



Arts Academy

Parent & Student Handbook 2015 – 2016

**Kristen Beaudin, Principal
Christina Wagoner, Assistant Principal**

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www.hickoryhills.marietta-city.org

Follow us on Twitter - @hickoryhillsele

A Marietta City School

The Board of Education of the City of Marietta does not discriminate on the basis of race, color, religion, national origin, age, disability, or gender in its employment practices, student programs and dealings with the public.

Notice of Non-Discrimination

The Board of Education of the City of Marietta does not discriminate on the basis of race, color, religion, national origin, age, disability, or gender in its employment practices, student programs and dealings with the public.

Below is a list of individuals designated to handle inquiries regarding the District's non-discrimination policies:

Title VI Compliance Officer/Alternate Title IX Compliance Officer

(Issues of discrimination on basis of race, color, or national origin, gender, sexual harassment)

Director of Federal Programs
Central Administrative Offices
250 Howard Street, Marietta, GA 30060
770-422-3500

Title II of the Americans with Disabilities Act and Section 504 Compliance Officer

(Issues of discrimination on the basis of disability)

Assistant Superintendent, Special Services
Central Administrative Offices
250 Howard Street, Marietta, GA 30060
770-422-3500

Title IX Compliance Officer

(Issues of discrimination on the basis of gender or sexual harassment)

Director of Athletics
Marietta High School
1171 Whitlock Avenue, Marietta, GA 30064
770-429-3154

Employment Issues

(Issues of discrimination on the basis of any category listed in policy GAAA)

Director of Human Resources
Central Administrative Offices
250 Howard Street, Marietta, GA 30060
770-422-3500

Complaints may also be filed directly with the Office of Civil Rights at the address below:

The U.S. Department of Education
Atlanta Office for Civil Rights
61 Forsyth St. S.W., Suite 19T70
Atlanta, GA 30303-3104
(404) 562-6350

Sexual Harassment

Any student who believes he or she has been the victim of sexual harassment should report the incident to the Title IX Compliance Officer or to an administrator, counselor, or teacher at the school he or she attends.

Investigations involving allegations of sexual harassment will be handled per Board of Education of the City of Marietta Policy JAEB, Student Sexual Harassment. This policy and the Report of Harassment form can be found on the Legal Information webpage at www.marietta-city.org or by contacting the school.



VISION STATEMENT

To be the school system of choice

MISSION STATEMENT

To prepare each of our students, through academic achievement, for college, career and life success.

DISTRICT GOALS

Academic Excellence

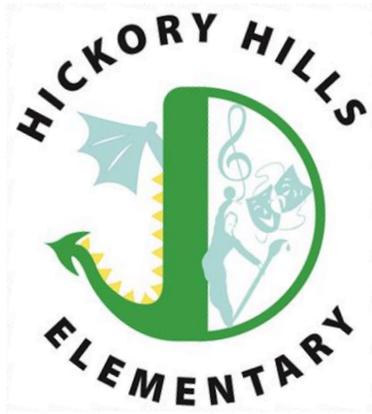
To prepare all students within a supportive, engaging, student-centered learning environment that ensures continuous academic achievement.

Culture of Excellence

To foster a culture of excellence that values learning in a safe environment, engages the community, and incorporates the voices of students and stakeholders.

Workforce Excellence

To attract and retain the best teachers, leaders, and support staff.



OUR VISION

Inspire. Empower. Achieve.

OUR MISSION

To prepare students for life success through an academically rigorous environment enhanced with the arts.

OUR CORE VALUES

Respect

We honor our students' diversity and value everyone as having great potential. We demonstrate this by words, behaviors and personal choices that show compassion for others. We recognize children develop a sense of their own self-worth through positive interactions with others.

Collaboration

Family, school, and community collaboration is seen not as an isolated set of activities, but essential in school success. Working as a team our school becomes stronger.

Excellence

Forging a pathway for individual excellence, we foster environments where all students can excel in academics and the arts, setting high expectations and celebrating success. We instill a passion in our students and develop their unique strengths.

Creativity

We facilitate engaging instruction by creating environments that promote meaningful exploration and discovery. We nurture the creativity in each of our students by reasoning, experimenting, and thinking critically.

Responsibility

We are accountable and set a good example for others through our actions, words, and attitudes. We take ownership for what we do and consider the impact of our choices.

Communication

We create an environment of shared understanding with open dialogue that establishes a culture of trust among students, staff, families, partners, and community members. We equip our students with communication skills for life success including listening, analyzing, and expressing thoughts and feelings.

A Welcome from your Principal

Welcome to another year of great opportunity at Hickory Hills! As your very proud principal, I look forward to beginning the 2015 – 2016 school year. We have many plans to support your child's success this school year, and very a committed staff that will ensure your child achieves his/her greatest potential.

There could not be a more exciting time in education, and I feel fortunate to lead Hickory Hills through this time. Our teachers will continue implementing rigorous curriculum standards (Georgia Standards for Excellence), while using arts integration strategies to engage students in the classroom.

On behalf of the Hickory Hills staff, welcome to Hickory Hills Elementary School. We look forward to working with you and your children during the school year where a new adventure begins now! We are excited for a new school year that brings new opportunities for our students. Our classroom teachers will utilize the Georgia Standards for Excellence and arts integration strategies to provide the best learning experience for your child.

The information compiled in this Student Handbook is an effort to provide you with a better understanding of the Marietta City School system and Hickory Hills' policies and procedures. We urge you to read it carefully and discuss the pertinent parts together as a family.

Please feel free to contact us if you have any questions or concerns about the information outlined in this handbook, or if you have any concerns about your child's education program. We encourage your participation in the school program, for we believe that your child's educational development is a joint endeavor of the home, school, and community.

Kristen Land Beaudin

Kristen Land Beaudin
Principal

ABSENCES/ATTENDANCE: Regular school attendance is required by law for all children between the ages of six and sixteen. Regular attendance means actual attendance of a pupil during the entire day of school.

Although circumstances may necessitate that a student be absent from school, Marietta City Schools recognizes that optimal learning takes place when the student is present and involved in classroom activities. It is critically important that parents make every effort to have their children attend school and avoid all absences, except those that are absolutely necessary and reported as such.

An excused absence means that your child is absent for a legitimate and acceptable reason. The lawful reasons for an excused absence are personal illness, illness or death in the family, religious holiday, court appointment, quarantine or conditions rendering school attendance hazardous to health and safety. ***On the first day back in school after an absence, the parent should send a note to the teacher giving a reason for the absence.*** The school must receive a written excuse for absences within two days of the child's return to school, from parents/guardians or a doctor, in order to be considered an excused absence. E-mails are not considered a valid form of written notification. After three parental excuse notes in a semester, parents will be required to submit documentation from a physician explaining the reason for the student absence. If documentation from a doctor is not provided after three parental excuse notes in a semester, subsequent absences will be marked as unexcused.

All other absences will be considered unexcused. After 3 absences, the classroom teacher will contact you in regards to your child's attendance history. After 5 absences, you will be contacted by the school counselor for participation in an Attendance Panel meeting. Excessive absences **(10 excused or unexcused absences)** will be reported to the school social worker. It is important for the school to know why your child is absent. You can call the school office to report your child's absence, but you must also send a note when your child returns to school.

Students should be in their room by 8:10 AM. Students are tardy after 8:15 AM. A parent MUST sign the student in at the office if arriving after 8:15 AM. A student is counted tardy for the day if they arrive before 11:45 AM or leave after 11:45 AM. **Partial attendance of a day is considered a tardy.**

The following are valid excused absences:

- *Personal illness or attendance in school endangers a student's health or the health of others.*
- *Serious illness or death in a student's immediate family necessitating absence from school.*
- *A court order or an order by a governmental agency, including pre-induction physical examination for services in the armed forces.*
- *Observing religious holidays, necessitating absence from schools.*
- *Conditions rendering attendance impossible or hazardous to student health and safety.*
- *Serving as page of the Georgia General Assembly.*

There is no conversion of multiple tardies to absences in the law, State Rule, or Marietta Board policy.

ACCREDITATION: Hickory Hills is accredited by the Southern Association of Colleges and Schools. Our school has been recognized as a *Title I Distinguished School*.

AFTER SCHOOL/BEFORE SCHOOL PROGRAMS: Before School and After School Programs are coordinated by Marietta Community School and supervised by certified teachers and paraprofessionals. Before School hours are from 6:30 AM. until the start of school and After School hours are from the end of school day until 6:30 PM. and are located in most elementary schools. There is a non-refundable registration fee for each program of \$10.00. The daily fee for the Before School Program is \$5.00 per day or \$25.00 weekly and the fee for the After School Program is \$7.00 per day or \$35.00 weekly. A registration form must be completed before the child can attend either program. **All students are encouraged to register for the After School program, in case of transportation emergencies.**

ARTS INTEGRATION PROGRAM: The arts integration program involves all students at Hickory Hills. The program utilizes arts integration strategies to teach academic core content. In addition to classroom teachers using the arts to support

learning, all students receive weekly instruction in visual art, dance, drama and music. Arts Specialists work regularly work with classroom teachers to implement co-taught arts integration lessons. Students in grade 2 will have the opportunity to further explore each of the art forms in an advanced art pathway, taking courses that support a deeper understanding of each discipline. Students in grades 3-5 will select a single advanced art pathway to study for four consecutive semesters. All students participating in the advanced arts pathway are required to meet academic, behavior and parent engagement criteria, in addition to an audition.

ASSEMBLIES: School-wide assemblies are held at various times throughout the year to support our academic and arts programs. Dates and times will be announced on the monthly calendar. Parents are invited and encouraged to attend.

BIRTHDAY TREATS: Birthday treats may be brought in during your child's lunch time. Please contact the classroom teacher if you would like to send a special snack. Only clear beverages for students will be permitted in the building. In an effort to be sensitive to all children, please refrain from sending individual party invitations unless the entire class has been invited.

CALENDAR:

August 4	Meet & Greet
August 5	First Day of School
August 20	PTA Meeting and Open House
August 17-21	MAP Testing (Grade K-5; each grade level will test for two 1-hour sessions)
September 7	Labor Day – NO SCHOOL
September 11	Quarter 1 Progress Reports Published
September 24-25	Teacher Work Days – NO SCHOOL
September 25-October 2	Fall Book Fair
September 28-October 2	Conference Week - EARLY RELEASE @ 1:15 PM
October 8	Showcase Night 1
October 16	Quarter 1 Report Cards Published
October 29	Frankly Spooky
November 18	Quarter 2 Progress Reports Published
November 19	Family Holiday Dinner
November 23-27	Thanksgiving Break
December 8-12	MAP Testing (Grades K-5; each grade level will test for two 1-hour sessions)
December 10	Showcase Night 2
December 21-January 4	Winter Break
January 5-6	Teacher Work Days – NO SCHOOL
January 8	Quarter 2 Report Cards Published
January 21	PTA Meeting
January 19	MLK Jr. Day – NO SCHOOL
February 15	President's Day – NO SCHOOL
February 16-18	Mid-winter Break (In case of inclement weather, Feb. 16-19 will be used as make-up days.)
February 22	Quarter 3 Progress Reports Published
March 1	Professional Learning Days – NO SCHOOL
March 7-11	Conference Week – EARLY RELEASE @ 1:15 PM
March 10-11	Dragon Players Spring Production
March 17	Showcase Night 3
March 24	Quarter 3 Report Cards Published
April 4-8	Spring Break
April 20-May 3	Georgia Milestones EOG – (Grades 3-5)
May 2-13	MAP Testing (Grades K-5; each grade level will test for two 1-hour sessions)
May 2	Quarter 4 Progress Reports Published
May 5	PTA Meeting
May 17-20	Georgia Milestones EOG Retest – (Grades 3 & 5)
May 24	Honors Day
May 25	Last Day of School
June 1	Quarter 4 Report Cards Published

A full calendar of school and PTA events will be provided to you each month. Please note that all events are subject to change. As events are added or in the event of changes, we will notify you through Thursday Dragon Folders, email

and/or twitter.

CAR RIDER PROCEDURES:

1. Please register your child for a car rider number prior to using car rider as a mode of transportation for school dismissal. Car rider registration is available at the front office.
2. Morning car line will begin at **7:50 AM**. Students may exit the car once school personnel have begun car rider line.
3. Students must exit from the right hand side of car.
4. Staff and student patrols are available to assist students at the car rider line. Staff members will load students in cars in the afternoon.
5. Please remain in your car to keep the car rider line moving efficiently.
6. If your child is a car rider, please use the car rider line. Do not park and walk up to the school to pick up your child. This creates additional traffic congestion and unsafe conditions.

CHANGE OF ADDRESS OR PHONE NUMBER: It is extremely important for the school to have current home, work and cellphone numbers as well as emergency contact numbers. If your home address and contact information change during the school year, please notify the school office and classroom teacher. If there is no phone in the home, the number of a phone where the parent can be reached is necessary. It is required that the office is notified of a change of address as soon as it occurs.

CHARACTER EDUCATION PLAN: Hickory Hills Elementary implements the state mandated Character Education program. The school counselors, along with classroom teachers are responsible for coordinating this program. Our core values are the cornerstone of the Character Education program at Hickory Hills. The goal of the plan is to teach children the importance of character and give examples of how to use good character in their decisions and actions. Our school teaches acceptance and tolerance of others. Also included in our Character Education program is the teaching of a “zero tolerance for bullying.”

CHECK-IN AND OUT: A record is kept in the school office of early dismissals and tardies. When a student arrives late (after 8:15) an adult must sign the student in at the office. Early dismissals are handled by the school office. Only persons listed on the student registration form may check a student out early. Please be prepared to present photo identification upon request. Early dismissal will **NOT** be permitted after 2:40 PM to avoid interruption to dismissal procedures. Students who miss ½ or more of the school day, either by arriving late or leaving early, are considered absent.

CHILD ABUSE/NEGLECT: The laws of the State of Georgia require that members of such professions as medicine, nursing, counseling and teaching must report to the proper authorities’ cases of suspected abuse. Members of these professions are held legally accountable for failure to make such reports and are protected against legal consequences when living up to this expectation. As mandated reporters, our school will report suspected child abuse and neglect immediately to the proper authorities.

COMMUNICATION WITH TEACHERS: Positive and effective communication between parents and teachers is vital to the success of each child. For this reason, communication is strongly encouraged between both parties. Classroom teachers are best reached by email, which can be found on our school website. To meet with the teacher, please contact your child’s teacher to schedule a conference. This procedure protects valuable instructional time and ensures that teachers are able to uphold their responsibilities during the school day.

CONFERENCE WEEK: To promote strong home-school communication, Marietta City Schools designates two weeks each year for parent-teacher conferences. Fall conferences will be held the week of **September 28 – October 2nd, 2015**, and spring conferences will be held the week of **March 7th – 11th, 2016**. Conference times will be scheduled two weeks prior to conferences.

DISMISSAL: Children should know their afternoon transportation arrangement when they arrive to school each morning. To ensure the safety of every child and accuracy in afternoon dismissal, the following procedures will be strictly enforced:

- **Daily Dismissal Plan:** Parents should provide a daily dismissal plan in writing to their child's teacher at the start of the school year, or at enrollment. This plan will be followed everyday unless a written change is received.
- **Advanced Dismissal Changes:** Prior knowledge of a dismissal change should be written and sent to school with your child. Students must give the note to their teacher upon arrival at school.
- **Same Day Dismissal Change:** If a situation arises during the school day where you must make a dismissal change, you may do so by **12:00 noon** in one of the following ways:
 - Fax a copy of your valid picture ID and the transportation change request to 770-429-3126. To ensure the fax is received, you may want to call the office at 770-429-3125 to confirm.
 - A written notice may be left at the front office. Again, a picture ID will be required.
 - School policy prohibits the use of e-mail for dismissal changes.
- **Without a dismissal change note, your child will be required to follow his/her usual routine as indicated on their daily dismissal plan.**

Students will **not** be dismissed from the front office between 2:40 – 3:30 PM. If you need to check your student out early, please do so before 2:40 PM. All early dismissals will go through the front office. For student safety, please do not wait for your child in the hallway and take them out another exit. **Students must be picked up by 3:30. If students are not picked up by 3:30, parents will be asked to enroll their children in the after school program. All parents are strongly encouraged to pre-register for After School program, in case this situation arises.**

DRAGON FOLDERS: Our weekly communication folder will come home every Thursday. Please check it carefully and return on Friday. Home-school communication is vital to the success of our school. Dragon Folders will be used to maintain ongoing communication with families. Please make it a habit to check your child's folder every Thursday.

ELECTRONIC DEVICES: Students are permitted to possess personal communication/electronic devices but are not permitted to use them for personal reasons during school hours (beginning bell to ending bell) unless given permission by school personnel. Personal communication devices must be powered off during the school day and kept in student book bags. Any devices viewed by an adult will be sent to the office for parents to pick up. These include cell phones, iPods, electronic games, etc.

EMERGENCY CLOSING OF SCHOOL: For information on school closings or late openings, please listen to radio channel WSB 750 AM. If the school closes early, the After School Program and other after school activities are cancelled. Be sure your child knows where to go if school closes early. It is extremely important that you keep the school up-to-date with any changes in emergency contacts.

EMERGENCY PREPAREDNESS PLAN: A school emergency plan is maintained in the school office and one copy is filed in the system office. This file lists duties and persons responsible should a mass disaster or emergency occur requiring school-wide measures. Various drills are practiced throughout the school year to make sure staff and students know what to do in the event of an emergency.

FIELD DAY: This special day is tentatively scheduled for Wednesday, May 25, 2016. The rain plan is scheduled for the same day. Parents are needed to supervise the games and help with the class as they participate during the day. Our PE teacher will contact parents for volunteer opportunities.

FIELD TRIPS: Teachers are encouraged to schedule field trips to enrich a particular unit of study or class project. All scheduled field trips will align to state standards. To attend, a student must have written permission from his/her parent or legal guardian. This permission slip is sent home along with all information regarding each field trip. A donation for transportation and admissions is often requested. Classroom teachers will contact parents if they are in need of adult chaperones. Younger siblings/friends are not permitted to go on field trips.

HOMEWORK: Students are usually assigned homework Monday through Thursday. Nightly homework for the average student should generally fall within the following guidelines:

Grade	Time
K-1	No more than 20 minutes
2-3	No more than 30 minutes
4-5	No more than 50 minutes

Generally, homework should be a review of previously taught concepts. Your child should be able to complete their homework independently. Students involved in making up work due to absences and/or who are involved in short, or long-term projects may experience homework times that exceed recommended limits. If your child is spending an inordinate amount of time on homework, please contact your child's teacher for guidance and support.

HONORS DAY: Honors Day for all students will be held on Tuesday, May 24, 2014 starting at 8:30 AM. Specific grade level times will be provided as Honors Day approaches. Students will be recognized for academics, conduct, citizenship and attendance.

ILLNESS AT SCHOOL: There is a full-time licensed, registered nurse on staff for minor ailments. If a child becomes sick or has an abnormal temperature, the school nurse will call you to pick up your child. **We expect that parents make their best effort to arrive promptly (within the hour) when their child is sick.** We must have current telephone numbers for emergencies. Students should not come to school if:

1. They have a fever. They must be fever free without medication for 24 hours.
2. If they have had vomiting or diarrhea in the last 24 hours.

LATE PICK UP: Students waiting to be picked up after 3:45 PM will be sent to the After School Program if they are pre-registered (\$10.00 fee). **Regular after school charges will apply.** If your child is not registered for the After School Program, then the school staff will try to contact the parent and other people authorized to pick up the child. If a parent or authorized person cannot be contacted, the police department may take the child into protective custody until a parent is located.

LOST AND FOUND: Hickory Hills provides a rack in the cafeteria for items left at school. Items not claimed are donated to a local charity quarterly. **We recommend that you label all items your child brings to school with your child's name. This is especially important with jackets, coats, sweaters, etc. that are often removed during the day and left behind.**

LUNCHROOM: Hickory Hills is one of several schools in Marietta that is receiving grant funding for all students' breakfasts and lunches. Should you choose to pay for lunch, the cost is \$2.00 for students. The cost of extra milk is \$.50. Parents and grandparents are welcome to join students for lunch. Lunch visitors are required to sign-in at the front office. All visitors requesting to eat with students must be listed on your child's registration form or, if a visitor is not listed, you will need to send written permission for the individual to visit with your child at breakfast or lunch. Adult lunches are \$3.50.

The following guidelines should be used in the lunchroom:

- Parents/visitors shall sit at the guest tables with their child(ren).
- Children will not be allowed to save seats.
- Trading food is not permitted among children.
- Children are not permitted to wander around the lunchroom.
- Children are permitted to bring one guest to eat with them at the parent/visitor table.
- As a safety precaution, no cans or glass containers are permitted in the lunchroom. Please use plastic containers or juice boxes. No open containers of food or beverage will be allowed to leave the cafeteria.

MATERIALS AND SUPPLIES: Materials and supplies vary with each class. Supply lists are posted on the school website and will be provided by the first day of school. Parents are asked to contribute for classroom supplies and performing arts programs. Students will be required to pay for all lost and damaged books and materials. This includes library and

textbooks as well as other instructional materials.

MEDIA CENTER: Students may check out books for one week at a time and are encouraged to bring them back before the due date. If books are damaged or lost while in student's possession, the student will be responsible for the damage or replacement fee before any other materials may be checked out.

MEDICINE FOR STUDENTS: If prescription medication is required, a parent or guardian must complete an "Assistance with Medication" form in the school clinic. This form is also available on the Marietta City Schools website (www.marietta-city.k12.ga.us). Controlled medications, such as those given for ADD or ADHD must be brought to school by an adult and not sent in with the student. The following criteria as outlined in Marietta Board of Education Policy JGCD must be met:

1. The medicine is in a container issued by a pharmacy and the store label is attached.
2. The container label shows a recent date on which the prescription was filled.
3. The container label states the name of the student to whom the medicine is to be administered.
4. A prescription number is on the label.
5. The label contains adequate directions indicating the proper amount and method to administer the medicine.
6. The prescribing physician's name is shown on the label.

No over the counter medications are available in the clinic to be given to a student. These must be supplied by a parent/guardian and accompanied by a completed Assistance with Medication form as described above. No adult medications or herbal medications can be given by the nurse without a note from the student's physician. **Medications sent in without a completed "Assistance with Medication" form or those which are not in the original containers will be sent home and cannot be given to the student by the nurse.**

OFFICE HOURS: The office staff is happy to assist parents and visitors from 7:45 AM – 3:05 PM. In order to ensure the accuracy of our dismissal, our office staff is unable to assist you from 3:05 – 3:30 PM. We ask that visitors refrain from entering the office until dismissal has concluded. The office staff is more than happy to help all visitors before 3:05 PM and after 3:30 PM.

PARENTAL INVOLVEMENT IN THE SCHOOL PROGRAM: Parents provide a tremendous service to children and the school by volunteering. Volunteers are needed in various areas. Let us know how you would like to help. All visitors are required show picture ID to sign-in and obtain a visitor's badge while in the building.

PARTIES: Marietta Board of Education policy allows only two parties per year. They will be held the on December 18, and Valentine's Day, February 14. Teachers will select the most appropriate 30 minutes between 12:30 and 3:00 for the grade level party. These times will be communicated to you in advance. **Birthday parties are not permitted.** Please contact the classroom teacher if you would like to send a special snack that has been commercially prepared with nutritional label included for safety reasons as well as possible allergy concerns. Only clear beverages will be permitted in carpeted areas of the building. Birthday snacks should be distributed at lunch.

PARTNERS IN EDUCATION: Partners in Education is a collaborative effort of school and the community in support of education. Partners in Education help to enhance our current programs, providing their time, talents, and financial resources. Current Hickory Hills' partners include:

CURRICULAR PARTNERS

ArtsNow
Georgia Symphony Orchestra
Georgia Metropolitan Dance Theater
The Strand Theatre
Marietta/Cobb Museum of Art
Young Actors Playhouse
Young Audiences at Woodruff Arts Center

RESOURCE PARTNERS

Harry Norman Realty Cobb/Marietta Office
Marietta Business Association
Hawkins, Moore & Cubbedge, LLP
The Manely Firm
Grace Pointe Church
Turner Chapel
Open Door Pediatric Therapy

PHYSICAL EDUCATION: P.E. is a required class. A written statement is required if a student must be excused from participation in P.E. A written statement from a physician is required if a chronic problem exists. Tennis shoes are required for participation in P.E.

PICTURE DAY: School pictures are taken twice a year. These photos will be used for the yearbook, unless the parent/guardian has signed the appropriate paperwork preventing their student's picture from being released for publication purposes. Photos may be purchased using the order forms that come home in your child's Dragon Folder.

PTA: We have an active PTA with a dedicated executive cabinet. We encourage you to become a member of our PTA. Our goal is to have 100% of parents and staff members as active members of the Hickory Hills PTA. The cost of PTA membership is \$6.00.

Co-President: John Mark Nysewander, Elizabeth Phillips
VP Family Engagement: Katy Wilder
VP Academic Support: Sarah Jones
VP Community Involvement: Lisa Tyran
Secretary: Leha Brooks-Small
Treasurer: Ric Tyran

The Hickory Hills PTA meetings will be held three times during the year. We look forward to seeing you there!

August 20 January 21 May 5 March 3*

*This date will be reserved as a make-up meeting, should weather impact the regularly scheduled meetings.

RECESS: Teachers make every attempt to take students outside for a 15 minute recess, except when inclement weather does not allow. Please dress your child for the weather. All students go outside with the class unless a doctor's note is sent to the teacher. **No siblings or visitors are allowed on the playground during recess or during the school day.**

REPORT CARDS: Students and parents are provided with continuous information regarding academic progress during each grading window. The Report cards are published on the Apsen Parent Portal at the end of every quarter. Progress reports are published on the Aspen Parent Portal at the midpoint of each grading period. The Aspen Parent Portal can be accessed via any computer connected to the Internet. Log-in information is distributed at the beginning of the school year or during the registration process. We encourage you to contact your child's teacher or call the school office to schedule a conference upon receiving your child's progress report or report card, if you feel a conference is necessary after reviewing their current progress.

SCHOOL GOVERNANCE TEAM: Your Hickory Hills School Governance Team is composed of three teachers, two parent representatives, one community representative, and the principal. All School Governance Team meetings are open meetings. The team will meet monthly starting at 8:00 AM in the Media Center Conference Room. Please visit our school website for dates of meetings and individuals serving on the School Governance Team.

SCHOOL DAY: The school day begins promptly at 8:15 AM. Students should arrive between 7:45 – 8:10 AM. Students may not be dropped off prior to 7:45 AM. Dismissal time is as follows: car riders, walkers, daycare, and After School Program at 3:15 PM; bus riders 3:20 PM. **To insure the safety of all student, please send a note to your child's teacher with any dismissal changes. Dismissal changes must be received in writing before 12:00 noon. Without a note, your child will be required to follow his/her usual routine. Please be aware that we cannot accept transportation changes made over the telephone, or via e-mail.**

SEXUAL HARASSMENT: Any student who believes he or she has been the victim of sexual harassment should report the incident to the Title IX Compliance Officer or to an administrator, counselor, or teacher at the school he or she attends.

Investigations involving allegations of sexual harassment allegations will be handled per Board of Education of the City of Marietta Policy JAEB, Student Sexual Harassment. This policy and the Report of Harassment form can be found on the Legal Information webpage at www.marietta-city.org or by contacting the school.

SHOWCASE NIGHTS: We believe that family and community engagement in school is important for school success. Hickory Hills will host quarterly Showcase Nights that display our students' learning. Students will act as curators at each Showcase Night, showcasing their learning through the arts. We look forward to seeing you at each night!

October 8

December 10

March 17

SPECIAL EDUCATION SERVICES: Special Education services are available for students who have an disability that impacts learning. Please contact your child's teacher about concerns that might require Special Education services.

STANDARDIZED TESTING: Standardized test results are used to help track student progress and to guide instruction. Third, fourth and fifth grade students will take the Georgia Milestones Assessment System (GMAP) **April 20 – May 3, 2016. Retests for students in grades 3 and 5 are May 17th – May 20th, 2016.** The GMAP gives information about how well students are learning the state standards, in addition to measuring student growth from one year to the next. Kindergarten through fifth grade students will take the norm-referenced Measures of Academic Progress (MAP) Assessment **three times** during the school year. The MAP Assessment is an achievement test and provides comparisons to national norms, in addition to measuring student growth throughout the year. Parents receive copies of test results. More information will be sent home as the dates approach.

STUDENT CONDUCT: The Marietta Board of Education expects the highest standard of conduct and decorum of all students attending Marietta City Schools. Unacceptable conduct which prohibits learning and which disrupts other students will not be tolerated. Students who display behavior not consistent with misbehave at school will be disciplined. The cooperation of parents is an important element in modifying behavior that is unsatisfactory. Student behavior will be reflected in the conduct grade on each report card. Please refer to the Discipline Handbook for further guidelines. Hickory Hills students are expected to:

1. Be respectful to all adults.
2. Show self-control in relationships with other students and use peaceful conflict resolution skills.
3. Show consideration for the property of others as well as their own.
4. Make the best use of time at school.
5. Walk quietly through the halls and keep to the right.
6. Talk softly and use good manners at all times.
7. Do their share to keep the school building and grounds attractive.
8. Use acceptable language in speaking and writing.
9. Follow standards for student conduct as listed in the Marietta Board of Education

STUDENT RECOGNITION: Honoring students for academic and behavior achievement will occur at quarterly assemblies. Students will be recognized for Honor Roll (all A's and A/B's), perfect attendance, and Commitment to Core Values.

STUDENT RECORDS: It is the school's policy to send educational records upon request from another school. Student records may be made available to either natural parent by written request unless a legal document instructs the school otherwise.

TRANSPORTATION/SAFE RIDER PROGRAM: Georgia state law requires that students under the age of 8 may exit the bus ONLY when an adult is present at the bus stop. If a parent is not at the bus stop at the designate arrival time, the child will be brought to the After School program at Marietta Center for Advanced Academics (311 Aviation Road, Marietta GA 30060). It is the responsibility of the parent to pick up any child brought to MCAA.

Marietta City Schools Transportation Department will implement The Safe Rider Program to reinforce behavior expectations while riding the bus. The safety of your children is our number one concern and The Safe Rider Program is a student management program which promotes and teaches proper school bus safety. The core of the program promotes personal accountability as it relates to bus safety because unsafe choices endanger the safety of all

passengers.

How the Program Works

The program promotes instant accountability for unsafe behavior as shown below. The program also includes a defined and graduated discipline plan. The concept does not stop here. We have also developed a Safe Rider Class that employs several different ways of empowering the student to correct unsafe behavior. Some of those techniques include role play, videos and class work which will be scheduled to not interfere with the student's academic work.

Unsafe Behavior on the Ride Home

- If unsafe behavior occurs before the bus leaves the school; the student will be provided with two options: (1) Correct the behavior and continue home (behavior documented) or (2) be removed from the bus and taken to MCAA with staff supervision until a parent or guardian can pick up the student (behavior documented.)
- If unsafe behavior occurs after the bus leaves the school the driver will contact their Dispatch. Transportation staff will assess the situation and if necessary, a staff member will remove the student from the bus to return the student to MCAA to remain under staff supervision until a parent or guardian can pick the student up.
- If either of the above instances occurs, the graduated discipline plan will be in effect.
- **MCS Policies for students supersede the Safe Rider Program.**

We need your partnership as we move forward in making Marietta City School buses safer and more enjoyable part of the student's day. Please review the *Safe Rider Policies and Regulations* with your student. You will be required to complete and sign the *Safe Rider Contract / Emergency Form* with your child and return to your bus driver within 5 days to continue bus rider privileges and to insure your child's assigned seat.

SAFE RIDER BEHAVIOR POLICIES AND REGULATIONS

1. Students must show respect for school bus drivers at all times and follow the "**The Safe Rider Program.**"
2. All students shall comply with reasonable directives of a Marietta City Schools Employee. Failure to do so is considered an act of insubordination.
3. **NO** student shall refuse to identify one's self upon request of any Marietta City Schools Employee.
4. Students must be standing at the bus stop **AT LEAST FIVE (5) MINUTES** prior to the scheduled pick-up time. Students are to wait at the school bus stop in an orderly manner.
5. Students must **WAIT** for instructions (hand signals or otherwise) from the school bus driver **EVERY TIME** when crossing the street to board the bus or when exiting the bus. Students must be able to maintain eye contact with the school bus driver and cross in full view of the school bus driver.
6. Students must board the bus as soon as school is dismissed and not loiter in the courtyard and on the sidewalk. Once on the bus at dismissal time, the student will need the approval of an administrator to depart the bus, while at school.
7. Students **MUST** remain **SILENT** and **STILL** at **ALL** railroad crossings until the school bus crosses railroad tracks completely.
8. Elementary and Middle school students will be assigned a seat assignment on the school bus. (*High School at driver's discretion*)
9. Students **MUST** remain seated properly in the seat at all times unless otherwise directed by the school bus driver. (**BACK to BACK – BOTTOM to BOTTOM**)
10. Unnecessary noise is prohibited. Students must talk at a low volume level - **NO** loud voices.
11. Student shall not talk on a cell phone. No other electronic devices can be used without use of headphones and must not be heard by others. **Students may not have any type of head phones or ear buds on their ears when boarding or exiting the school bus.** Students must be able to hear bus driver at all times. **Students may not use any electronic device to video or audio record while on the school bus.**
12. Due to allergic reactions and the possibility of choking - food, gum, and/or drinks are not to be consumed or opened on the school bus.
13. Name calling, harassment, intimidation, threats and bullying is prohibited on the school bus
14. Obscene language and gestures are prohibited.
15. Fighting, pretend fighting, roughhousing or horseplay is **NOT** permitted.

16. **NO** objects are to be thrown on, in, out or at the school bus.
17. Destruction or defacing any part of the school bus is prohibited. Replacement cost at parent's expense.
18. Emergency doors, windows, and hatches are to be opened **ONLY** at the direction of the school bus driver.
19. Students must keep all body parts inside the school bus at all times.
20. Students shall not use mirrors, lasers, flashing lights, flash cameras, or any other lights or reflective surfaces as it may interfere with the operation of the school bus.
21. Weapons (*or objects that look like and/or could be used as weapons*) are **NOT** permitted at bus stop, on the school buses or school grounds.
22. Tobacco, illegal drugs and/or alcohol is **NOT** permitted at bus stop, on the school buses or school grounds.
23. Objectionable and/or dangerous items are **NOT** allowed on the school bus. Such as; glass items, lighters/matches, animals, balloons, flowers/plants, skateboards, perfume/cologne, aerosol cans, plastic bags, insects, straight or safety pins, sharp objects, large toys or objects that cannot easily fit on the student's lap or any other item of a questionable nature that might present a safety hazard.
24. Band instruments, sporting equipment and school projects can be transported **ONLY** if there is enough space for all students' seating requirements. Items may be placed in the seat or lap to whom they belong. This is left to the bus driver's discretion.
25. Students must board and exit the school bus at their designated bus stop **ONLY**. Alternate arrangements must be pre-approved using a MCS Bus Pass which has been completely filled out by Parents/Guardian and with a school administrator approval (in writing). This written permission must be given to the school bus driver when boarding the school bus. **(Bus Pass can be denied if school bus is at capacity or if the student has a history of bus behavior offenses or becomes an offender)**

Any Behavior that is considered disruptive or unsafe by the school bus driver will be handled through the use of the Safe Rider Program.

REMEMBER, RIDING THE SCHOOL BUS IS A PRIVILEGE

Students who exhibit behavior unsafe for riding the bus may be suspended from using the bus as a mode of transportation. If you have questions or concerns about bus transportation you may contact the Transportation Department at **770-429-3110**.

TWITTER: Hickory Hills is pleased to keep our parents informed through twitter. Follow us on twitter **@hickoryhillsele** for important information, updates and more!

UNIFIED DRESS CODE: The Marietta Board of Education and Hickory Hills Elementary School recognize that the dress and grooming of students are significant factors in the successful operation of the educational program. It is recognized as an educational responsibility of the school to make students aware that appropriate dress, appearance and hygiene are conducive to their personal well-being. In keeping with this understanding, each student at Hickory Hills shall be responsible for maintaining a dignified and well groomed appearance while attending school. To this end, each student will be required to dress in compliance with our unified dress code policy. This policy includes the wearing of school uniforms.

Hickory Hills believes the wearing of a unified student dress code promotes school safety, improves discipline, and enhances the learning environment. We respect that there may be a desire by a small number of parents to not allow their child's participation in this school-wide policy. Parents wishing to request their child "opt out" of the uniform dress code may find the appropriate form on the school website or contact the school directly. Your request must be submitted to the school principal **no later than 5 days** after your child has been enrolled in school. Failure to do so will constitute an understanding and agreement by student and parent of full compliance to the Hickory Hills Unified Dress Code Policy for the school year.

All students are expected to be in uniform Mondays through Thursdays. Parents will be contacted to provide appropriate clothing when in violation of dress code. Fridays are considered spirit days/non-uniform days. Exceptions are made at the principal's discretion.

Hickory Hills Unified Dress Code

- Uniform **polo-style embroidered shirts**
- **Non-embroidered polo-style shirts** in light or navy blue, hunter green, light yellow or white
- Button down shirts in light or navy blue, hunter green, light yellow or white
- **Uniform screen-print HH logo t-shirts**
- Solid **khaki or navy blue pants, skirts, skorts, shorts or capris**. Shorts, skirts and skorts must be at finger-tip length or longer. Jumper dresses are permitted, as long as they are within the color specifications. **No jeans.**
- All pants must be belted/affixed at the waist and worn with a tucked in shirt

Winter / Outwear options:

- Above shirts may be worn, with long sleeve shirts or turtle necks UNDER designated uniform shirts
- **Sweatshirts, jackets, and hooded sweatshirts with HH logo**
- **Navy, light blue or white Cardigan sweaters** only.
- **Solid navy, light blue or white sweatshirts.**

** Students will be asked to remove all other outwear (coats, jackets, sweatshirts) during school hours that do not follow the “unified dress code”. They can wear these jackets to and from school and at recess.

A uniform closet will be maintained as apparel is donated to our school. When parents are unable to provide students with appropriate uniform apparel, loaners will be provided for students who come to school not in compliance with the dress code. If you have any questions, please ask your child’s teacher or the front office. All uniform pieces may be purchased at any local retail such as Target, Walmart etc. Embroidered shirts and uniform screen-print shirts may be purchased at Hickory Hills.

VISION/HEARING SCREENINGS: Mass hearing and vision screening of third and fifth grades will be conducted. The school nurse screens students who are new to West Side. Teachers and parents will be notified of children who do not pass screenings. Hearing failures will be rescreened. A completed DHR Form 3300 – Eyes, Ears, and Dental Certification form is required for all new students during registration.

VISITORS TO THE SCHOOL: We always welcome visitors to our school. According to Georgia State law, all visitors must go to the school office upon arrival. If you need to bring anything to your child during the day, please bring it to the office. To maximize classroom instruction and minimize daily interruptions, **all** classroom visitations should be **scheduled** with the classroom teacher in advance.

VOLUNTARY CONTRIBUTIONS: From time to time our school may request a voluntary donation from parents to help defer the cost of some of those additional opportunities and/or experiences which state and local tax dollars do not provide. Any time we request a contribution, we will tell you how the money will be used. The donations sought will be completely voluntary and no student will be penalized if he/she does not contribute.

WITHDRAWAL/TRANSFER: Parents should notify the Front Office immediately when a student is to be withdrawn from school. Textbooks and library books need to be returned to school prior to withdrawal. Your notification to the Main Office that your child will be withdrawing will enable us to complete his/her school records and provide you with necessary documentation for entry into his/her next school. Withdrawal paperwork requires 48 hours to be completed.

HICKORY HILLS SCHOOL STAFF E-MAIL ADDRESSES: In most cases, school staff members can be contacted through e-mail by using their first initial and last name along with @marietta-city.k12.ga.us and teacher classrooms available through <http://hickoryhills.marietta-city.org> For example: kbeaudin@marietta-city.k12.ga.us

Please be reminded that our school email is filtered by a SPAM account to prevent e-mails containing viruses or inappropriate material from entering our network. If you have not corresponded via e-mail previously with the individual you are e-mailing, you may also want to call the office and leave a message that you have sent an e-mail, in case it is caught in SPAM and is not delivered to the recipient’s account. Also, if you have not received a response to your email after 24 hours, you may want to call the office to make sure your email was received. If you have problems or questions please call the **Hickory Hills front office at 770-429-3125.**

Hickory Hills Elementary School Arts Academy

2015 – 2016 School Events Calendar

DATE	EVENT	DATE	EVENT
August 4	Meet & Greet	January 8	Quarter 2 Report Cards Published
August 5	First Day of School	January 5-6	No School – Teacher Work Days
August 20	PTA Meeting Open House & Annual Title I Meeting	January 18	No school – MLK Jr. Day
August 17-21	MAP Testing (K-5; each grade level will test for two 1-hour sessions)	January 21	PTA Meeting
September 7	No School – Labor Day	January 28	Stevi B's PTA Spirit Night
September 10	Zaxby's PTA Spirit Night @ S. Marietta Loop	February 4	Math Lunch & Learn
September 11	Quarter 1 Progress Reports Published	February 15	No School – President's Day
September 21	Fall Picture Day	February 16-19	Mid-winter Break (In case of inclement weather, 2/16-2/19 will be used as make-up days.)
September 24-25	No School – Teacher Work Days	February 22	Quarter 3 Progress Reports Published
September 25-October 2	Fall Book Fair	March 1	No School – Professional Learning Day
September 28-October 2	Conference Week - EARLY RELEASE @ 1:15 PM	March 3	Zaxby's PTA Spirit Night PTA Meeting (in case of inclement weather on 1/21)
October 8	Showcase Night 1	March 7-11	Conference Week – EARLY RELEASE @ 1:15 PM
October 15	Math Lunch & Learn	March 10-11	Dragon Players Spring Musical at MPAC
October 16	Quarter 1 Report Cards Published	March 17	Showcase Night 3
October 22	Stevi B's PTA Spirit Night	March 18	Spring Picture Day
October 29	Frankly Spooky	March 24	Literacy Lunch & Learn Quarter 3 Report Cards Published
November 11	Literacy Lunch & Learn	March 25	Taste of Hickory Hills
November 18	Quarter 2 Progress Reports Published	April 4-8	Spring Break
November 19	Holiday Family Dinner	April 20-May 3	Georgia Milestones EOG (Grades 3-5)
November 23-27	Thanksgiving Break	May 2-May 13	MAP Testing (Grades K-5; each grade level will test for two 1-hour sessions)
December 3	Zaxby's PTA Spirit Night @ S. Marietta Loop	May 2	Quarter 4 Progress Reports Published
December 7-11	MAP Testing (Grades K-5; each grade level will test for two 1-hour sessions)	May 5	PTA Meeting
December 10	Showcase Night 2	May 17-May 20	Georgia Milestones EOG Make-up (Grades 3-5)
December 21-January 4	Winter Break	May 24	Honors Day (Grade level specific times TBA)
January 8	Quarter 2 Report Cards Published	May 25	Last Day of School Field Day

A full calendar of school events will be provided to you each month. Please note that all events are subject to change.

