-type: none"> Be with a buddy or be with your class 	<ul style="list-style-type: none"> Be prepared for the weather Bring out the equipment you want Know where you should be 	<ul style="list-style-type: none"> Be with your buddy or be with your class 	<ul style="list-style-type: none"> Know your bus number Be at your stop 5 minutes early each day Have all your belongings with you at the stop Listen and watch for your bus 	<ul style="list-style-type: none"> Honestly share how you are feeling Listen to other's point of view without interrupting Get adult if you can't solve yourself
<p>Respectful— Treating others the way you want to be treated</p>	<ul style="list-style-type: none"> Talk quietly at the table Say "Please" and "Thank You" to any adult who helps you Chew with your mouth closed Keep your area clean Follow lunch monitor's directions Use your manners 	<ul style="list-style-type: none"> Keep your hands and feet to yourself Be silent Stay in your place in line 	<ul style="list-style-type: none"> Use appropriate language Keep your hands and feet to yourself Be a good sport Be kind to others Resolve conflicts with kind words 	<ul style="list-style-type: none"> Respect the privacy of others Be silent Keep your hands and feet to yourself 	<ul style="list-style-type: none"> Follow the driver's directions Talk quietly to seat mate Keep your hands and feet to yourself Say "Please" and "Thank You" to your driver 	<ul style="list-style-type: none"> Express your feelings without screaming Use kind words Keep your hands and feet to yourself Try to solve yourselves before getting adults When you get adults be honest
<p>Responsible— Doing your job with a smile on your face and giving perfect effort</p>	<ul style="list-style-type: none"> Stay in your seat Get what you ordered Get your milk, utensils, and condiments Eat your lunch 	<ul style="list-style-type: none"> Face forward Walk on the right side of the hall Go straight to your destination 	<ul style="list-style-type: none"> Stay in assigned area/on assigned equipment Line up when called Bring in what you brought out Keep the playground clean Use equipment correctly 	<ul style="list-style-type: none"> Hit your target Flush Wash and dry your hands without making a mess 	<ul style="list-style-type: none"> Keep items in your book bag Sit bottom to bottom and back to back Go STRAIGHT to your bus WALK quickly and quietly to your bus. 	<ul style="list-style-type: none"> Listen to others with the purpose of understanding Always look to find a solution everyone can live with not just to make you feel better