

Family Handbook 2016-2017

Mission 🐾 🐾 🐾 🐾 🐾 🐾
CHALLENGE ALL STUDENTS TO ALWAYS BE THEIR BEST
EMPOWERING LIFELONG *Vision*
LEARNERS INTO A FUTURE OF INFINITE POSSIBILITIES



Welcome to Teasley Elementary School!

Welcome to the New School Year

Leslie Mansfield, Principal

Welcome to the 2016-2017 school year! We are excited to be another year with your student in supporting the academic, emotional, and social growth of your child. We are eager to work with you to provide a wonderful experience for your child.

This handbook will guide you through many of the practices and procedures in place to create a safe and caring learning environment for all Teasley students. Our website will also serve as a great resource to find the most current information. (www.cobbk12.org/teasley)

Your involvement and encouragement are essential to promoting a successful school year for your child. Your child's academic success relies on the collaboration of your child, you, and our school. We encourage you to consult with your child's teacher, attend school events and activities, and participate in our parent teacher association. Your enthusiasm and interest in school can be contagious to your child, and foster a positive attitude towards school.

Our education program is designed to help each child reach their academic potential, while at the same time, develop the skills they need to be outstanding citizens of our community. Every student is valued for the person they are and the contributions they bring to our school.

Thank you for your investment in your child's future. The welcome mat is always out for you. Please contact us with any questions.

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Teasley Elementary School Believes:

- EVERYONE matters
- We work best as a TEAM
- Our greatest commitment is STUDENT GROWTH
- Students should be engaged in RELEVANT and RIGOROUS work
- Each team member should be valued as an INDIVIDUAL
- Outstanding Teasley Tigers demonstrate the **TEASLEY TEN**
- Every student learns differently and deserves a variety of instructional methods

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THE TEASLEY TEN

- be **THINKERS & PROBLEM SOLVERS**
 - be a **POSITIVE ROLE MODEL**
 - be **GOOD** - follow school rules
 - be **EAGER** to do the **RIGHT THING**
 - be **RESPONSIBLE**
 - show **PERSEVERANCE** in work - character - school
 - show **DISCIPLINE** in behavior & attitude
 - show **RESPECT**
 - show **INDEPENDENCE** - complete work at school & home
 - show **ENTHUSIASM** as you live to be an
 - OUTSTANDING TEASLEY TIGER!**
-

COMMUNICATION

Parent/Teacher Conferences are held during October. Teachers and parents meet to discuss student progress, the instructional program, and any other issues. **During this week students are dismissed 2 hours early.** Please make arrangements for child care on these days. ASP will be operate on these days, and open early. Students may not remain unsupervised at school during this time.

When appropriate, students may also be included in conferences. Please make arrangements for care of younger siblings, as they may disrupt conference times.

Other conferences may be scheduled throughout the school year as needed. If you wish to meet your child's teacher, please contact them to schedule a pre-arranged time.

The Cobb County School District Website hosts a wealth of information, as does the **Teasley Elementary School Website**.
www.cobbk12.org and www.cobbk12.org/Teasley.

COBB edTV is an educational access cable channel featuring local programming and Board of Education meetings. COBB edTV is available on Comcast Channel 24 in Smyrna, or Charter cable channel 97.

Blackboard Connect is an online system allowing you to customize how you receive notifications from CCSD and Teasley. Notifications can be received by phone, text message, or e-mail, and will be used to provide information regarding upcoming events, important information impacting families, and emergency information.

Each month Teasley's PTA distributes the **Teasley Times**. This newsletter will provide valuable information regarding happenings at Teasley, and

Cobb County School District

770-426-3300

Teasley Office

Phone: 770-437-5945

Fax: 770-437-5947

Principal

Leslie Mansfield

Email: leslie.mansfield@cobbk12.org

Assistant Principal:

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CCSD Special Student Services

770-426-3320

CCSD Transportation

Phone: 678-594-8000



Follow us on Twitter

@TeasleyElementary , Instagrams

TeasleyElementary & Facebook at

facebook.com/TeasleyElementaryPTA

TEAM EXPECTATIONS

FOR PARENTS

- Adhere to the code of conduct in the student handbook for appropriate attire and conduct
- Assume responsibility for participation in school meetings, events, conferences, and other school sponsored activities
- Contact school staff to schedule conferences when needed
- Encourage and reinforce homework policies
- Notify the school in writing if the student is to be released to another adult or has a change in transportation
- Promote daily attendance and punctuality
- Promote school-wide reading incentive program at home and read with your child daily
- Review/sign/return daily reports, academic alerts and report cards
- Send children to school prepared to learn: physically, emotionally, and academically
- Refer to Teasley's website and teacher blogs to stay informed

FOR STUDENTS

- Follow the TEASLEY TEN
- Adhere to standard school attire, discipline policies and the code of conduct
- Come to class prepared with all necessary materials
- Complete and submit homework independently and on time
- Be dedicated to being a lifelong learner
- Follow school/classroom rules
- Practice safety on buses and school grounds
- Demonstrate respect for self, peers, teachers, and other adults
- Respect school property and the property of others
- Speak courteously to everyone and demonstrate good manners
- Stay on task and put forth their best effort
- Exhibit school pride

FOR TEACHERS

- Adhere to the Georgia Code of Ethics
- Communicate and support the mission and goals of Teasley
- Communicate with parents regularly
- Foster professional growth and seek information on current trends and research, maintaining and developing professional excellence
- Guide students to identify and reach their highest potential
- Provide a safe and caring learning environment, promoting feelings of trust and team building
- Implement instructional activities that are relevant and rigorous
- Reinforce homework policy
- Utilize strategies that promote thinking and lifelong learning
- Support school strategic plan goals, and school and community functions





514 Glover Street, Marietta, GA 30060
(770) 426-3300 • www.cobbk12.org

2016-2017 School Year Calendar

July 2016

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July 4 - Independence Day

August 2016

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Sept. 5 - Labor Day

October 2016

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Nov. 8 - Election Day

Nov. 24 - Thanksgiving Day

December 2016

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Dec. 25 - Christmas Day

January 2017

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan. 1 - New Year's Day

Jan. 16 - MLK Day

February 2017

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Feb. 20 - Presidents' Day

March 2017

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Apr. 3 - 7 - Spring Holidays

May 2017

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23*	24*	25	26	27
28	29	30	31			

May 29 - Memorial Day

June 2017

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1st Semester - 91 days 2nd Semester - 89 days

CALENDAR LEGEND

- First and Last Days of School
- Holiday - School Closed
- Student Holiday/Staff Day

- Elementary/Middle School Conference Week
- * Early Release Day (Refer to the District's online calendar for details)



Teasley Elementary School
2016-2017 Year at a Glance

July	
13	Leadership Kickoff
22	Kindergarten Play Date
23	Campus Cleanup
25	PTA Luncheon
28	Meet & Greet (1-5)
30	Meet & Greet (K)

September	
2	Dress Down \$1
9	All Pro Dads
9	Movie Night
13-15	CogAT (1 & 3)
16-21	IOWA Testing (3-5)
26-30	Fall Break

November	
2	PTA/PAWS Leadership Team
4	School Tour
8	No School-Staff Work Day
11	All Pro Dads
15	Willy's Spirit Night
18	Tiger Trot
21-25	Thanksgiving Break
30	PTA/PAWS Leadership Team

January	
5	Return to School
10	ASP Open House
11	PTA General Mtg (with PTA/PAWS)
13	Dress Down \$1
16	No School
19	Prospective Parent Coffee
20	All Pro Dads
23	Grub Burger Bar Spirit Night
31	Bingo Night

March	
3	International Night
9	PTA General Mtg - Milestones Info
15	PTA/PAWS Leadership Team
16	Prospective Parent Coffee
17	All Pro Dads
TBD	Restaurant Night
24	Talent Show
27-31	Teacher Appreciation Week
31	Cultural Arts Day
31	Dress Down Day

August	
1	First Day of School /Tears & Cheers
9	Open House (K,2,4)
10	Open House (1,3,5)
16	ASP Open House
17	PTA/PAWS Leadership Team
23	Fall Picture Day
25	Room Parent Orientation Meeting
25	Chick-fil-A Vinings Spirit Night
30	PTA General Meeting

October	
4	Zama Spirit Night
5	PTA/PAWS Leadership Team
7	All Pro Dads
11	Prospective Parent Coffee
17-21	Conference Week
18	St. Angelo's Spirit Night
21	Career Day
28	Dress Down \$1 / Boo Hop
31	Boo Grams

December	
1	5th Grade Performance
3	Winterfest
5-9	Santa Shop
12	School Tour
21	Dress Down \$1
22	Winter Holidays Begin

February	
7	Los Bravos Spirit Night
8	PTA/PAWS Leadership Team
9	STEM Night
14	Candy Grams
16	School Tour
17	Dress Down \$1
20-24	February Break

April	
3-7	Spring Break
11	US Café Spirit Night
14	School Tour
14	All Pro Dads
17-18	Volunteer Interest
19-28	End of Grade Assessments
28	Purple Party

May	
3	Volunteer Appreciation
4	School Tour
4	Arts Night
11	Field Day (K-2)
12	Field Day (3-5)
18	End of Grade Assessments
23-24	Early Release





Teasley Standard School Attire Requirements for 2016-17



All students of Cobb County School District shall be required to maintain the level of personal hygiene necessary to ensure a healthy school environment and all students must maintain an acceptable standard of dress. The standard of dress for students shall be as follows:

Teasley Expectations
Shirts: <ul style="list-style-type: none"> Shirts must have a collar and be long or short sleeved. Shirts must be a SOLID color (navy, blue, light blue, black, gray, yellow, red, purple, light pink, green or white ONLY). Other colors not listed are not acceptable. There may be no patterns, markings, labels or other designs on the shirt except an emblem that is no larger than 2"x3" in the upper left pocket area or sleeve.
Pants: <ul style="list-style-type: none"> Pants must be NAVY, BLACK or KHAKI only. Pants must be solid with no patterns, labels or other markings. Additionally, there may be no holes or tears in pants. Jeans, denim material, or workout type fabrics are <u>not</u> permitted. No leggings, jeggings or other skin tight fabric are permitted as pants.
Shorts: <ul style="list-style-type: none"> Shorts must be NAVY, BLACK or KHAKI only. Shorts must be solid with no patterns, labels or other markings. Additionally, there may be no holes or tears in shorts. No jean, denim, gym or workout type fabric is permitted. Shorts must not be shorter than 4" above the knee. No cut-offs are allowed. All shorts must have a hem.
Skirts/Dresses/Jumpers: <ul style="list-style-type: none"> Skirts must be NAVY, BLACK, or KHAKI only. Dresses must have a collar and may be navy, light blue, light pink, red, purple, green or khaki. Solid NAVY, BLACK or KHAKI jumpers may be worn with a standard school attire collared shirt underneath. Skirts, dresses, and jumpers must be solid with no patterns, labels or other markings. No jean, denim or skin tight material is permitted. Skirts, dresses, and jumpers must not be shorter than 4" above the knee.
Sweaters/ Sweatshirts: <ul style="list-style-type: none"> Sweaters/Sweatshirts: NO HOODED sweaters or sweatshirts are permitted to be worn during the school day with the exception of a Teasley hooded sweatshirt. All sweaters and sweatshirts must be a SOLID navy, light blue, black, gray, purple, or white. There may be no patterns, markings, labels or other designs. Hoodies may be worn as jacket or outerwear only and must be removed once in the building.
Shoes: <ul style="list-style-type: none"> Shoes and sneakers of any variety are allowed as long as they are closed toe with the heel covered. Boots are also permitted. No Croc-type shoes, open toe shoes or sandals, nor any heels over 1" are allowed. Lace up high-top tennis shoes are not permitted.
Socks/Leggings/Stockings/Tights: <ul style="list-style-type: none"> Socks, leggings and stockings/tights: All visible socks, tights, stockings/tights or other foot covering must be blue, black, brown, gray or white SOLID colored. Leggings may be worn under dresses. NO OTHER COLOR IS ALLOWED. Additionally, socks, leggings and stockings/tights may not be patterned which would include lace, fishnets, argyle, checks, polka dots, stripes or any other markings.
Dress Down Day Expectations: <ul style="list-style-type: none"> Fridays when students may wear a Teasley spirit shirt or class grade-level shirt. Students must still wear standard pants, skirt or shorts with their spirit shirt. <p>No hoodies or jackets that are not standard attire may be worn in school, so please be sure your student has an appropriate sweater or jacket. Thank you!!</p>

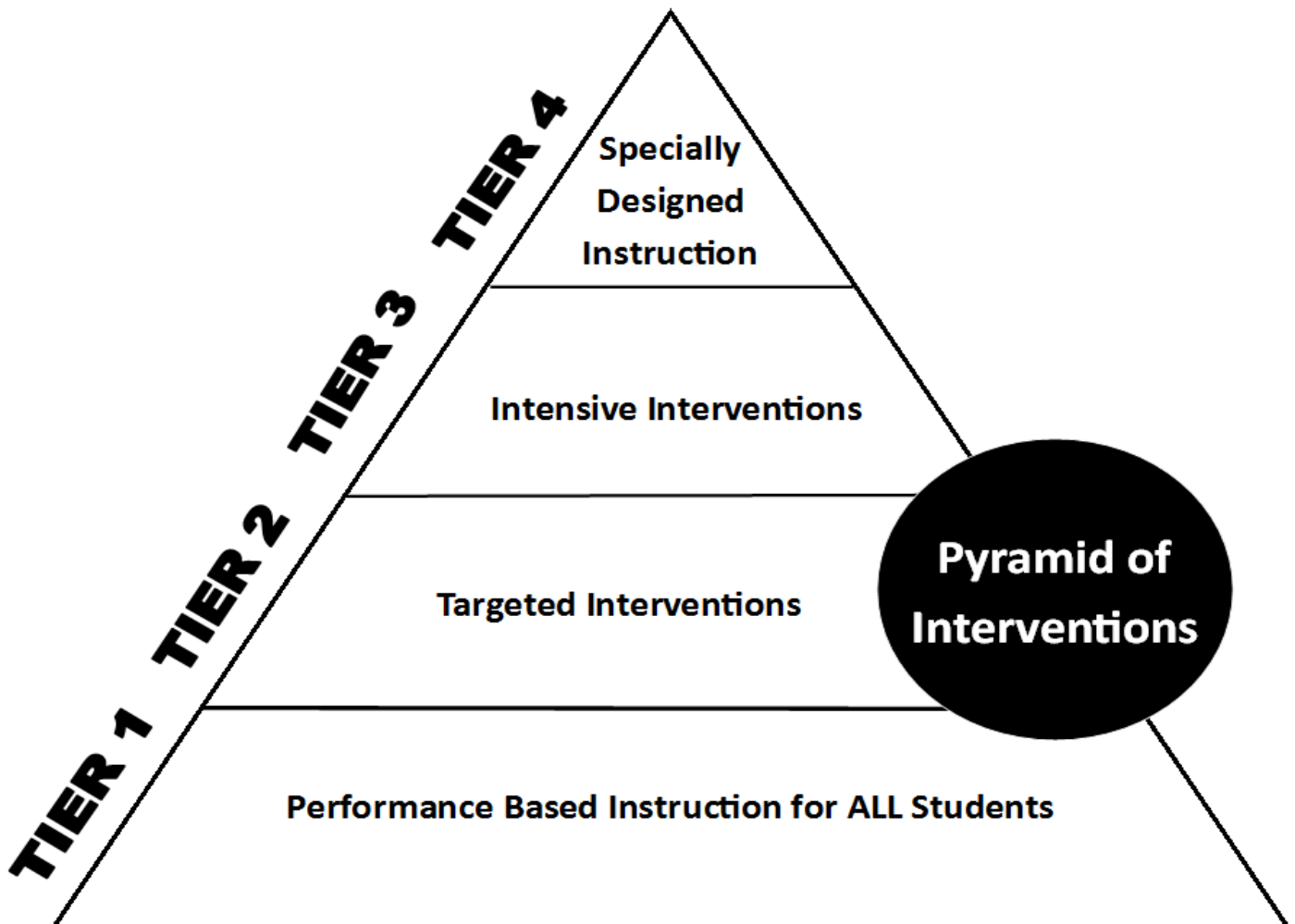
Optional Teasley logoed uniforms can be purchased at <http://www.landsend.com/shop/school-uniforms>

**If your child is cold natured, please provide them a standard attire sweater to wear inside the building.*

RESPONSE TO INTERVENTION (RTI)

In an effort to accommodate the learning needs of students who experience school difficulties, Cobb County School District has implemented Response to Intervention (RTI), a flexible problem solving model in which assistance is provided to match learners' needs.

Students with emerging difficulties in school are first given *Tier 1*, universal support. If that help is not sufficient, they will move up tiers and receive more targeted/intensive interventions.



SCHOOL LUNCH PROGRAM & FOOD IN SCHOOL

A LEADER IN SCHOOL NUTRITION

The vision of CCSD's Food and Nutrition Services is to be recognized as a leader in school nutrition by pioneering innovative methods of linking nutrition to lifelong learning. The mission is to nurture and nourish students in partnership with families, CCSD staff, and the community by providing nutrition education, exceptional customer service, and appealing foods of good value, while exceeding federal standards for School Nutrition Programs.

ITEM	FULL PRICE	REDUCED PRICE
Student Breakfast	\$1.25	\$0.30
Guest Breakfast	\$2.00	NA
Staff Breakfast	\$2.00	NA
Student Lunch	\$2.25	\$0.40
Guest Lunch	\$3.50	NA
Staff Lunch	\$3.25	NA

FREE & REDUCED PRICE MEALS

Each student will receive an application at the beginning of the school year. Applications may be submitted at any time during the year, and are available at school, or may be completed online by visiting the CCSD Food and Nutrition Services Department webpage. All applications are confidential, and notification of status will be sent home with the student. Applications must be completed annually, and only one application per family is necessary.

All children in households receiving benefits from SNAP or TANF are eligible to receive free meals regardless of family income. Children may also receive free or reduced price meals if the family income is within the free limits on the Federal Income Eligibility Guidelines.

A typical school lunch provides at least 1/3 of a student's daily nutritional requirements and includes several entrée choices each day, a variety of milk choices, whole grains, and plenty of fruits and vegetables.

PAY FOR SCHOOL MEALS

Pay by phone (1-866-535-1707) or online with MyPaymentsPlus (www.MyPaymentsPlus.com). Registering is free; transaction fees may apply. The PIN number and the student ID number; they are the same number. Your student's ID number may be obtained in the front office. View your child's account balance, meal purchases, and payment history online, and receive e-mail notification when funds are low (you do not have to make payments to use these features).

Pay with cash or check: submit payment in a sealed envelope (available in the office) labeled with your child's name, teacher's name, and child's student ID. Make separate payments for each child to ensure the correct sum is applied to each account. You may call or e-mail Teasley's café manager if you have questions regarding your child's account.

PROCEDURES

Students arriving by car must arrive at school **BEFORE 7:35** in order to receive breakfast and should go directly to the café once they arrive at school. This ensures students are in their classrooms when the morning bell rings. If a bus is late, students will still be provided the opportunity to eat breakfast.

Due to guidelines set forth by the School Nutrition Program, **PARENTS MAY NOT BRING FAST-FOOD LUNCHES FOR STUDENTS**. If a parent/guest would like to eat lunch with a student, they are encouraged to purchase a school lunch. Parents may eat lunch with their student on the patio/courtyard, and one friend from class may be invited to join.

Students are encouraged to bring a **NUTRITIOUS SNACK** to school each day.

Treats brought in to school for student birthdays should be pre-arranged with their classroom teacher.

REMINDER—NO FAST-FOOD LUNCHES SHOULD BE BROUGHT INTO SCHOOL. THANK YOU!!

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AFTER SCHOOL PROGRAM

After School Program (ASP) is a **pre-pay** school-age care program, serving students in Kindergarten through Grade 5, designed to meet the needs of working families by providing high-quality care after school from 2:45 p.m. - 6:00 p.m.

A variety of activities in a youth-friendly atmosphere is the hallmark of this daily program. Time will be provided for homework, as well as physical, instructional and social activities. Enrichment activities are offered throughout the year including athletic, creative arts, and world language programs. Additional fees may apply. An open house of offered activities will be held once during the fall and spring semesters.

Participation in ASP is only possible when prepayment is provided!!

RATES & REGISTRATION

\$10.00 one-time registration fee must be paid before a student may attend ASP

\$7.00 daily rate

\$1.00 per minute late fee will be charged after the program closes at 6:00 p.m.

ATTENDANCE

Children marked present for ASP and picked up after 2:45 will be charged the full daily rate.

PICK UP PROCEDURES

Staff are required to ask for identification for anyone unfamiliar attempting to pick up a child. Staff will not release a child to anyone not listed on your child's registration. If an unauthorized person attempts to pick up your child, you will be contacted. If you cannot be reached, your child will be held until you or your emergency contact person arrives.

WE CLOSE AT 6:00 PM

If you cannot pick up your child

by 6:00 p.m., make plans for your emergency contact to pick up your child.

EXPECTATIONS

Students are expected to maintain good behavior and demonstrate the Teasley Ten while attending all school functions, including ASP. Discipline issues will be addressed promptly. Negative balances and discipline issues may result in dismissal from the program. Students with a negative balance will not be allowed to participate in other school events such as the talent show, the school musical, dances, and other extra-curricular activities.

HOW IT WORKS

ASP only operates on school days, and does not operate on teacher work days or when school is cancelled due to inclement weather or other emergencies.

MAKING PAYMENTS

Payments may be made online using a MyPaymentsPlus account (www.MyPaymentsPlus.com). Cash/check payments may be submitted using the brown payment envelopes provided.



BUS TRANSPORTATION

Questions regarding bus routes, bus drivers, and pick up and drop off times should be directed to Cobb County School District's Transportation Department. Please call 678-594-8000.

To view the most relevant bus route information for your address visit <http://bit.ly/ccsdtransportation>.

PICK-UP

Students should arrive at the bus stop no later than 5 minutes prior to the pick up time and are to wait in an orderly manner. Parents should provide supervision at the bus stop. Buses are not considered late until 5 minutes after the scheduled pick up time has elapsed. Please keep up to date on possible bus route changes (especially at the beginning of the school year) by visiting <http://bit.ly/ccsdtransportation>.

DROP-OFF

Students 8 years old and younger may be brought back to their school in the afternoon if a parent, guardian or their designee is not present at the bus stop to receive them or if they otherwise appear to have no appropriate supervision. This is in accordance with the Department of Family and Children Services Guidelines for safety and supervision of children. Families are responsible for ensuring arrangements have been made for students once they are off the bus. If students are returned, the school will make every effort to contact a parent/guardian. If no contact can be made, the student will be placed in ASP, resulting in a \$7.00 charge, and an additional \$10.00 charge if the student has not been registered.

CONDUCT

Use of CCSD transportation is a privilege for families living more than half a mile from school. A student may be suspended from CCSD transportation as a result of inappropriate or dangerous behavior. Students must demonstrate proper respect to the driver and obey all driver instructions at all times. Objectionable or dangerous objects are not permitted on the bus (including, but not limited to: tobacco, drugs, alcohol, weapon imitations and weapons). Students will keep their arms, heads and belongings in the bus at all times. The use of obscene gestures and language is prohibited. Willful destruction or defacing of school property is prohibited. Fighting or physical play is not allowed on the bus or school grounds.



CARPOOL

Student safety is of the utmost importance. Please practice patience and cooperation and do not pass other cars in the carpool lanes, as we strive to keep all students safe. Please do not exceed 15 miles per hour while driving on school grounds.

MORNING CARPOOL

Students should be dropped off in the carpool line no later than 7:45 a.m. to ensure they are in class and ready to learn by 7:50 a.m. If the carpool lane is closed (oops...the bell has rung!) park and accompany your child into the building. Check in at the office; children will be provided with a tardy slip. As instructional time has started, you may not walk your child to class.

AFTERNOON CARPOOL

Students must be picked up no later than 2:45 p.m. Students not picked up on time will be placed in ASP and charged the daily rate, and registration fee if not already registered.

TIGER TICKETS

Tiger tickets are numbered tags to be displayed in the vehicle each time a child is picked up in carpool. Each family will receive one number and two tags.

CHANGES IN TRANSPORTATION

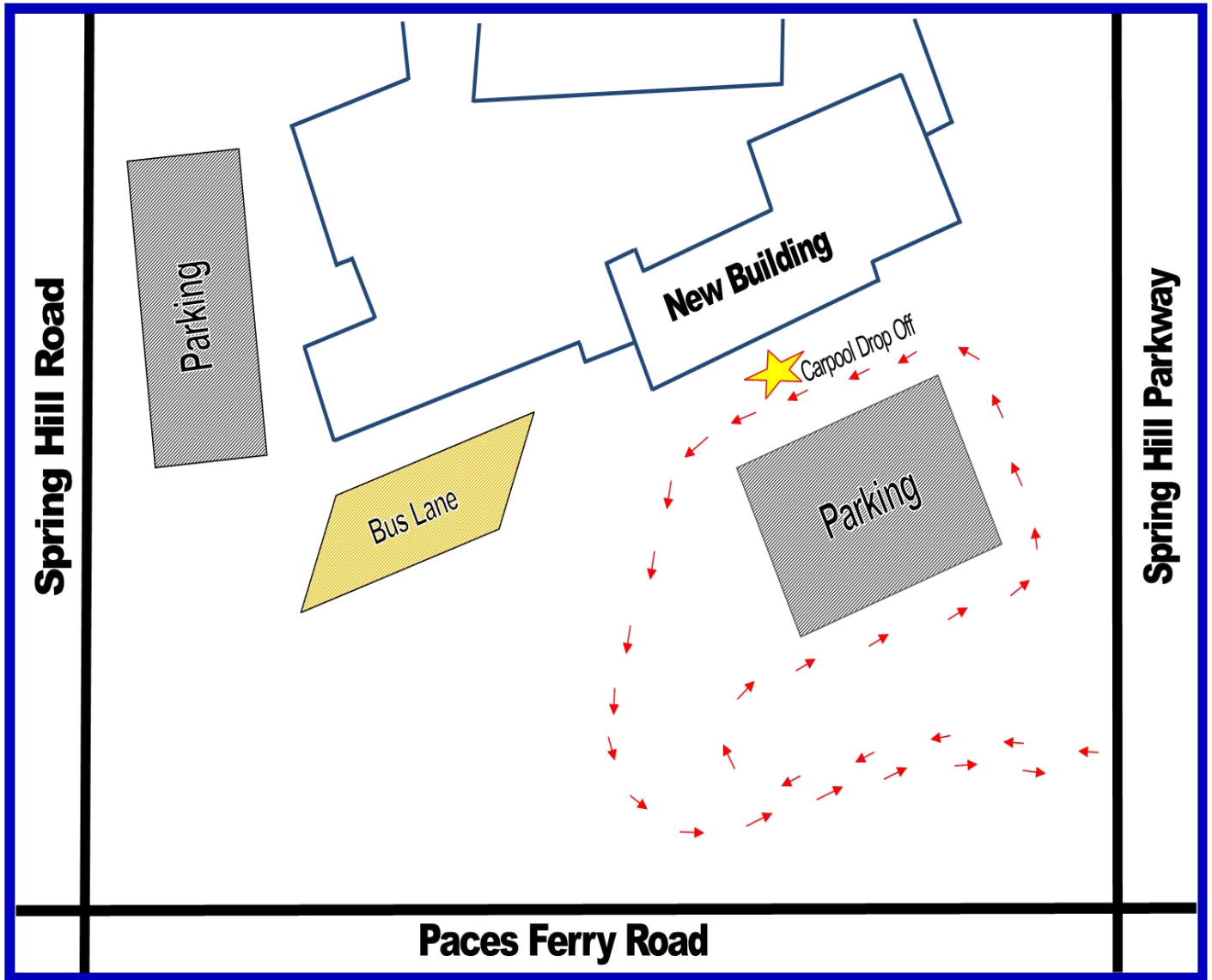
CHANGES TO A CHILD'S TRANSPORTATION MUST BE SUBMITTED TO SCHOOL IN WRITING.

Changes WILL NOT be accepted over the phone, by e-mail or fax and must be made before 1:30 p.m.

Repeated changes may result in an administrative conference. Forms are available for your use in the front office and online at www.cobbk12.org/teasley. All changes of transportation must include the child's name, teacher's name, dates the change is effective, the new mode of transportation, and parent contact information and signature.

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CARPOOL MAP



- **There is only one drop-off/pick-up location for carpool, at the entrance accessible from Spring Hill Parkway. To ease traffic, please make every effort to enter by coming south on Spring Hill Parkway to make a right into the building.**
- **If the tardy bell has rung, the person dropping the student off must park and accompany the student into the front office to check-in.**



POLICIES AND PROCEDURES

The practices and procedures outlined are not all inclusive. They are presented in accordance with the policies and procedures set forth by CCSD, which may be found on the CCSD website www.cobbk12.org.

*CCSD – Cobb County School District
*CCSD Website: www.cobbk12.org

ABSENCES/ATTENDANCE

Teasley's instructional day begins at 7:50 a.m. Students may arrive no earlier than 7:20 a.m. The school calendar should be given priority when scheduling vacations. Student attendance is one of the indicators on which Georgia Public Schools are graded. Any student with six or more absences, whether excused or unexcused, negatively affects Teasley's score. Written excuses must be submitted for all absences within three days of the absence, and must include the child's name, teacher, date (s) of absence, reason, and parent's signature. Absences with no documentation will be recorded as unexcused. A doctor's statement verifying illness for all absences may be required in the case of excessive absences.

ACADEMIC ALERTS

Teachers may send home interim reports regarding student performance, enabling students to complete work and extend effort to improve grades. Discuss these alerts with your child and make plans to focus on school work.

ACCIDENTS/ILLNESSES

If an accident occurs during school requiring medical attention, the school will contact a parent. If contact cannot be made, the child may be taken to a local emergency room. Judgment is at the discretion of school au-

thorities; parents assume financial responsibility.

AGENDAS

Student agendas are provided to 1st-5th grade students and are used daily to provide two-way communication between home and school. Parents are responsible for checking agendas daily and signing off indicating they have been reviewed.

BOOKBAGS

Bags should be checked regularly for communication from school. Do not bring rolling bags to school.

BOX TOPS FOR EDUCATION

Please collect and send in box top logos from participating products. For each box top, Teasley receives 10 cents! For more information and to view eligible products visit <http://www.boxtops4education.com/>.

BULLYING

Teasley does not tolerate bullying on school property, on school vehicles, bus stops, or at school related functions or activities. This includes cyber bullying. Students should report bullying to a trusted adult immediately.

CELEBRATIONS

Balloons and flower bouquets may not be delivered to students at school and are not allowed on the bus. Birthdays may be celebrated with a small, individually portioned snack (i.e., cookies or cupcakes) **when prearranged with their teacher**. Snacks must be brought to class before instructional time begins, or may be dropped off in the office after the bell has rung. Pencils and other school supplies are encouraged as an alternative to sweets. **Party invitations may not be distributed at school unless distributed to all students in the class**. Class parties take place on the last school day before the winter holiday.

CHECK OUT

Students may not be checked out after 1:30 p.m. Instructional time is critical to scholastic success; parents are discouraged from checking students out early. Appointments should be scheduled outside of school hours when possible. 10 occurrences may result in a letter from an administrator, and the social worker may be consulted.

CHILD ABUSE/NEGLECT

State laws designate educators as mandated reporters in the event of suspected child abuse or neglect. CCSD staff are protected against legal consequences. If abuse or neglect is suspected, a formal report will be made to the Department of Family and Children's Services. It is not required for parents to be informed prior to a referral being made or the student being questioned.

CLASSROOM OBSERVATIONS/VISITS

All visitors must sign-in at the school office, and may be asked to provide a photo ID. A visitor badge should be displayed at all times. Classroom observations must be prearranged with administrator approval.

COBB COUNTY SCHOOL BOARD POLICIES

Cobb County School Board policies are mentioned throughout this handbook. The entire collection of policies can be accessed online the CCSD website. Select Board of Education and click the link for the Board Policy Manual.

COUNSELORS

Teasley's counselors provide classroom guidance lessons, facilitate small groups, work with individual students, and meet with parents and teachers as needed. Inform our counselors if your family or child is experiencing difficulties or needs sup-



port. Our counselors can provide referrals to outside agencies and provide parent workshops to promote your child's success.

DRESS CODE

Students are required to adhere to our Standard School Attire. Students may wear a Teasley spirit shirt with standard attire, pants, skirts or shorts on Fridays. Violations will result in a call home for a change of clothes.

DRUGS

Teasley is a drug-free school. A student/adult shall not have on his/her person, or be in possession of drugs or drug related paraphernalia.

EMERGENCIES

In the case of family emergencies requiring early check out, go directly to the office. Students must be checked out in the office, and the office will contact the classroom to release the child.

EMERGENCY AND EARLY DISMISSAL

An emergency plan must be submitted for every student and should be explained to your children. If no one is home, arrangements must be in place giving your child permission to go to a designated neighbor's house or enter your house alone. If school dismisses early due to inclement weather, listen to local radio and television stations for dismissal information. In an emergency situation, all students will be placed on the bus. Parents must be prepared for this situation. Individual families and neighborhoods should have a contingency plan.

EMERGENCY NUMBERS

It is imperative that accurate and current emergency contact information be on file in the office, the school clinic, and with the classroom teacher. Notify the school if you move, change jobs, phone numbers, or e-mail addresses. You must be reachable in case the need arise. If you need to change individuals designated as emergency contacts, the

person who registered the child must come to the school to change the registration card.

FIELD TRIPS

Field trips are planned to enrich learning. To attend, students must have written permission. Permission forms will be sent home with information regarding the trip. The cost is shared voluntarily by participating students. Trips may be cancelled if adequate funds are not collected. If your family cannot afford the cost of a field trip, contact your child's teacher. Families may choose to donate extra money to pay for another student. Siblings may not participate. Parent permission is required for in-house field trips as well. Students demonstrating ongoing behavior issues which could threaten safety may not be able to participate.

GIFTED PROGRAM (ADVANCED LEARNING PROGRAM)

The gifted (ALP) program at Teasley is called Target; student participation is based on certain criteria. Goals for students include fostering creative/productive thinking, improving research and discussion skills, promoting higher levels of thinking, and extending the academic program.

GRADING POLICY

While the CCSD grading system has been developed cooperatively between the Curriculum and Instruction Division and local school educators, the final evaluation of students is the responsibility of local school administrators and teachers. Central office personnel shall not have the responsibility of assigning or changing any student's grade or evaluation as determined by local school personnel (Policy IHA).

HOMEWORK

Homework is an integral part of the learning process. Time spent on homework should not exceed 60 minutes for grades 4-5, and 30 minutes for grades K-3. While we encourage you to support your child with homework, students are respon-

sible for completing all work independently on time. Students with excused absences may make up class work within a specified period of time. If you would like work to be sent home for absences exceeding 3 days, call the office before 9:00 a.m. Work can be picked up after 2:30 p.m. that day. Teachers are not obligated to provide work for unexcused absences. Have a study buddy to call in case of lost or forgotten materials.

INTERROGATION AND SEARCHES

The administrator at each CCSD school or authorized representative may, with probable cause to suspect student involvement, conduct reasonable interrogations and searches to properly investigate and address student misconduct or safety issues. Refer to Policy JCAB.

LOST AND FOUND

Please check our lost and found cabinet. Items of value will be kept in the office. **Label all clothing, lunchboxes, and personal items with your child's first and last names.** Unclaimed items will be donated to a charitable organization monthly.

MEDICAL CONDITIONS

Parents must notify the school of diagnosed medical conditions. Information and requirements for the school should be put in writing by the physician. Medication is administered at school only under specific conditions and requires written permission on the "Authorization to Give Medication at School" form. The dosage and time to be given must be noted. All medication (prescription or non-prescription) brought from home must be in the original, properly labeled container. The date of the bottle must be current within the past twelve months. **Students may not transport any prescription medication containing a controlled substance.** Medications will be stored and dispensed in the clinic. The only exception is if a student needs an inhaler or epi pen. Students may have inhalers with them during the school day with special approval.

NON-CUSTODIAL PARENTS

Non-Custodial parents are covered by Cobb County Board of Education policy. **It is the responsibility of the parents to provide Teasley with any custody information. If a parent fails to provide such information, the school is not responsible if the child is released to the non-custodial parent.** Joint cooperation is needed to make certain that effects of divorce on children are minimized by sensitivity and understanding. By law, no change of custody can take place at school. All information shared will be confidential.

PERSONAL ITEMS

Students are not to bring any personal items (toys, technology, etc.) to school unless given permission by school staff. Items may be confiscated and parents notified.

PETS AT SCHOOL

Administrative permission is required before bringing animals to school.

PHYSICAL EDUCATION

PE is vital to developing the whole child. A written excuse is required for students who cannot participate. If a student cannot participate in more than five consecutive sessions, a physician's statement is required. Students must wear soft-soled shoes on PE days.

PLAYGROUND SAFETY

When weather and time permits teachers may take students outside. Students must have sturdy shoes and weather appropriate clothing.

PROMOTION/RETENTION

Students in 3rd and 5th grades must meet standards on specified assessments in order to advance. If a student's performance indicates a lack of progress and mastery of state standards, classroom teachers can recommend retention at any level.

RSVP

(REPORT SCHOOL VIOLENCE PROMPTLY)

A CCSD violence hotline is in place to support the safety of our students. To report any violence, threats, or securi-

ty issues concerning our school, call 770-499-3911. Contact the office to ensure immediate response.

REPORT CARDS

Grading periods are every nine weeks. Formal reports are sent home and parents are encouraged to review these reports with students. Contact your child's teacher with questions regarding the report card. Remember to sign and return the included signature card.

RESIDENCY

To attend school in CCSD, proof of residency in the district must be provided at the time of enrollment. Families must notify the school immediately if any change in residence occurs. The principal has the right to request additional documentation.

SCHOOL COUNCIL

School Council is comprised of teachers, parents, and community representatives who meet during the year to discuss issues, initiatives, legislation, and ways to improve student performance. Meetings are advertised and open to the public.

SEXUAL HARRASSMENT

Students shall be able to enjoy an educational environment free from all forms of discrimination including sexual harassment. Sexual harassment is unlawful under federal law and is specifically prohibited by the Board of Education and will not be tolerated.

SPECIAL EDUCATION

Specialized programs are available for students with exceptionalities or disabilities. The school is bound by the Individuals with Disabilities Education Act (IDEA). Contact the school principal with any questions.

TECHNOLOGY

Technology devices may only be brought to school for academic purposes and at the teacher's request. While cell phones are allowed at school, they must remain off and in backpacks. Cell phones in use at school will be taken to the office for parents to pick up,

TEXTBOOKS/MATERIALS

Textbooks will be issued to all students, and may be taken home. Students are responsible for proper care and use. Fees will be collected for lost or damaged books. Encourage responsibility; ensure students arrive at school with all necessary learning materials.

TRANSFERS

If you move during the school year, please contact the office. Provided administrative permission, students who have moved within Cobb County may remain at the school for the remainder of the current semester. This decision is based on attendance, discipline, and the relationship between home and school. If a transfer or extension is granted parents/guardians must provide transportation.

VOLUNTEERS

There are many different ways to volunteer. Please make alternative care arrangements for younger children to ensure the safety of all children, as well as the integrity of the instructional program.

IN CASE YOU MISSED IT!

Check your child's agenda or folder daily!

Provide accurate & current emergency contact information

Changes to transportation must be made in writing

Parents may not bring fast food lunches for students

Please do not exceed 15 miles per hour when driving on school property

Party invitations may not be distributed at school unless distributed to all students in the class.

STUDENT ORGANIZATIONS

NEWS CREW

4th and 5th grade students may apply to participate in news crew in various roles (i.e., director, producer, news anchor, weather reporter). The news will play daily on the school-wide broadcast.

SAFETY PATROL

Select 4th and 5th grade students help monitor student behavior as they arrive in the morning and leave in the afternoon, promoting responsibility and citizenship.

STUDENT COUNCIL

4th and 5th grade students are elected to serve on this important committee. These students assume leadership roles and support programs at school.

TREBLE TONES

Treble Tones is the Teasley chorus including students in 3rd-5th grades. Participation is determined by auditions, and students must demonstrate good attendance at practices, as well as excellent behavior. Practices are held weekly after school.



PTA

Teasley’s PTA is a vital component of the success of our school. Each year Teasley’s PTA provides additional support for staff, technology, and resources necessary to meet instructional goals set forth for all Teasley students. PTA promotes a family friendly environment, providing fun programs and activities throughout the year where parents can demonstrate their support for their children’s academic achievements and the teachers who guide them. Membership costs \$10.00. A few of the programs/initiatives sponsored by PTA are:

- Community Service Days
- Student Performances
- Field Day
- Partners in Education
- Book Fair
- Restaurant Nights
- Prospective Parent Coffees
- All Pro Dads
- Teacher Appreciation
- Fundraisers
- Yearbook
- BoxTops for Educators
- Room Parents
- Meet & Greet
- School Attire Thrift Sales
- International Night
- Movie Night/Bingo Night
- Sports Nights



PRESIDENT

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VICE PRESIDENT-Fundraisers & Partners

Tee McSpadden
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VICE PRESIDENT-Volunteers & Resources

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PARLIMENTARIAN

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ROOM PARENT COORDINATOR

Rebecca Peet
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You get the best out of others when you give the best of yourself.



PAWS FOUNDATION

The Teasley PAWS Foundation is a charitable non-profit volunteer organization established in 2006 to work hand in hand with the PTA to enhance educational opportunities for all students of Teasley Elementary School. The Foundation provides support beyond what the CCSD budget offers. The Foundation allows parents, businesses, foundations, and local clubs to support Teasley, with donations going directly to school-specific projects. This year PAWS and PTA are working together to fund Teasley's STEM Specialist and the resources to help provide hands-on experiences for all Teasley students; also, professional development and resources for teachers and supplemental funding in school areas such as the clinic, music, art, physical education, etc.

The goal of the Foundation is to provide all students with programs and capital improvements to maintain excellence in the classroom and beyond.

PRESIDENT

Linda Trocano

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VICE PRESIDENT

Christina Pearson

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TREASURER

Jessica White

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SECRETARY

Shannon Ledford

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COMMUNICATIONS

Andrea Labouchere

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TEACHER LIAISON

Angie Killimett

Angie.killimett@cobbk12.org



WAYS YOU CAN SUPPORT TEASLEY

- ⇒ Donate to the Tiger Fund
- ⇒ See if your company will match your gift
- ⇒ Support the Tiger Trot
- ⇒ Attend Restaurant Nights & Purple Party
- ⇒ Participate in events throughout the year



be **THINKERS & PROBLEM SOLVERS**
be a **POSITIVE ROLE MODEL**
be **GOOD** - follow school rules
be **EAGER** to do the **RIGHT THING**
be **RESPONSIBLE**
show **PERSEVERANCE** in work - character - school
show **DISCIPLINE** in behavior & attitude
show **RESPECT**
show **INDEPENDENCE** - complete work at school & home
show **ENTHUSIASM** as you live to be an
OUTSTANDING TEASLEY TIGER!



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