

Kings Chapel Elementary School

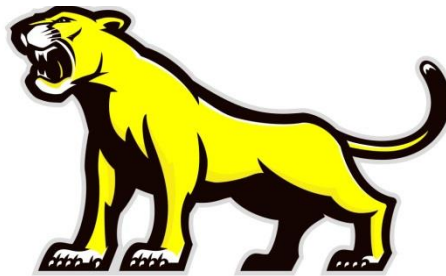
Student Handbook

2022-2023

Mr. Will Ray
Principal

Mrs. Kalesia McKnight
504 Coordinator

Walter Stephens
Title IX Coordinator



Cougars

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Kings Chapel Elementary School

460 Arena Road
Perry, Georgia 31069
(478) 988-6273

William Ray
Principal

Shelley Shillcutt
Shaun Parsons
Assistant Principals

21 July 2022

Dear Families of Kings Chapel Cougars:

The 2022-23 school year is here! On behalf of the Kings Chapel Elementary staff, I would like to welcome everyone to a school year filled with exciting learning opportunities and fun events sure to make this year special. We are committed to providing the best possible environment for our students and will do our best to make sure the Kings Chapel community is proud of our school and is a partner in our shared commitment to student success.

At Kings Chapel, we feel communication with our families and opportunities for participation are a large part of what makes our school great. Some of the ways we will share school information with you is through weekly phone calls from me, a monthly newsletter, and student Wednesday folders. You can also keep up with school news online through our Facebook page, school website, and frequent Class Dojo posts. Scan the QR codes at the bottom of the page with your device to visit these sites. Of course, anytime you have a question, you can always call the school or me directly at 478-988-6273.

Many opportunities for parent and family participation will be available throughout the year. School Council meeting dates will be posted to our website and our PTO is always looking for volunteers. Events such as holiday lunches, grade level programs, Spring Fling, awards programs, and Field Day are all chances for families to join us at school. Parent University is another way we include parents and provide insight on what's happening at school. This series of informational nights is scheduled for parents to learn more about our instructional activities and various programs. Your participation in our fundraisers is also encouraged and important to our school's success.

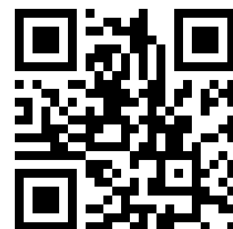
Our theme this year is "We're Blasting Off with Books!" This fun, space centered theme will help our students "reach for the stars" with their reading this year. The theme continues our emphasis on literacy and reading at Kings Chapel because we know it is the foundation of all student learning. As always, you can help by reading to your children at home, talking with them about the books they read at school, and encouraging them to achieve their reading goals. It's going to be an awesome year at our school! Thank you, in advance, for your support of Kings Chapel.

Sincerely,

William Ray



KCES FACEBOOK



KCES WEBSITE

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.

Beliefs:

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

The Cougar Creed

COUGARS ARE:

Caring

We help each other.

Outstanding

We work hard and make good grades.

Unique

We are all different.

Growing

We are getting better every day.

Always Positive

We keep the right attitude.

Ready

We are ready to show what we can do.

Safe

We are careful at school.

Drop off, Visitor, Checkout, and Dismissal Procedures

Student safety is our #1 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 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 are arriving after 8:30 your child is tardy to school and you must check them in through the front office. Arriving early is the key to having your child unloaded, in class, and ready to start their day!
 - **Car riding students** - Please pull to the end of the car rider line and have them unload or allow us to unload your child from your vehicle. Students should be ready to unload as soon as they arrive to keep the line moving quickly.
 - **Walk up students** – Please 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 them 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 3:15. At 3:15 and after, students must be picked up or transported home in the regular fashion. Parents/guardians should be prepared to furnish a picture ID if picking up a student early from school.
- **Transportation Changes** – Student transportation home (bus, car, 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 3:15. 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 3:15.
- **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 after school. Approved persons picking up students in cars or the walk up must have their cards on display EACH DAY in order 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** – Please 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.

Kings Chapel Elementary School

ATTENDANCE MATTERS. ALL DAY, EVERY DAY

Houston County Board of Education as well as Kings Chapel Elementary value regular attendance to enable the success of our students. While we know there are lots of reasons students miss school, we hope that you will prioritize having your child at school, on time, everyday!

Absences: Parents are required to provide a written excuse or a doctor's note within 5 days of the absence. After the 10th excused note, Kings Chapel may require documentation from the Doctor or service provider.

- 3 unexcused absences: A notice from the attendance clerk will be sent home in the child's agenda.
- 5 unexcused absences: A parent will be required to sign an attendance contract.
- 8 unexcused absences: A parent will meet with the Kings Chapel's school social worker from the Social Services Department for judicial proceedings.

Tardy/Early Dismissals: A student is considered tardy after 8:30 and should be checked in at the front office by an adult. An early dismissal results in a student checking out of school before the dismissal time of 3:30. Excessive amounts are due to the combination of both tardies and dismissals.

- 5 Unexcused Tardies and Early Dismissals: Parent notification through the student's agenda.
- 10 Unexcused Tardies and Early Dismissals: Notification letter to the parent.
- 15 Unexcused Tardies and Early Dismissals: Attendance contract with school administration and detention for every tardy or dismissal after a combined total of 15.
- 20 Unexcused Tardies and Early Dismissals: Referral to Social Services and mandatory make up time.
- 25 Unexcused Tardies and Early Dismissals: Parent meeting with attendance panel at Houston County Central Office.

**** Incentives and rewards will be provided to students who maintain good attendance throughout the year! ****

Fundraising and sale items

As do all schools, Kings Chapel relies on various fundraisers and sales of supplemental items to support the many programs and activities offered throughout the year. Some of the ways we will 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 general improvements to our school.

Things we are fundraising for this year

- Our new electronic Marquee in front of school
- New sound system in the cafeteria for performances
- Savings for future Playground equipment purchase
- Lunchroom decoration upgrades
- Books for classroom libraries

Some of the ways we are fundraising

- Spirit sales of shirts, tumblers, string bags, temporary tattoos, bracelets, and other KCES themed items.
- Cougar Cup fun run
- Cookie Dough student fundraiser
- Daily sales of \$1 frozen treats during recess
- 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!

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, The Cougar Creed, to help guide student's behavior while at school. Our Cougar Creed is taught to students at the beginning of each year, said aloud over the intercom, and posted throughout the school. Students who follow the cougar creed are rewarded in the following ways:

Cougar Cash and the Cougar Store: Staff members have "Cougar Cash" to give to students who are consistently following the cougar creed. Students save their Cougar Cash and use it to purchase small, fun items in our cougar store.

Principal Parties: At the end of each 9 weeks grading period, students have an opportunity to attend a "Principal Party" during their specials time where there will be a variety of activities and treats. In order to attend the party, a student must have met their behavior goal by earning the designated amount of points on Class DOJO and not having In School Suspension during the same period of time. Students who do not meet this goal will have regular specials or another supplemental activity. Not all students will make the Principal Party each time and that's ok. We encourage them to try harder in order to participate the next time.

Kings Chapel Elementary School Extracurricular Clubs / Organizations

- State Code 20-2-736 has mandated that information about school clubs and organizations be distributed annually at the beginning of each school year. Please read our Kings Chapel Club information below.
- If there is a club or clubs that you prohibit your child from participating in, please complete the form and return it to the office.
- Participation in all clubs at Kings Chapel Elementary School will also require signed parent permission. Individual club parent participation letters will go out at a later date.

Name of Club: Music Club

Mrs. Molly Schaefer

Mission of the Club: The purpose of the Music Club is to provide students with additional opportunities to sing and perform music instruments, in front of an audience.

Description: The music club is an extracurricular activity for students in 2nd, 3rd, 4th, and 5th grades. Students will learn a variety of music of varied styles, perform on small percussion instruments, and learn appropriate singing techniques. The club performs at the Galleria Mall each December, at the Dogwood Festival in April and other programs during and after school hours. Parents are required to provide transportation for performances outside of the school.

Financial Obligations/Dues: No dues but possible donations throughout the year for shirts, parties, etc.

Name of Club: Friends for Change – Environmental Club

Mrs. Tara Mulhern

Mission of the Club: The purpose of “Friends for Change” is to promote respect for the environment.

Description: “Friends for Change” is an extracurricular activity for students in 2nd, 3rd, 4th, and 5th grades. Students will learn about recycling and protecting the environment. Students will participate in trash clean up in and outside the school, and will pick up and sort the recycling bins.

Financial Obligations/Dues: No dues but possible donations throughout the year for shirts, parties, etc.

Name of Club: Fitness Club

Coach Daniel Wood

Tuesdays and Thursday from 3:30-4:15 September – April

The mission of the Fitness Club is to promote a healthy and active lifestyle for the students in grades 3-5. The club will run timed miles, do active games, and teach a variety of exercises to strengthen the core and body. Tennis shoes and athletic clothing are required. A maximum of 40 students can participate.

Financial Obligations/Dues: One time \$5 fee – possible fundraising activities

Name of Club: Kicking Cougars – Dance Team

Mrs. Mary Jan Kratz

Mission of the Club: The purpose of the Cougar Dance Team is to provide female students with the opportunity to demonstrate their dancing talents and abilities while providing additional opportunities to perform outside the classroom setting and represent Kings Chapel Elementary School. The coaches will provide an atmosphere for the dance members conducive to building a positive self-image, as well as preparing them for performance activities at the middle school level.

Description: The Cougar Dance Team is an extracurricular activity for female students in 4th and 5th grades. Students will learn a variety of dance moves and techniques, as well as a choreographed dance routine for performances. The Cougar Dance Team will have various opportunities to perform in and around the Perry area, as well as at many school related events. Students will be required to purchase a dance team uniform to wear for public performances. Financial obligations will not exceed \$75.00. Selection will be based on judged try-outs.

Financial Obligations/dues: Approx \$125 for uniform, shoes, t-shirt, and club party. Possible fundraising activities.

Name of Club: Media Center Helpers**Mrs. Jennifer Collier**

Mission: The club's purpose is to allow students the opportunity to learn about media center operations and to assist the media center staff in keeping the media center organized and inviting.

Description: This club accepts applications from 4th and 5th grade students. Acceptance in this club is based on the student application and teacher recommendation. Parents and students sign the application stating that the child will be in the media center no later than 8:00am one morning each week. Helpers are trained to shelve books, use the library computer, and they turn on computers in the lab and media center. They assist the media center staff with special projects such as book fairs, cutting out laminated materials, etc. Students should be good at putting books in alphabetical order.

Name of Club: 4-H

Mission: To assist youth in acquiring knowledge, developing life-long skills and forming attitudes that will enable them to become self-directing, productive and contributing members of society. This mission is accomplished through "hands on" learning experiences focused on agriculture and environmental issues, agriculture awareness, leadership, communication skills, foods and nutrition, health, energy conservations, and citizenship.

Description: 4-H has many fun activities: monthly meetings, reward parties, project achievements (like the Pop Top Tabs for the Ronald McDonald house, DPA, contests at the Georgia National Fair, summer camp, and much more. 4-H is for 4th and 5th grade students.

Financial Obligations/Dues: No dues but possible donations throughout the year for shirts, parties, etc.

Name of Club: Creative Cougars - Art Club**Mrs. Emily Clements**

Mission: In art club, students who are passionate about art are given the opportunity to work with like-minded peers to practice self-expression through the use of art mediums that *they* are interested in, such as naturalistic art, cartooning, photography, origami, sculpture/pottery, and more!

Description: 14 fourth and fifth grade students will spend time learning about various contemporary artists and mediums. They will then get to choose a few specific mediums that they would like to focus on and complete a club project each 9 weeks of the school year. The 14 students will be selected on a first come/first serve basis with teacher recommendation serving as a "tie-breaker" if needed.

Financial obligations/Dues: \$15 for t-shirt, materials, party, etc

Name of Club: Gardening Club**Mrs. Robin Martin**

Mission: The Garden Club will strive to teach students about joys of gardening and expose them to the variety of gardening done in our area. Students will gain hand on experiences at school and will learn responsibility from creating and caring for a garden.

Description: students will help create and maintain a school flower/vegetable garden. Students will learn from guest speakers and visit garden sites in the area.

Financial obligations/Dues: No dues but possible donations throughout the year for shirts, parties, etc.

Name of Club: Drama Club**Mrs. Donna Brown**

Mission: The Drama Club will strive to expose students to the varied world of theater and give them opportunities to engage in a variety of performances.

Description: students will learn about the multiple aspects of drama productions, both on the stage and behind the scenes. Students will hear from guest speakers and see performances by other groups in our area.

Financial Obligations/Dues: No dues but possible donations throughout the year for shirts, parties, etc.

Name of Club: Cougar Jump Squad – Jump Rope club

Mrs. Mary Gomez

Mission: The mission of the Cougar Jump Squad is to promote the sport of jump rope as fun, challenging, competitive and entertaining to people of all ages.

Description: The purpose of the club is to promote physical fitness through the use of jump rope as a lifelong sport. The team helps build a positive self-image for the jumper and fosters confidence, responsibility, creativity, self-discipline, cooperation, and teamwork.

Financial obligations/Dues: \$5 and possible donations for shirts, parties, etc

Name of Club: Spirit Club

Mrs. Courtney Winston

Mission: The mission of the Spirit Club is to assemble a group of students who will help promote and encourage school pride and spirit at Kings Chapel.

Description: The School Spirit Club is a group of students who will meet regularly to plan and promote spirit related activities at school. Additionally, they will assemble during events and celebrations to represent the school with cheers, decorations, spirit related activities.

Financial obligations/Dues: \$10 for club shirts and party supplies/food

Name of Club: STEM JR.

Mrs. Angela Ragan

Mission: The STEM Club encourages students to be problem-solvers and critical thinkers using hands-on activities that are both fun and challenging.

Description: Students from second and third will meet once a month to work on inquiry-based Science, Technology, Engineering and Math (STEM) related activities. Some activities will include programmable Legos, science experiments, computer programming, and math games. The students will be selected on a first come/first serve basis.

Financial obligations/Dues: \$15 for materials and end of the year party.