



Student Handbook
For a Successful School Year
at C.A. Roberts Elementary!

2023 — 2024

1833 Mount Tabor Church Road
Dallas, Ga 30157
770-443-8060

August 2023

Dear Parents:

I would like to welcome you and your family to C.A. Roberts Elementary School for the 2022-23 school year.

We are thrilled to have you as a part of the Roberts Elementary Family.

We will continuously work to engage students in the "Core Four" to assist in accomplishing our mission. We value/believe: 1) **Principle-centered** leadership is key to our effectiveness in decision making (choices). 2) **People matter** and we are always on mission to serve people. 3) **Believing** in capabilities of our people (staff and students) is the bedrock of growth toward all meaningful work we do. 4) **Focus on target** increases our effectiveness and helps us maintain a positive culture of success and climate of excellence. The Staff of Roberts Elementary is committed to ensuring student success through continuous collaboration and communication between parents, teachers, staff and students. We hope to build G.R.I.T. into our students where they are grounded, resourceful, intentional, and tough. Together we will do great things and see great growth!

We hope to provide many opportunities throughout the year for you to become involved in school and/or classroom activities and we encourage you to take advantage of these.

Parent involvement is extremely important to your child's success as well as the success of our school. Please feel free to get involved and be extra sets of hands for us as well as the PTA.

The attached student handbook is intended to help answer some of the many questions that you may have at the start of the school year.

Please contact the school if you have any questions or concerns. We are excited to work with you to ensure your child has an awesome school year.

Thanks for being our partner as we strive for excellence and success for all students!

Paul Wilder
Principal

Realizing Our Capabilities Keeping Everyone Targeted for Success!

This handbook provides a brief overview of the Paulding County School District's policies and procedures and their impact on Roberts Elementary. For detailed information on all topics please refer to www.paulding.k12.ga.us.

Shooting for the Stars (Our School Song)

There's a dream alive in each of us
We hope with work and a little trust
We'll take off and fly someday
Fueled by what we learn today

We are rockets shooting for the stars
Keeping dreams in our hearts
Proud to be red, white, and blue
Flying high in all we do
At Roberts Elementary
We'll be the best that we can be
Rockets, shooting for the stars

In those first tender years
Hope is born and dreams appear
And with some help from guiding hands
We'll learn the skills to make the plans

We are rockets shooting for the stars
Keeping dreams in our hearts
Proud to be red, white, and blue
Flying high in all we do
At Roberts Elementary
We'll be the best that we can be
Rockets, shooting for the stars

Once you light that rocket
Well, you just can't stop it
Oh, watch it fly
Take off so high

We are rockets shooting for the stars
Keeping dreams in our hearts
Proud to be red, white, and blue
Flying high in all we do
At Roberts Elementary
We'll be the best that we can be
Rockets, shooting for the stars

Written by Mr. Davidson (former P.E. teacher) & Mrs. Littlefield (former ESEP teacher)

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ATTENDANCE

Regular attendance is essential to a student's success in school.

- The instructional day begins at 8:00 am and ends at 2:30 pm.
- It is critical that students are **in their classroom by 8:00** am to begin their day. Students arriving late to class will miss valuable instruction time. Please assist us in teaching punctuality and responsibility by having your child at school between 7:25 am and 7:55 am.
- Students entering their classroom **after 8:00 am are considered tardy** and must have a parent sign them in at the office. Failure to do so may result with the student not being counted present for the day.
- Students leaving prior to 2:25 pm will also be counted tardy and must be signed out in the office by their parents.

ABSENCES

There is no substitute for actual participation in classroom discussions and work. However, situations do occur that may warrant a student absence. Paulding County Board of Education Policy JB (in accordance with Georgia State law and the State Board of Education Policy) provides five reasons for lawful excused absences:

1. personal illness
 2. illness or death in the immediate family
 3. special and recognized religious holidays observed by the student's faith
 4. mandates by order of a governmental agency
 5. conditions rendering school attendance impossible or hazardous to the safety of the student
- A written note explaining absence must be received (by the office) within 3 days of absence.
 - **Students who are absent from school may not participate in that day's extra-curricular activities, i.e. chorus, science club, etc.**
 - Family vacations **do not** constitute an excused absence. Families are urged to schedule out-of-town trips during the breaks that are outlined on the school calendar.
 - For situations of chronic absenteeism, tardiness or early sign out, the principal will send written notification to the student's home requiring medical documentation in order to excuse any further absences from class. District policy outlines letters that are sent and when a referral should be made to attendance officer/social worker.

BUS TRANSPORTATION

Student behavior on school buses is considered an extension of classroom behavior. Maintaining proper conduct while on the bus is the joint responsibility of student, parent, bus driver and school officials. The Georgia laws are clear that riding a school bus is a privilege, not a right. Therefore, failure to follow the bus guidelines will result in suspension of bus privileges.

1. Students must show proper respect to the driver at all times and follow instructions.
2. Objectionable or dangerous objects are not permitted.
3. Students will keep their arms and hands inside the bus at all times.
4. Nothing is to be thrown; inside or from the bus.
5. Fighting or physical play is prohibited.
6. Use of obscene language or gestures is prohibited.
7. Unnecessary noise is prohibited.
8. Consumption of food or drinks is prohibited.
9. Drivers will assign seats to children.
10. Students must be seated at all times unless otherwise directed by the driver.
11. Students must be quiet at all railroad crossings.
12. When crossing a street, students will cross in front of the bus, in full view of driver.
13. The emergency door is to be used only at the direction of the driver. Students are to be at the bus stop prior to the scheduled time (10 minutes recommended) and wait in an orderly manner

CAR DROP OFF

- Student drop off begins at **7:25 am. No EARLY DROP OFFS! No exceptions.**
- It is critical that students are in their classroom before 8:00 am so please arrive with enough time to wait in line, have students exit the vehicle and walk to their classroom. This is important on days of inclement weather which tends to slow everything down.
- To make traffic flow as smooth as possible, please follow the attached diagrams.

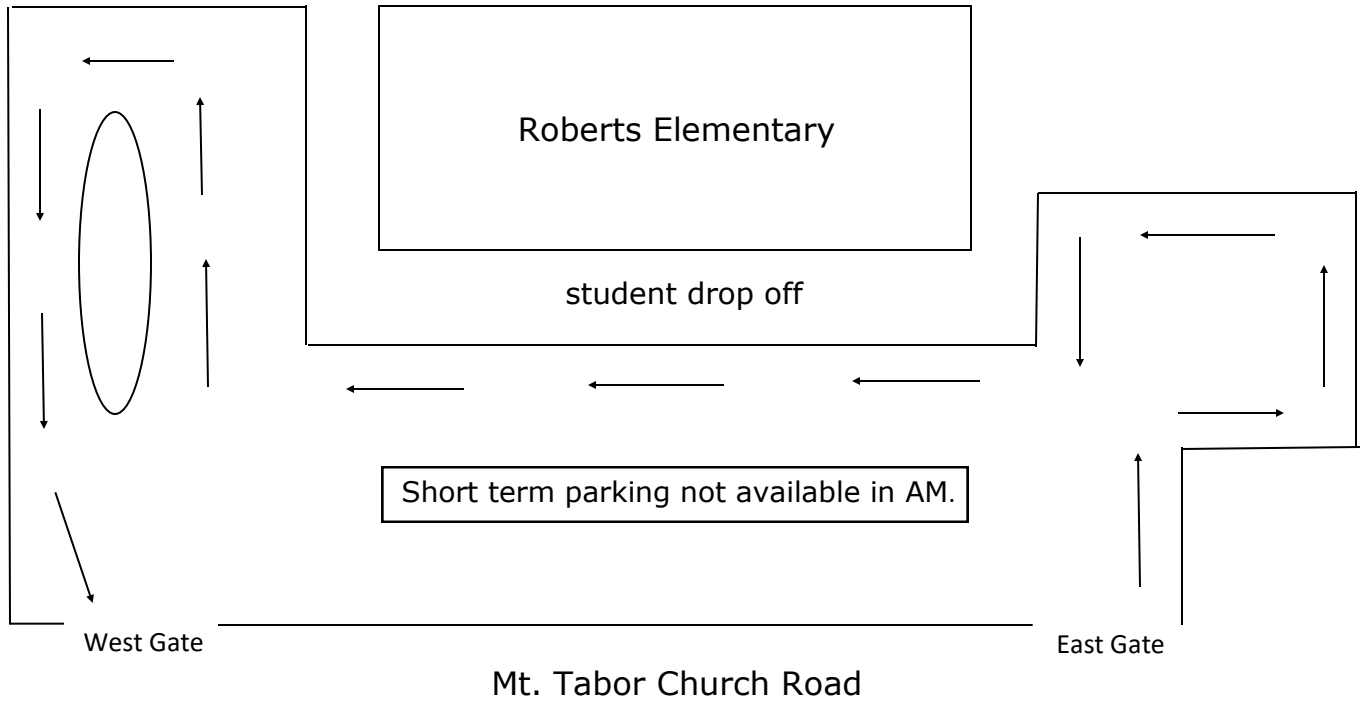
CAR PICK UP

- Student pick up begins when all buses have exited the parking lot; approximately 2:30 pm.
- All students will receive a card with their name, grade and teacher's name. This card **MUST** be displayed in the window of the vehicle that is picking them up. If the person picking up the student does not have a card, the office will need to verify their name on the student's registration card and match it to a picture identification. This procedure is for the safety of our students and make take a few minutes.

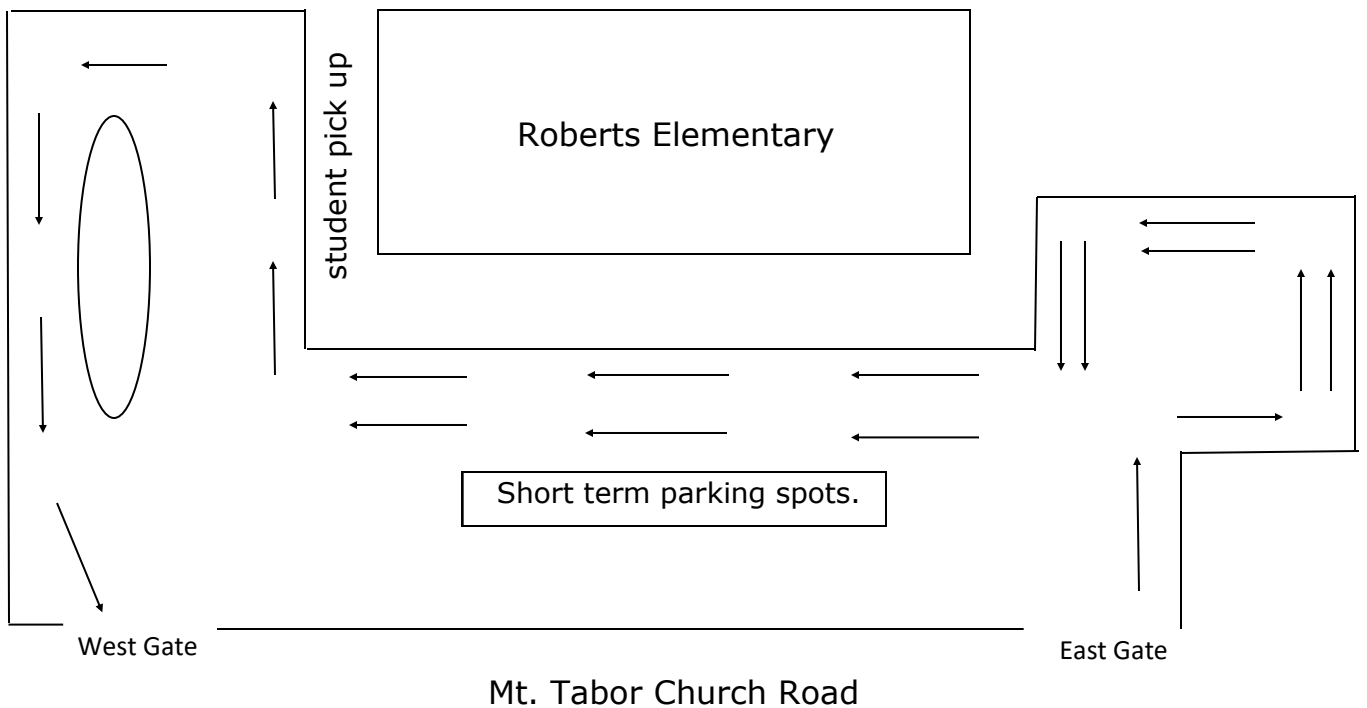
CHANGES TO YOUR CHILD'S PERSONAL TRANSPORTATION SCHEDULE:

- Students making a one-time change to their transportation plan (i.e. being picked up by parents instead of riding bus) must provide a written/signed note from their parents.
- If a student is going home with a friend, **BOTH** students must provide written/signed notes from their respective parents. **Note: Under current safety precautions, students are not allowed to ride home with other students for the weekend sleepover. Transportation changes must be approved by administration prior to dismissal.**
- Due to safety concerns of not being able to properly identify a person over the phone; students are not allowed to call home to obtain permission to alter their transportation plan nor can we accept phone calls from home giving students permission to alter their transportation plan. However, signed faxes with detailed instructions are permitted. The office will always, in cases of emergency, work with parents/guardians to ensure safety for the student.

Morning Drop Off — 7:25 am to 7:55 am



Afternoon Pick Up — 2:30 pm to 2:50 pm



CAFETERIA:

- Breakfast and lunch are available daily. **Free meals are no longer available except through application of free and reduced lunch (online form– one per family)!**
- Students who qualify can receive meals free or at a reduced rate. Information about this program is distributed at the beginning of the school year and available at the office and online through the PCSD school nutrition department.
- Breakfast is served from 7:30 am to 7:55 am. Cost is \$1.40 for students and \$2.20 for adults. Reduced student price is 30 cents. Students **MUST** be in the cafeteria by 7:50 in order to be served.
- Lunch costs \$2.15 for students and \$3.70 for adults. Reduced student price is 40 cents.
- Menus are available on-line; however, supply chain issues can impact menu consistency. Prices subject to change!
- Parents may utilize the website ***myschoolbucks.com*** to set up an on-line account for their child's meal purchases. Cash is also accepted. Students may wish to purchase extra items in the lunch line so that their account may be useful. Make sure your student knows your expectations regarding purchasing of lunch "extras."

For students to enjoy their 30 minute lunch, certain rules must be followed.

- Speak with an 'inside' voice. No yelling.
- Use appropriate table manners.
- Do not handle another students food.
- Throwing food will not be tolerated.
- Follow directions of lunchroom staff.

Students who do not follow the cafeteria rules will be moved to an area away from their classmates and finish their meal in silence. Excessive misbehavior or disrespect will be reported to classroom teacher or administrator.

*Parents are always welcomed to have lunch with their children. **Note: Some lunch visitation is restricted at the beginning of the year and other times, as needed, for safety or space consideration.** Please remember to eat at the assigned table and to **only eat with your child**. For privacy/safety reasons, you are not allowed access to other children. **Please remember this is a time for students to socialize so the cafeteria will be noisy!**

CAMPUS SAFETY & COMMUNICATION:

The safety of Roberts' students is a top priority. Here are four different ways we keep parents informed and students safe.

- PCSD utilizes *Blackboard*, a pre-recorded telephone system that notifies families about school closings, safety alerts and important district-wide news. Caller ID will display 877-698-3261. You may also call this number back to hear the message again. E-mail, Class Dojo, SMS text messaging, polling questions and web-site links are also available.
- PCSD works closely with local authorities in an effort to obtain hazardous weather information in a timely manner. When the decision is made to close schools it is posted on the district website, Blackboard is activated and all major television and radio stations are notified.
- To be prepared for emergency situations, PCSD has collaborated with the Paulding County Emergency Management Team to create Roberts' Safety Plan and Procedure Guide. All staff are familiar with their responsibilities and students participate in drills for fire, severe weather and intruder alerts. Parents are welcome to review the plan at anytime.
- Video surveillance is utilized throughout the campus.
- All Paulding County Schools will have security guards assigned to each campus!

FIELD TRIPS

- Field trips are an educational experience that is directly related to a current unit of study. They are funded through parent donations; however, no student is denied these opportunities because of inability to or unwillingness of their parents/guardians to financially contribute. However, failure to receive sufficient funding may result in cancellation of the trip.

GUIDANCE COUNSELOR

- The elementary guidance program utilizes classroom presentations, small group sessions, and on a limited basis, individual sessions. We hope that students become comfortable enough to approach a counselor outside of class whenever needed.
- Our counselor Mrs. Danvers offers assistance with study skills, taking tests, making new friends, coping with peer pressure and more.
- Parents may also speak with the counselor over the telephone or in person by scheduling an appointment.

LEARNING BRIDGE — AFTER SCHOOL PROGRAM

- Learning Bridge ASP utilizes school facilities to provide affordable, quality, after school care. The program includes segments for homework, play, art, snack and other activities.
- To enroll, parents must submit a registration form and annual registration fee. The form is available from the school office or at www.learningbridgepaulding.com.
- Program options include three or five days a week. There is no space available for student drop-ins or intermittent stays.
- The PCSD works cooperatively with Learning Bridge; however, we do not manage the program or determine student acceptance. Responsibility for all functions are that of Learning Bridge. Please contact them at 678-513-4428 or www.learningbridgepaulding.com.

LOST & FOUND

- The lost and found bins are located in the main office. Items are held for a reasonable amount of time and after that it will be donated to a charitable organization. Please label all things of value so that they can be easily retrieved from lost and found.

MEDIA CENTER & BOOKSTORE

- Depending on grade level, visits to the Media Center may be included in the specials (PE, Art, Music) rotation while other classes will come as scheduled by the teacher. With teacher permission, students will be able to visit individually during the school day.
- Book check out: Kindergarten students may check out one book at a time. First through 5th grade students may check out either two books or one book and one magazine. Exceptions will be made if your child is working on a special project for his/her class. All books may be kept for 2 weeks, except magazines, which may be kept for only one day.
- Overdue books: Students are expected to return their books by the due date. If there is an overdue item, checkout privileges will be suspended until the item is returned.
- School Bookstore: Located just left of the Media Center entrance, the Bookstore is open every day from 7:30 am to 7:55 am. It sells pencils, spiral notebooks, folders, erasers etc. Profits are used to purchase books and other items for the Media Center.

MENTORING

- Teachers recommend participation in the mentoring program for students that exhibit an emotional or academic need.
- Mentors are staff members and adult volunteers from the community. They are screened, trained to mentor at-risk students, and dedicated to spend at least one hour a week with their appointed child.
- For information or to be a mentor volunteer, contact Mrs. Danvers, Guidance Counselor.

Note: This program has been temporarily suspended due to visitor restrictions, but may be resumed during this school term.

NURSE

- Roberts has a full time nurse on staff. The nurse's office is located right behind the main office.
- When a student feels ill or is injured, they will be sent to the nurse's office where their condition will be assessed. If they cannot remain at school (considered contagious, actively vomiting, temperature greater than 100.4 or have an injury requiring further attention) parents will be notified for immediate pick up.
- Please note, parents are not always contacted when a student visits the nurse especially if they are able to return to class.
- The nurse does not stock medications for student use. However, she can administer medicine that is provided by the parent.

Parent provided medication guidelines:

- Students are not permitted to transport medication to and from school. This is for the safety of all students. All medications must be brought directly to the office by an adult.
- Prescription medication must be in the original pharmacy container. Labels must include student's name, name of drug, instructions, physician name and expiration date. If there are changes to the written label instructions, then a doctor's written note is required.
- Before a student may carry a prescription medication with them to class (i.e. inhaler, Epi-pen), the parent must obtain doctor permission, notify the nurse and complete required paperwork.
- Over the counter medications must be in the original packaging. These will be dispensed as indicated on the package (age, weight etc.) by the school nurse or office personnel on the nurse's absence.

PARTIES

- Students are permitted two class parties. Usually these are the day before winter break and one of the last two days of school.
- Individual student birthday parties interrupt daily instruction and are not allowed. However, parents may provide store bought cupcakes/cookies during the students' cafeteria lunchtime. Please make sure teachers are aware ahead of time. There is also a program where the cafeteria can provide a variety of snacks to the class at a low cost to parents. This is usually done through an online form distributed by the school from the cafeteria manager. This form includes the items available and costs as well as the lead time needed to prepare the items.
- Students are permitted to distribute personal party invitations to all class members without exception of any student. If only a certain set of students are to receive an invitation then parents must make other distribution arrangements.

PARTY & SNACK FOODS

- Due to a recent increase in food allergies and foodborne illnesses, parents **cannot** provide homemade items for school celebrations (this does not apply to personal school lunches). This means all party and snack food items must be commercially prepared and packaged with complete ingredient list. This is also known as the Wellness Policy.
- The PCSD is not liable for foods that are not prepared and served by the Nutrition Dept.

PICTURES

- School pictures will be taken in the Fall and again in the Spring. Parents will receive notification and order forms closer to each photo session.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

- The first activities of the school day is the Pledge of Allegiance and Moment of Silence.
- Students participating in the recitation of the Pledge will be expected to stand, face the flag, and recite the pledge in unison. Students not participating in the Pledge may (a) stand and refrain from reciting the Pledge or (b) remain seated.

PTA

- Roberts is proud to have an active PTA that offers parents volunteer opportunities and helps raise needed funds for the school. Please join and become a member. The cost is \$7 per person.

REPORT CARDS & PROGRESS REPORTS

Throughout the school year, it is the intent of the district to provide parents and guardians with timely, easy to understand, and meaningful updates concerning students' progress, as well as their strengths and weaknesses.

- Report cards: Issued 4 times a year through parent portal; these indicate academic performance and work habits that students can use for self-evaluation and improvement.
- Progress reports: Issued 4 times a year; these provide an interim report of student's progress halfway through the semester.

All progress reports and report cards are now distributed through the parent portal. If you need to activate your account or you need assistance, contact the front office.

STUDENT ACTIVITIES

- Chorus - Open to 3rd, 4th and 5th grade students and is under the direction of our music teacher, Mrs. Walburn. Students perform holiday and spring programs. Information will be sent home in August. Participation is limited so students must turn in their registration forms in a timely manner.
- Roberts Rockets Action News, WRES - This closed circuit TV station broadcasts morning announcements and the Pledge of Allegiance. Production duties are divided between Mrs. Longshore (Venture) and Mrs. Tackett (Media Center). Fifth graders may audition in August to work on one of the rotating production crews.
- Art Club - Open to 5th grade students and run by our Art teacher, Mrs. Zelinski.
- Science/Earth Club - Open to 3-5th grade students.
- Science Olympiad - Competitive team comprised of students in 3rd-5th grades.
- Student Council - Comprised of a classroom representative from grades 3rd-5th that are nominated by the teacher and elected by classmates. These students meet with administrators bi-monthly and additionally, as needed.
- Flag Crew - 5th grade students by teacher recommendation that are responsible for raising and lowering the flag each day.
- CARE Club - open to all students in grades 3rd-5th.
- Additional clubs may be added throughout the school year. A notification of available clubs will be sent home in early August.

STUDENT RECOGNITION

- Character Trait Award - Students exhibiting traits from the county-wide Character Education program receive an award recognition from the school counselor (i.e. citizenship, cheerfulness, compassion, fairness, helpfulness, kindness, respect for self-others-teachers, responsibility, sportsmanship).
- Super Star Award - Students that exhibit behavior above and beyond the norm, a sign of good citizenship, receive a Super Star award ticket. Tickets are put into the large blue rocket that sits in main hallway. Five tickets are drawn daily and those students will receive a small prize.
- SWAG - Students With Amazing Growth are recognized 3 times per year following benchmark testing (Growth Measure Assessment). Teachers select students based on growth and proficiency.
- Student of the Month - Students are nominated by teachers; one student per homeroom per month.

TEACHER—PARENT COMMUNICATION

It is very important to keep the lines of communication between parents and teachers open. Here are three ways Roberts helps do just that.

- Parent Portal - The district website offers a Parent Portal that provides instant access to current and confidential information about your child's school attendance, grades, class assignments and more. To receive a password, parents must register at the office.
- Parent - Teacher Conferences - These face to face meetings are scheduled in Fall (October 9-10 and Spring (March 11-12). Additional conferences may be requested throughout the year to discuss progress and/or concerns.
- All teachers have a school e-mail that can be found under "staff" on the Roberts webpage. Telephone messages can also be left at the main office. Please remember that teachers cannot take calls during the school day, but will get your message and return your call as soon as possible.

VISITORS

- For the protection of students and to comply with state laws, all visitors must sign in at the main office immediately upon arriving at the school. The camera at the entrance provides "pre-screening." Each visitor should have a picture ID available and ready to show for the door to be unlocked for entry.
- Upon entering the front office, the sign-in process utilizes the Check-Mate system that is linked to our student information system. For each visit, the picture ID is scanned and a personalized visitor name tag will be automatically printed. Visitors should wear this nametag for the duration of their visit. Upon leaving, visitors should sign out using the same computer. Please be patient as we work to maintain a safe environment.
- All staff members wear photo ID or nametags. Any person without a visitor pass or staff ID will be approached and required to report to the office.
- If you will be visiting the school for an extended period of time, please park in the large parking lot to the right of the school. There are two spaces reserved in the front of the building for those staying 10 minutes or less. Please do not park in reserved spaces.

VOLUNTEERS

- A warm welcome is extended to all parents and community members wishing to volunteer at Roberts. Whether you can donate four hours a week or two hours a month, we want you to know how much your time and energy is needed and appreciated. See "updates" in communication regarding any adjustments to visitors and volunteers as we will start the year without allowing volunteers in the classrooms.
- Like all visitors, volunteers must sign in at the main office immediately upon arrival at the school.
- Please make arrangements with your child's teacher before coming in to volunteer. This gives them the chance to plan things for you to do.
- We discourage volunteers from bringing along younger siblings. If it is unavoidable, please keep them with you at all times and monitor their behavior so that they do not disrupt the learning environment.

STUDENT DRESS CODE

Please make sure students wear school appropriate clothing to school each day.

Students attending Paulding County Schools are expected to dress in an appropriate manner for school. The administration and staff of each school shall develop guidelines relative to the dress codes which are appropriate and reasonable for the maturation ages of the students at each school.

***Shorts and skirts should come past the student's fingertips when arms are down to their side.**

***Shirts must cover the student's shoulder and have fitting arm holes. (no tank tops, halter tops, or spaghetti straps)**

***Students are not allowed to wear clothing items with holes, frays, rips, or tears above the knee.**

***Permanent hair color is discouraged, as it becomes a distraction to the learning environment.**

***Spray in hair color is viewed as a distraction as well. Parents will be called to wash the color out upon arrival to school. (Exceptions may be made during spirit days as communicated.)**

***Printed tee shirts should have kid friendly messages, not things that could be considered offensive to others.**

***Students are required to wear appropriate footwear for PE participation. It is recommended that students not wear flip-flops, as they tend to trip over them throughout the day.**

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Thank you.