

C.J. Hicks Parent Information Guide

2022-2023



Dr. Erica Wakefall, Principal

Ready, Pre-K & Kindergarten – 2 nd Grade		3 rd Grade – 5 th Grade	
Assistant Principal	Dr. Ailia Gilbert	Assistant Principal	Heidi Coachman
Instructional Coach	Oya Browning	Instructional Coach	Tonya Price
PBIS Coach		Dawn Smith	
Media Specialist		Anna Burdett	
Digital Learning Specialist	Patrice Chambers	Digital Learning Specialist	Donna Price
Counselor	Michelle Andrews	Counselor	Janelle Brooks

“The Falcon Way”

Safety & Security	<ul style="list-style-type: none"> All exterior doors will remain locked during regular school hours. All classroom doors will remain closed and locked during instruction. All school and district personnel will prominently display their ID badges. All visitors must enter the building through the main lobby. All school and staff personnel will address any visitor who does not display a RCPS ID badge or a visitor's sticker. The school will conduct monthly safety drills for preventive measures.
Attendance	<ul style="list-style-type: none"> Research has shown that students who attend school regularly achieve at higher levels than students who do not have regular school attendance. Please commit to sending your child to school on time each day that they are feeling well. Please also familiarize yourself with the Rockdale County Public Schools Attendance Protocol.
Arrival and Check-In Procedures	<ul style="list-style-type: none"> Arrival: 7:05 am – 7:35 am <ul style="list-style-type: none"> Please note that our instructional day begins at 7:35 am.

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Getting your child to school on time REALLY MATTERS!

Did you know

If in a school year, your child is late every day by	Your child would have lost approximately	or they would have missed approximately
5 minutes	3.5 days from school	20 lessons
10 minutes	7 days from school	41 lessons
15 minutes	10 days from school	55 lessons
20 minutes	14.5 days from school	82 lessons
30 minutes	22 days from school	123 lessons

Please help your child arrive in school on time each day. Please refrain from taking vacation during school time. Please schedule doctor/dentist appointments on days off including Independent Learning Days and week off breaks.

- Students will be marked tardy if they arrive in the classroom after 7:35 am.
- Students who arrive after the tardy bell (7:35 am) must have a parent check them in at the front office.
- In order for tardiness to be excused, students must have a written excuse signed by a parent stating the reason for being late. Only the reasons listed for excused absences can be counted as excused tardies.

Dismissal & Check-Out Procedures

- Dismissal: 2:10 pm – 2:40 pm
 - 11:35 am – 12:05 pm on Early Release days
- Parents or individuals listed in Infinite Campus must come into the front office with valid ID to check students out.
- Students must be present until 10:50 am in order to be counted present for the day.
- Early check-out ends at 1:10 pm so that we may prepare for a safe and orderly school-wide dismissal at 2:10 pm.

Car Riders

Arrival

- This school year, we are asking all parents to "kiss and go" at the car rider lane. CJH teachers and staff will be on duty at the car rider lane each morning to support students with safely making their way into the building.
- As soon as the car stops, students should be ready to exit the car **only** on the right side near the sidewalk, with their bookbags and essential school items. Doing so will make sure that students are safe, prevent a traffic backup, and ensure students are not tardy.
- There will be several staff members monitoring students as they walk down the sidewalk. Parents should remain in their vehicles for their safety.
- Students are not permitted to be dropped off on the bus lane.
- Parents who arrive after the 7:35 am bell, must park and check students in.

Dismissal

- Current car rider tags must be displayed in order for students to be called. Three car rider tags will be provided for each car rider. Sets of car rider tags may be replaced for a fee of \$5.

	<ul style="list-style-type: none"> • Current car rider tags should remain displayed until the students are safely in the vehicle. • Parents without current car rider tags will be required to park in the parking lot, enter the building, and present a valid ID for the student to be dismissed. • Student numbers will not be called if parents walk to the front of the building. • One-day car riders will only be called in the car rider lane if the front office staff has received and verified the parent's ID prior to 1:10 pm and the student's name is on the list as a one-day car rider. • The car rider pick-up time ends at 2:40 pm when the CJH car rider staff will return to the inside of the building.
Bus Riders	<ul style="list-style-type: none"> • A formal transportation change must be APPROVED (not in process) in order to alter transportation. This includes bus routes. • A parent/guardian must be present at the bus stop for departure/arrival.
Bookbag Tags	<ul style="list-style-type: none"> • All students will be issued a bookbag tag that will indicate their afternoon mode of transportation.
Before Care Program	<ul style="list-style-type: none"> • Available for students in Pre-K through 5th grade. • Hours: 6:00 am – 7:00 am • Fee: \$30.00 per week • Before care students will be issued a separate car rider tag. • See registration link on the CJH webpage.
After Care Program	<ul style="list-style-type: none"> • Available for students in Pre-K through 5th grade. • Hours: 2:10 pm – 6:30 pm • Fee: \$75.00 per week • See registration link on the CJH webpage.
School Supplies	<ul style="list-style-type: none"> • It is not necessary to purchase a book bag for your child. RCPS has mandated and purchased clear bookbags for all students. • Please visit the CJH webpage for the school supplies list.
Breakfast & Lunch	<ul style="list-style-type: none"> • Breakfast is offered daily and served from four kiosks in our hallways. • Lunch is offered daily and served from our cafeteria. • Salads with fresh fruit and vegetables are offered as a lunch option daily. • Food allergies must be indicated in the Parent Portal. • Free or reduced-price meals are offered to eligible students. Application forms for the program are available on the district website www.rockdaleschools.org and at our school from the school nutrition manager, Mrs. Kimberly Barrett. • MySchoolBucks.com is a prepayment system that allows you to make online deposits into student meal accounts. Students are allowed to charge meals and students/parents are held accountable for money owed to the cafeteria. Alternate

meals will be provided to students with charges over \$10.

Full Price Breakfast	\$1.00
Full Price Lunch	\$2.10

- Students will need to learn their student ID number so that they can enter it into the keypad when purchasing lunch in the cafeteria.
- Paper copies of breakfast and lunch menus will be sent home each month. Digital copies of menus will be available on the CJH and RCPS website.
- CJH will not host visitors during lunch.
- Outside food will not be permitted.

Deliveries

- At CJH, we do not allow deliveries of outside food, flowers, balloons, or gifts for students at school in order to avoid interruption of instructional time.
- For birthdays, store-bought cupcakes or cookies may be dropped off at the front office to be distributed by classroom teachers at a time that does not interfere with instruction.

Medication, Illness, and Screenings at School

- All medication must be brought to school by a parent/guardian and checked in through the clinic or front office. Medications cannot be administered by school staff if they are not accompanied by a "Request for School Staff to Administer Medication" form (please request this form from the school clinic).
- All medications, prescription/nonprescription/OTC, must be sent in the original container. Medication will be administered only in accordance with written instructions from the physician/pharmacy. The school is not obligated to provide medication of any kind. Parents/guardians are responsible for unused medication at the end of the school year.
- If a student becomes ill or is injured while at school, parents will be notified in order to obtain medical care. In case of serious illness or injury, Emergency Medical Services (911) will be called for immediate transport to the nearest hospital.
- A parent will be asked to pick up their student if they have a temperature of 100° F or more. To return to school, the student must be fever-free for 24 hours without medication.
- RCPS has a "no-nit" policy for head lice. See regulation JGCD on the district website for details.

PBIS

- Positive Behavioral Interventions and Supports (PBIS) is an approach schools use **to promote school safety and good behavior**. With PBIS, schools teach kids about behavior expectations and strategies. The focus of PBIS is prevention & restorative practices – not punishment.
- At CJH, we ask our staff, students, and families to honor the R.I.S.E. expectations:
 - Respect
 - Integrity

	<ul style="list-style-type: none"> ○ Safety ○ Empathy • Teachers and staff will use PBIS Rewards as a means of communication of behavior expectations. • Parents may access their child's PBIS progress by following the steps on the provided registration document.
Discipline	<ul style="list-style-type: none"> • The full, most up-to-date Discipline Code of Conduct can be found in Board Policy at www.rockdaleschools.org.
Communication	<ul style="list-style-type: none"> • Teachers and the school will communicate by phone, email, or Remind. You must have an active Infinite Campus Parent Portal account to receive information by School Messenger and Remind. • The red communication folder will go home with students each Wednesday. Please keep the documents in the left pocket and review/return the documents in the right pocket (sign the documents if applicable). • The principal will call every Sunday between 1:00 pm – 2:00 pm to keep families informed of the school activities for the week and to share important updates/reminders. • We will post timely messages on the school marquee. The messages are different on each side. Please be sure to read them as you enter and exit the campus. • The Falcon Flyer, parent newsletter, will be sent at the beginning of every month, and posted on the CJH webpage.
Parent-Teacher Conferences	<ul style="list-style-type: none"> • We strongly encourage all parents to attend a minimum of two parent-teacher conferences during the school year on the following dates: <ul style="list-style-type: none"> ○ November 8, 2022 ○ March 31, 2023
Independent Learning Days	<ul style="list-style-type: none"> • Independent Learning Days allow teachers to deliver instruction to students through online assignments using school-issued devices. These are instructional days for both students and employees. • Teachers, support staff, and administrators will be available during designated times to provide assistance to students and families. This virtual support should include, but is not limited to, answering any questions posted in itsLearning, responding to parent and student emails, and providing feedback to students on their work. <ul style="list-style-type: none"> ○ September 2, 2022 ○ October 28, 2022
Infinite Campus Parent Portal	<ul style="list-style-type: none"> • Infinite Campus provides students and parents/guardians with real-time access to their information as it is entered by teachers, counselors, and staff about grades, attendance, report cards, classes, and enrollment as well as parent contact information. There is a convenient Campus Portal mobile app accessible from any Apple IOS and Android device. Details on setting up an account can

	<p>be found in the <i>Parents</i> section on the district website or at www.rockdaleschools.org/infinitecampus.</p> <ul style="list-style-type: none"> It is necessary for parents to create an Infinite Campus Parent Portal Account and complete the Annual Update before an iPad or laptop is issued to the student.
<p>Digital Citizenship</p>	<ul style="list-style-type: none"> It is important that we teach our students how to be good Digital Citizens, so they make appropriate choices when using digital tools. CJH is a Common Sense Digital Citizenship School. We use the Common Sense Media Digital Citizenship Curriculum to teach our students how to stay safe online and use technology appropriately. Please refer to https://www.common sense media.org for parent resources.
<p>Technology Fee</p>	<ul style="list-style-type: none"> Each student will be assessed a \$10 Technology Fee to be used to enhance instructional technology resources. All electronic devices issued to students by Rockdale County Public Schools are covered by the district in the event of accidental damage on or off campus. Stolen devices that result in the filing of a police report are covered by RCPS theft insurance. This only protects devices in the event of theft. Theft insurance does not cover items that are lost. Replacement fees for lost items are as follows: \$400.00 for iPad or laptop \$10.00 for charger \$10.00 for bag or case
<p>Telephones/Cellphones</p>	<ul style="list-style-type: none"> A student shall not use or operate a cell phone, tablet, or similar electronic device during the school day without the approval of the building administration. At CJH, it is the expectation that student cell phones are to be powered off and stored in bookbags at all times while on school property. Parents are asked not to call students on their cell phones during school hours; parents should call the front office in the case of an emergency. <p><u>Cell Phones During State Mandated Testing</u></p> <ul style="list-style-type: none"> Students are not permitted to use, or bring into the testing environment, any electronic device that could allow them to access, retain, or transmit information (For example, but not limited to: cell phone, smart phone/watch, PDA, electronic recording, camera, or playback device). Announcements will be made prior to testing that such devices are not allowed in the testing environment and that possession or improper use of such devices during testing may result in disciplinary action in accordance with the RCPS Code of Conduct and /or test invalidation.
<p>Media Center Services Textbooks and Media Center Materials</p>	<ul style="list-style-type: none"> Pre-kindergarten through second grade students are permitted to check out two library books. Third through fifth grade students are permitted to check out three library books.

	<ul style="list-style-type: none"> • Students must use their ID number to check out books from the library. • Most books are checked out for a two-week period. Lost or damaged materials are charged a replacement cost. • Textbooks and library books are furnished without cost for student use, but remain the property of Rockdale County Schools. Students and their parents are held accountable for textbooks and library books that are lost or damaged, and the school must be reimbursed. The continued use of textbooks and/or media center materials may be suspended until payment has been made.
Visitors	<ul style="list-style-type: none"> • For security reasons, parents and other visitors to our schools must check in at the office and receive a visitor's pass. • All classroom visits are to be scheduled in advance. Parents will be accompanied by a CJH administrator or designee. Visits will be no more than 30 minutes. • As a safety measure and to encourage independence, parents will not walk students to class. CJH staff will be onsite each day to support students with getting to and from class safely. We strongly encourage attendance at Open House.
Volunteering	<ul style="list-style-type: none"> • Join the CJH PTA and reach out to our Parent Liaison, Mrs. Caryn Abraham, to be included in customized opportunities to volunteer. • Georgia law includes volunteers in the list of mandated reporters. If you suspect child abuse while you are visiting our campus, you must contact the principal immediately.
Grading System	<p><u>Kindergarten</u> The Georgia Kindergarten Inventory of Developing Skills (GKIDS) is a performance-based assessment aligned to Kindergarten Georgia Standards of Excellence. GKIDS allows teachers to assess student performance during instruction, record student performance in an on-line database. At the end of each 9 weeks, teachers evaluate student performance on the following scale:</p> <ul style="list-style-type: none"> • Not Yet Demonstrated • Emerging • Developing • Demonstrating • Exceeding <p><u>Grades 1 and 2:</u> Teachers in these grades report progress to parents using a standards-based grading system. Each 9 weeks, progress on specific standards in language arts, mathematics, science, and social studies is reported using the following scale:</p> <p>1 = Little to no progress toward meeting the standard 2 = Progressing toward the standard 3 = Meeting the standard 4 = Exemplary performance on the standard</p>

	<p>Grades 3 to 5: Teacher in these grades report progress to parents in each subject using the following grading scale: A = 90 – 100 B = 80 – 89 C = 70 – 79 F = 69 and below</p>				
<p>Report Cards/Deficiency Notices Progress Reports</p>	<ul style="list-style-type: none"> Individual student progress is reported to parents/guardians weekly in Infinite Campus. Additionally, midway through the instructional period and at the end of each instructional period parents/guardians shall be provided a progress report/report card showing the student's progress in each class. Progress and semester report cards should be accessed on Infinite Campus Parent Portal. 				
<p>Homework</p>	<ul style="list-style-type: none"> Students will be assigned homework Mondays – Thursdays as follows: <table border="1" data-bbox="813 737 1500 863"> <tr> <td data-bbox="813 737 1143 793">Kindergarten – 2nd Grade</td> <td data-bbox="1143 737 1500 793">20-40 minutes per night to include independent reading</td> </tr> <tr> <td data-bbox="813 793 1143 863">3rd Grade – 5th Grade</td> <td data-bbox="1143 793 1500 863">30-60 minutes per night to include independent reading</td> </tr> </table>	Kindergarten – 2 nd Grade	20-40 minutes per night to include independent reading	3 rd Grade – 5 th Grade	30-60 minutes per night to include independent reading
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3 rd Grade – 5 th Grade	30-60 minutes per night to include independent reading				
<p>Early Intervention Program (EIP) *Not to be mistaken for IEP (Individualized Education Plan)</p>	<ul style="list-style-type: none"> EIP is designed to serve students in grades K-5 who are at risk of not reaching or maintaining academic grade level, as defined in the state Early Intervention Program Guidelines. The purpose of EIP is to help students reach grade level performance in the shortest possible time. Parent notification of services will be sent through Infinite Campus Parent Portal. 				
<p>Extended Learning</p>	<ul style="list-style-type: none"> An extended learning program for Reading and Math will be offered to students in grades 2-5, on Wednesdays and Thursdays after school, beginning in September and ending in the spring. 				
<p>Summer Learning</p>	<ul style="list-style-type: none"> We <u>anticipate</u> being able to offer a 3-week summer learning program for rising 1st – 5th grade students in June of 2023. Breakfast, lunch, and bus transportation would be included. 				
<p>Clubs & Organizations</p>	<ul style="list-style-type: none"> For a full list of clubs and organizations offered for the 22-23 school year, please visit the CJH webpage. 				