

Kings Chapel Elementary School

Student Handbook

2023-2024

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Kings Chapel Elementary School

Mission:

Our mission is to prepare all students to achieve their highest levels of learning through continuous growth.

Vision:

Kings Chapel Elementary will be a premier school.

Values:

- Ensure the future success of all.
- Cultivate the academic, behavioral, and social-emotional growth of all students.
- Provide a safe school environment for all.
- Prioritize professional learning teams.
- Develop strong relationships with students, families, and our community.

PAWS Promise

Positive

I promise to be positive.

Always respectful

I promise to always be respectful.

Work hard

I promise to work hard.

Safe

I promise to be safe.



Drop off, Visitor, Checkout, and Dismissal Procedures

Student safety is our number one priority at Kings Chapel. We must guarantee that your child will not have contact with unapproved adults and will always be transported home with the correct person every day. We also strive to operate our school in an orderly and efficient manner while placing an emphasis on student learning during the day. Please note the following guidelines that will greatly assist us in accomplishing these goals. Your cooperation is essential and appreciated!

- **Dropping students off at school** - All students should be dropped off **before 8:30** each day. If you arrive after 8:30, your child is tardy to school. You must check your child in through the front office. Arriving early is the key to having your child unloaded, in class, and ready to start their day! Classroom instruction begins promptly at 8:30.
 - **Car riding students** - Pull to the end of the car rider line for unloading. Students should be ready to unload as soon as they arrive to keep the line moving quickly. Watch carefully for children and adults walking through the parking lot.
 - **Walk up students** - Park in the SIDE parking lot and walk with your child all the way to our front porch where they will enter the school. Allow your child to enter the school on their own. Watch carefully for traffic as you walk your child up each morning.
- **Visiting during the day** - All visitors to school must check in to the front office for a visitor's badge. Between 8:30-3:30, visitors must be "buzzed in" to the building from our vestibule. Parents/guardians are not allowed to visit classrooms during the school day.
- **Early Dismissal** - All early dismissals must be made prior to **3:00**. After **3:00**, students must be picked up or transported home in the regular fashion. Parents/guardians should be prepared to show a picture ID if picking up a student early from school.
- **Transportation Changes** - Student transportation home (bus, car, walk ups, ASP) is set at the beginning of the year. Any change in the transportation home of a student must be made to the front office prior to **3:00**. Transportation changes should not be communicated to the teacher but called into the front office staff. No changes to a student's transportation can be made after **3:00**.
- **Pick Up Cards** - Student specific pick-up cards with a three-digit number will be provided to all students and must be used when picking a child up. Approved persons picking up students in cars or in walk up must have their cards on display **EACH DAY** for us to make sure our students are being picked up by permitted adults. Those without pick up cards will be asked to park, report to the front office, and provide a picture ID.
- **Walk up Dismissal** - Walk ups must be picked up by 3:45. After 3:45, students will have to be picked up in the car rider line. Park in the SIDE parking lot and enter the cafeteria just inside the lobby to pick up your child. Persons picking up a child **MUST** have the school issued pick up card and check them out with staff on duty. Only students who are previously scheduled as walk ups can be picked up in this fashion. Watch carefully for traffic as you walk to and from the side lot.

ATTENDANCE MATTERS

Kings Chapel Elementary values regular attendance to enable the success of all students. Please prioritize having your child at school on time every day.

- Parents are required to provide excuses for absences within 5 school days. Excuses are accepted through email, Class Dojo, or can be handwritten. Excuses should be turned into the front office. Verbal excuses are not accepted.
- Each student is allowed up to ten excused parent notes, within the approved reasons by the Georgia Board of Education. After ten excused parent notes, each absence after these ten will be considered unexcused without doctor documentation. For additional information regarding attendance policies and proceedings, visit KCES.hcbe.net
- **3 unexcused absences:** Parent will be notified, and an attendance letter will be sent home with the student.
- **5 unexcused absences:** Parent will be notified of truancy with a scheduled conference at Kings Chapel and will be required to sign an attendance contract. 5 unexcused absences in Georgia are declared as truant by law.
- **8 unexcused absences:** Parent will meet with the school's social worker from the Social Services Department for judicial proceedings.

Tardy/ Early dismissals

- The instructional day is from 8:30 am to 3:30 pm. After 8:30 am students are considered tardy, and a parent is required to sign the student in through the front office. **If your child will be eating breakfast, please ensure that he or she is dropped off early enough to eat breakfast before 8:30 am.**
- Excessive tardies and/or early dismissals could result in mandatory make-up time, referral to HCBOE Social Services Department, and parent conferences. Tardies and early dismissal impact a student's instructional time and may impact their academic achievement.

Positive Behavior Incentives and Supports (PBIS)

At Kings Chapel, we believe that providing simple, clear expectations for student behavior and recognizing students who consistently make good choices is a far stronger management tool than punishments and consequences. We have adopted a set of expectations, PAWS Promise, to help guide student's behavior while at school. Our PAWS Promise is taught to students at the beginning of each year, said aloud over the intercom, and posted throughout the school. Students who follow the PAWS Promise are rewarded in the following ways:

Cougar Cash and the Cougar Store: Stakeholders have "Cougar Cash" to give to students who are consistently following the PAWS Promise. Students save their "Cougar Cash" and use it to purchase items from the Cougar Store.

PAWS-itive Parties: At the end of the nine weeks grading period, students have an opportunity to attend the "PAWS-itive Party" during their specials time. To attend, the student must have met their behavior goal by earning the designated points of Class Dojo and not having school suspension during the nine-week period. Students who do not meet this goal will have regular specials or a supplemental activity. We encourage all students to work to meet their points on Class Dojo every nine weeks.

Fundraising and Sale Items

As do all schools, Kings Chapel relies on various fundraisers and sales of supplemental items to support instruction and activities offered throughout the year. Some of the ways that we solicit these funds are listed below. Your support in these efforts allows us to purchase additional learning resources, offer fun activities and events, and make improvements to our school.

Things we are fundraising for this year:

- Future playground equipment
- Lunchroom decoration upgrades
- Books for classroom libraries

Some of the ways we are fundraising:

- Spirit sales of shirts and other KCES themed items
- Marquee birthday announcements
- Booster Fundraiser
- Santa Shop for Christmas gifts
- Student and class pictures
- Car wash discount coupons
- Framed student art sale
- Yearbooks
- Spring Fling
- Field Day t-shirts

Our Staff and PTO appreciate your help!