Chestnut Mountain
Creative School of Inquiry

Parent / Student Handbook

2022-2023

Chestnut Mountain Warriors are…
Willing, Authentic, Respectful, Responsible, Inquisitive, Outstanding, Resilient!

2022-2023
Chestnut Mountain CSI Parent / Student Handbook

Chestnut Mountain Administration & Front Office Staff

Betsy Ainsworth, PhD	Principal
Dana Walker	Assistant Principal
Richard Bass	Administrative Assistant
Sonia Stewart	School Counselor
Kayla Williams	School Secretary
Abbey Ransom	Data Entry Clerk
Shaunda Harper	School Nurse

Chestnut Mountain Creative School of Inquiry

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Flowery Branch, GA 30542
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CMCSI@hallco.org
www.cmcsi.hallco.org

Chestnut Mountain PTO Board

President: Chellye Gloss
President –Elect: Jenna McGoldrick
Secretary: Tarcy Harting
Treasurer: Melissa Chapman
PTO email: cmcsipto@gmail.com
Parents At-Large:
Sloane Archer
Lindsey Hamilton
Nicoll Moss
Teachers At-Large
Paige Boan
Lori Parker
Whitney Thrasher
Yearbook: Jennifer Waters
Facebook: Christie Crouse

Chestnut Mountain School Council

Parent Members-
Michelle Padden
Lacey Pagliaro

Community Members-
Brian Hall of Chestnut Mountain Church
Jay Kelly of Signs by Tomorrow

Teacher Members-
Richard Bass,
Teacher of the Year 2020
Melissa Beverly,
Teacher of the Year 2021

Chestnut Mountain Partners In Education

Blossom Creek Elderberry Syrup
Chick-fil-A of Braselton
Cotton Eyed Joes
Cub Scouts Pack 203
Culver's of Braselton
Dairy Queen of Oakwood
Dojo American Karate of Braselton
Jason Buffington Realty
Signs By Tomorrow
Sliced of Oakwood
Smile Doctors
Tow Boat U.S. Lake Lanier
Wendy's of Oakwood

AFTER SCHOOL PROGRAM

The after school program will be operated by the Georgia Mountains YMCA. YMCA operates from 2:20pm to 6:00pm on student school days. Please visit www.gamountainsymca.org or call 770-297-9622 for registration and more information. Students are picked up in the rear of school from the YMCA program.

Additional After School Programs pick up at CMCSI. These programs operate off campus and independent of CMCSI. Parents should contact these programs directly for After School care.

ARRIVAL/DISMISSAL

Student Arrival:

Students are permitted into the building at 7:15 A.M. All students will be directed to their classrooms when they enter the school. Parents may escort their children to school on the first day and second day of school only and should remain in their vehicles for subsequent days. During morning drop-off for car-riders, all parents must remain in their car and go through the car-rider line. There will be no parking, walking students to the front door, or sending students across the crosswalk. Please plan accordingly, and arrive early enough to go through the car-rider line. Students cannot walk siblings to classrooms, but we will have staff on hand to assist younger students. Students eating breakfast at school will pick up their breakfast in cafeteria after entering the school. Our tardy bell rings at 7:45 am each morning. If students are late, parents will use the outdoor camera/ call button. Students will be walked in by a staff member after notifying our front office using our intercom system.

Student Dismissal:

Student dismissal begins at 2:20pm. **For the safety of all students, parents who are picking their students in the car rider line up must go through the car rider line and have a current year CMCSI car rider tag displayed.** If there is no car rider tag visible, parents may be asked to park and will be moved to the back of the line. Without a car rider tag, parents must have ID to pick up a student, and due to the additional time it takes to check ID, your pick-up will be delayed. If you need additional car rider tags or a tag replaced, email cmcsi@hallco.org Car riders should have your child enter your car from the PASSENGER SIDE each day, for their safety. Please do NOT change lanes in the car rider line. Staff are staging students in the order the car rider number is recorded, so changing lanes causes delays and confusion for others.

Please try not to check out your child early, if possible. If your child has an appointment and must be checked out early, parents will use the outdoor camera/ call button. Parents or anyone checking out a student will need their state-issued photo ID to do so. **If you need to check your child out of school for an appointment, please do so by 2:00pm.** Please do not call the front office to have your child checked out of school before you arrive to pick him/ her up. We want your child to remain in instruction as long as possible. Once you arrive, we will call your child out of class. Please plan accordingly when picking your child up for appointments.

If you need to make an emergency same-day transportation change, **please call the front office.** The front office may ask you to email the transportation change request so we will have the change in writing. All transportation changes should be made by 2:00 pm. **Please do NOT email or text same-day transportation changes to your child's teacher or the front office, as staff may be absent and not receive the message in time.**

ASBESTOS MANAGEMENT PLAN NOTIFICATION

The Hall County School System AHERA Management Plan is available for public inspection upon request at the Hall County Board of Education Department of Facilities. This notification is provided to fulfill the requirement of section 763.93(4) of the Asbestos Hazard Emergency Response Act, 40 CFR Part 763, October 30, 1987. All interested parents, teachers, employees or other persons are invited to review the plan, which includes the following items:

1. Location, amounts and types of asbestos containing materials.
2. Response actions to the asbestos containing materials.
3. Plans for re-inspection, and periodic surveillance.
4. Public notification procedures.

Anyone interested in reviewing the plan please call the Department of Facilities at (770) 534-1291.

ATHLETICS

CMCSI provides practice and game facilities but is otherwise not administratively involved with the sports programs. In order to ensure that all students are properly supervised when practices are scheduled, parents should not leave students unattended. Participants should also leave campus immediately after practice is over. Students and parents should stay in the designated practice areas and should not be in any other part of the building. Siblings of students attending practice should remain with the parent and be watched closely. Please contact Athletic Providers below for athletics information:

- Football/Cheerleading : Jr. Knights www.jrknightsathletics.com , Jr. Bears www.cherokeebluffjrbears.com , and Jr. Falcons www.fbjrfalcons.com.
- Baseball/Softball/Basketball: Hall County Parks & Leisure www.hallcountysports.com.
- Soccer: Lanier Soccer Association Sharks www.lsasharks.com.
- i9 Sports: www.i9sports.com : Flag Football, Baseball, Basketball, Soccer

ATTENDANCE

School hours are from 7:45am to 2:20pm. Students will be admitted into the building at 7:15am and will need to be picked up no later than 2:45pm. Instruction begins at 7:45am and children need to be seated in class and ready to start the instructional day. If a child arrives late or leaves early, a parent must use the call button at the front door to notify the office for the child to sign in or sign out. Please keep late arrivals and early departures to a minimum. The car rider line will be closed at 7:45am, and **an adult is required to walk to the call button at the front door with late students to check them in.** Students who arrive to school on a late bus will not be marked tardy.

Excused absences are identified in Georgia Law and Hall County policy as the following:

- The child is ill or quarantined.
- There is a death in the child's immediate family.

- The child is observing a religious holiday.
- The child is a Page in the Georgia General Assembly.
- Weather conditions prevent the child's attendance.
- The child has a pre-arranged medical appointment.

Upon returning to school, after each and every absence, parents are asked to send in a written note explaining the reason for the absence. Regular attendance in school is essential to a quality education. We encourage your child to be present every day. Daily attendance will help your child feel more closely associated with his/her classmates and will dramatically improve his/her educational progress. The time missed from class results in loss of valuable educational experiences.

BUS RIDERS

For the safety of your child and all children riding the bus, students should follow the bus driver's rules at all times. Rules such as staying seated, facing the front, and keeping hands to self are enforced to keep all students safe while on the bus. When a discipline referral is written by the bus driver, the incident will be investigated by a school administrator. Rules and Consequences for incidents will follow the Hall County Board of Education policy:

First Offense: An administrator shall take proper disciplinary action, which may include suspension from riding the bus, based on the nature or severity of the offense.
Second Offense: An administrator shall suspend the student from riding the bus for at least five (5) school days.
Third Offense: An administrator shall suspend the student from riding the bus for at least ten (10) school days.
Fourth Offense: An administrator shall suspend the student from riding the bus for at least twenty (20) school days.
Fifth Offense: An administrator shall suspend the student from riding the bus for sixty (60) school days.
Sixth Offense: An administrator shall suspend the student from riding the bus for one hundred eighty (180) school days.

Unserved suspension will carry over to the next school year. See the Hall County Schools Code of Conduct for additional information.

In order for students to ride home with friends, prior approval must be approved from the Hall County Schools Transportation Department (to ensure there is room on the route for additional riders). This should NOT be arranged on the same day, so please contact the office in advance to request approval.

CAR RIDERS

During morning drop-off for car-riders, all parents must remain in their car and go through the car-rider line. There will be no parking, walking students to the front door, or sending students across the crosswalk. Please plan accordingly, and arrive early enough to go through the car-rider line.

Parents who pick their child(ren) up from school are required to have a **current year** CMCSI car rider tag. Parents must display this tag when picking up their child. Please help your child memorize this number. If anyone without a tag needs to pick up your child, that person must park and push the call button at the front to check out the student. The person must be on your check out card and hold a valid state I.D. for us to release your child. This may delay pick-up.

For the safety of all students:

- Please remain in your appointed car rider lane (see staff on duty for direction). Do not change lanes.
- Please follow the hand signals and directions of staff on duty. We will not release cars until ALL children in each group are loaded safely.
- If you need to buckle your child or assist him/ her, please pull into the front parking lot (to the left of the car rider lanes) to do so. This will help keep our car rider line moving safely and smoothly.
- Please do not check out your child to avoid the car rider line. Remember, all check-outs must occur by 2:00pm.
- Only cars with current year CMCSI carpool tags displayed are allowed to pick up a child.
- Parents may pick up their child in the car pool line only during dismissal time.
- All students must be picked up by 2:45pm. If you will be late, please call the front office. Repeated late pick-ups will be addressed by the School Social Worker.

CAFETERIA

Chestnut Mountain's cafeteria offers lunch and breakfast daily. You may pay for your child's meals online at www.mypaymentsplus.com There is NO CASH allowed.

Free and reduced priced meals are available for those who apply and qualify under the guidelines of the Federal School Lunch Program. You may apply by completing a paper form or online **(preferred)** at https://schoolmeals.hallco.org/ Online applications are processed more quickly.

For more information about meals, contact the cafeteria manager Courtney Barrett at courtney.barrett@hallco.org

Parents/ Guardians may visit students for lunch after Labor Day. In order to accommodate visitors with limited seating, CMCSI will use a reservation system to allow all families to visit equitably throughout the year. Lunch visitors will be a maximum of two people per visit. Please remember that when visiting your student for lunch, restaurant food may not be brought into school. School-aged siblings will not be allowed for lunch visits. Siblings from various grades cannot be pulled for lunch. Visitors eating lunch with their child must eat in the designated space and not in the lunchroom. Visitors may sit with their child only for lunch (no friends, neighbors, etc.). Additional details and guidelines will be provided to parents and guardians for making lunch visit reservations.

CELL PHONES

Students may bring electronic devices to school if their parents have signed a user agreement. All devices are to be kept in the student's book bag unless they are being used for educational purposes as directed by the teacher. **If students choose to use a cell phone/electronic device outside the classroom (lunch, recess, hallway, bathroom, etc.) the device will be taken and returned to the student at the end of the day. Upon a second offense, the device will be delivered to the front office and a parent/guardian will be called to pick it up.**

CHECKS

There will be a $35.00 NSF fee for checks returned due to insufficient funds in addition to any fees applied by the bank.

CLINIC

A school nurse is available to provide first aid assistance to students. Parents/guardians will be called if a child is too ill to remain at school. When a child is injured or becomes ill at school, every effort will be made to immediately contact a parent or other designated person. Parents are requested to keep teachers and office staff informed concerning who should be contacted and how the contact can be made in emergency situations. We are very sincere in our desire to take good care of all children and especially students who are ill or hurt.

Whenever possible, medications should be given at home. However, the school system realizes that for student to maintain school attendance, certain medications may be required during school hours. With the safety of the children and staff being our priority, the system has policies and procedures for medications administered at school.

Students need to be fever free, without fever reducing medication (Tylenol/Advil) for **24 hours** before returning to school. The school nurse is authorized to dispense medication when the proper paperwork is completed. NO medications will be given without prior written permission. For your child to receive medication at school, you will need to complete:

"The Parent Medication Permission Form." *This form provides parent permission for over-the-counter and short-term (less than 10 days) medications, and physician-prescribed long-term (more than ten days) to be administered at school.*
"The Health Care Provider Medication Information Record." This form provides for information from your health care provider about medications that is to be given for more than 10 days or regularly during the school year.
Please take the time to read the guidelines below carefully. These policies will require greater cooperation and communication between parents and school personnel.

Medications received at school in un-labeled bottles, pills in zip-lock bags, etc. WILL NOT be administered.
Non-prescription medications (over the counter medications) must be brought to the school in the original container along with a written parental request that includes parent contact phone number and directions for administering that states the frequency, dose and length of administration.
Prescription medications must be brought to the school in the original prescription container labeled with the student's name, date prescribed, instruction for administering, name of drug, name of issuing Health Care Provider, expiration date, and route medication is to be given.
Schools will dispense medications only as directed on the original, labeled container. It is the responsibility of the parent/guardian to notify the school if changes in the medication, dosage, and/or time of administration are requested and a new Original container must be provided.

For ALL medications to be administered for more than 10 school days, the parent/guardian must provide specific instructions, including related equipment needed if necessary, by completing a "Parent/Guardian Medication Permission Form" and by having your health care provider complete a "Health Care Provider Medication Information Record".

It is the responsibility of the parent/guardian to inform the school, in writing, of any changes in pertinent data. A new "Medication Permission Form" must be provided indicating requested changes.

It is the responsibility of the parent/guardian to deliver ALL medication to the nurse's office or other designated school personnel. A "Parent/Guardian Medication Permission Form" and if pertinent, a "Health Care Provider Medication Information Record" shall be kept relative to each medication taken by the student during the school day. This record will include student's name, name of medication, time, route, and correct dose.

Long-term medications usually need to be refilled on a monthly basis. It is the responsibility of the parent/guardian to keep the school supplied with adequate amounts of medication. If you have questions regarding medication administration at school, please call the School Nurse.

CLUBS

Students may have the opportunity to be involved in various clubs and activities. Clubs must have a CMCSI staff member serve as the sponsor. Clubs may include Running Club, Chorus, FCA, Young Gardener's Club or others. Clubs may meet before or after school hours if they are under the direction of the club sponsor. Parents must provide transportation home from after school clubs. Students must be picked up on time in order to maintain membership.

COMMUNICATION

Each Monday your child will bring home a communication folder containing important school and classroom information. Teachers will communicate with a classroom newsletter. Some teachers send the newsletter in the Monday Folder, and some teachers send the newsletter via email. Each month a school newsletter is sent via email.

You are encouraged to communicate with your child's teacher via email. You should receive a response within *one business day unless the teacher is absent.*

For the safety of your child, please remember to keep your address and all telephone numbers current. Notify the front office of any telephone number or email changes. Address changes must include updated proof of residency and should be submitted here: https://www.hallco.org/web/ic-portal-users/

Connect with CMCSI to stay informed at: https://www.remind.com/join/hc-cmcsi and follow us on Twitter at @CMCSIWarriors

COMPULSORY SCHOOL ATTENDANCE LAW (State of Georgia)

The State of Georgia has a mandatory student attendance protocol, which was put into effect the 2005-2006 year. Schools are now required by law to keep data on excused and unexcused absences. Parents will be receiving a letter of explanation that needs to be signed and return to school. Students who are 10 years old by Sept. 1st will also have to sign the letter. If your child is absent for any reason, you must send a note to your child's teacher explaining the absence. **If a parent calls the teacher to explain the**

absence, the parent still needs to send in a note so we have the explanation in writing. Student absences will be marked unexcused if a note is not received. After 5 unexcused absences, parents will be contacted by the school.

Please try to make appointments for your child after 2:30pm. Our teachers instruct from 7:45am to 2:20pm every day. If your child needs to be checked out for an appointment, checkouts must occur by 2:00pm. Please keep in mind that students are missing important instruction when they do not attend a full day. Thank you for your cooperation.

Consequences and Penalties for Non-Compliance with Compulsory School Attendance Law:
Assuring that children attend school regularly is an important part of a parent's responsibility. Parents are responsible for providing school officials with verification of reasons (written absence notes) for each absence. When your child must be absent, it is important that you state the reason(s) for your child's absence(s) in writing and share these with the school as soon as possible. Any absence not certified by a parent/guardian, physician or court/other agency (meeting the definition of an unexcused absence) is considered unexcused.

Failure to comply with compulsory school attendance as required under Code Section 20-2-690.1. Any parent, guardian, or other person residing in this state who has control or charge of a child or children shall enroll and send such child or children to a public school, a private school, or a home study program that meets state requirements. Any parent, guardian, or other person who has control of a child or children who is in violation of this Code section shall be subject to a fine not less than $25.00 and not greater than $100.00, or imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five (5) unexcused days of absence for a child shall constitute a separate offense.

COMPLAINTS OF DISCRIMINATION/HARRASSMENT
The Hall County School System does not discriminate on the basis of race, color, religion, national origin, age, disability or gender in employment decision or educational programs and activities. Any student, employee, application for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based upon any of the factors listed above should promptly report the same to the principal of the school or the appropriate coordinator as listed below, who will implement the board's discriminatory complaints or harassment procedures. Students may also report harassment or discrimination to their school counselor. The Title IX Coordinator is Mr. Stan Lewis, Hall County School System, 711 Green St.; Gainesville, GA 30501 (770-534-1080). The Section 504 and Americans with Disabilities Act Coordinator is Thomas Stegarp, Hall County School System, 711 Green St.; Gainesville, GA 30501 (770-534-1080)

Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedure under Hall County School District Policy GAA/JAA (Equal Opportunity/Discriminatory Complaints) is located in the school district policy manual which is available in either the school office or the central office and is also located online at www.hallco.org.

CONFERENCES

Conferences are an effective way of communicating between parents and the school. Teachers and administrators are available for conferences after 2:45 P.M on Mondays, Wednesdays and Thursdays via telephone, Zoom, or in-person. Teachers are also available during their planning time which varies for each grade level. ***Please do not contact your child's teacher during instructional time. This jeopardizes the learning environment and disrupts instruction for the students.*** Parents are asked to arrange for the conference by phone, email or note to ensure that all school personnel needed for the conference can attend. Please remember that visitors are allowed inside the building by appointment only, so conferences should be scheduled in advance.

CMCSI will schedule school-wide Parent Conference Weeks for ALL parents in the spring and fall each year.

Parents are always welcome to discuss any problems with the Assistant Principal or Principal. However, parents are encouraged to talk with the classroom teacher first about any problem related to their child. Then, if the problem cannot be resolved, please contact an administrator.

DISCIPLINE/ CHARACTER

To provide a caring, cooperative, achievement-oriented atmosphere where learning can take place, it is necessary for students and parents to be aware of expectations and procedures regarding student behavior. To emphasize positive character development, we have developed the "Warrior Way" which provides a framework of expected attitudes to be embraced while students are enrolled at the Chestnut Mountain Creative School of Inquiry.

The Warrior Way

Willing: Warriors do what is asked of them and help others.

Authentic: Warriors tell the truth and are true to themselves.

Respectful: Warriors show respect for themselves, their peers, authority and property.

Responsible: Warriors take responsibility for their work and actions. No excuses!

Inquisitive: Warriors engage in their own learning by asking questions and seeking solutions.

Outstanding: Warriors give their best effort all the time.

Resilient: Warriors show courage in the face of adversity. They never give up!

Students should also follow the classroom rules which fall under the "Warrior Way" expectations.

To support your child in meeting these expectations, parents and school personnel must work closely together. All CMCSI students are expected to follow the Hall County School District Code of Conduct found at: https://www.hallco.org/web/code-of-conduct/ Failure to comply with these basic rules or the rules of the Code of Conduct and Disciplinary Procedures of Hall County Board of Education will result in immediate action that may encompass any/all options listed below:

- Conference with the student

- Set a specific behavior plan for the student
- Conference with the parents
- Consult with resource personnel at school for suggestions
- Isolate student from classroom
- Have the student spend recess or lunch in the office
- Keep the student after school for detention or to complete an assignment (notice will be given to the parent prior to assigning this consequence).
- Assign the student in-school suspension or out-of-school suspension.
- Loss of school privileges
- Work assignment
- Loss of recess
- Silent lunch
- Additional consequences as outlined in the HCSD Code of Conduct

DRESS CODE

Please check to be sure your child is dressed appropriately for school each day. Please follow these guidelines for your child's attire:

1. Shoes must be worn at all times. No cleats or shoes with wheels are permitted. Rubber flip flops are discouraged as they often break during the school day. Tennis shoes should be worn on days students have PE.
2. Halters, spaghetti straps, tube tops and other beach-type attire should not be worn; even in the hot days of late summer.
3. T-shirts advertising alcoholic beverages, tobacco products, drugs, gang affiliation or inappropriate content are not allowed.
4. Hats and hoods may not be worn inside the building except on designated "hat days".
5. Sagging or baggy pants are not allowed.
6. Shorts must be at fingertip length and/or no more than 6" from knee.
7. Rolling backpacks or bags with wheels are not allowed.

If a student comes to school in clothing, accessories or with a hair style/color (unnatural color) which creates disruption in the learning environment or is in violation of any of the above stated rules, he/she will be asked to call his/her parents to bring something more acceptable. If the parents cannot be reached, the child will change (if clinic clothing is available) or remain in the front office.

ELECTRONIC DEVICES

Students may bring electronic devices to school if their parents have signed a user agreement with the understanding that devices are to be used for instructional purposes only, under the guidance of teachers and staff. All devices are to be kept in the student's book bag unless they are being used for educational purposes as directed by the teacher. If a child is misusing a device while at school, parents will be notified and this privilege will be revoked. CMCSI and the Hall County School District are not responsible for damaged or missing personal devices.

Students are **not allowed** to use electronic devices at **lunch, recess or on the bus**. Remember, electronic devices are for educational purposes only. Social media and texting is prohibited. Please read the Hall County Acceptable Use of Electronic Media agreement carefully.

EMERGENCY PROCEDURES

Monthly fire drills and periodic tornado and lock-down drills are conducted. In the event of a real emergency, all precautions will be taken to give your child the best protection possible. In the event of a tornado or high winds, please do not attempt to check your child out of school. Children will be closely supervised in safe emergency areas.

EMERGENCY SCHOOL CLOSINGS

Once a decision has been made from the district office to close school due to inclement weather, local TV (WSB Channel 2) and radio stations (WDUN AM 550) will broadcast this information. It will also be sent home via Infinite Campus Messenger and posted on the Hall County School System website located at www.hallco.org. Please avoid calling the school. Each school has detailed, crisis management plans and evacuation plans which are reviewed and updated each year. In the event of these plans being used, parents will be notified by the media and/or Infinite Campus Messenger.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Notice to Parent/Guardians and Eligible Students of Rights Under F.E.R.P.A.

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Hall County School System receives a request for access. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Hall County School System to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading, or otherwise in violation of the student's privacy or other rights.

If the School System decides not to amend the record as requested by the parent or eligible student, the System will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Generally, schools must have written permission from the parent or eligible student before releasing information from a student's record. However, FERPA allows schools to disclose records, without consent, to the following parties:

- *School employees who have a need to know;*
- *Other schools which a student is transferring;*
- *Certain government officials in order to carry out lawful functions;*
- *Appropriate parties in connection with financial aid to a student;*
- *Organizations conducting certain studies for the school;*
- *Accrediting organizations;*
- *Individuals who have obtained court orders or subpoenas;*
- *Persons who need to know in case of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuit to Georgia law.*

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed of the Hall County School System as an administrator, supervisor, instructor, or other support staff member (including health or medical staff and law enforcement until personnel); a person serving on the School Board; a person or company with whom the System has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the System discloses, and forwards if necessary, education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

Parents or eligible students may request, in writing, that the Hall County School System not disclose directory information about them. They should make this request annually by September 30th.

5. The right to file with the U.S. Department of Education a complaint under 20 C.F.R. 99.64 concerning alleged failures by the Hall County School System to comply with requirements of the Family Educational Rights and Privacy Act or the regulations promulgated there under.

The Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

FIELD TRIPS
Students may participate in educational field trips twice per year with their class. A parent may join their child on the field trip when it has been prearranged with the teacher and if space is available. Some field trip locations allow only a limited amount of parents to attend (such as plays in which seating is limited). **Siblings and additional family members will NOT be allowed to attend field trips**. If an adult other than the parent would like to accompany the child, please discuss this with the teacher. Parents will not be allowed to ride a Hall County School bus.

HOMEWORK
Homework offers an opportunity for parents to share actively in the formal education process. Parents are encouraged to set aside a time and place for homework to be completed each night. Your child's teacher will communicate homework expectations.

ICE CREAM
Students may purchase ice cream from their teacher if they arrive to class before 7:45am. Ice cream will be served during lunch or as an afternoon snack. Ice cream will not be sold after 7:45am. Cost for ice cream is $1.00. **WE WILL BE UNABLE TO GIVE CHANGE.** (If a child brings $5.00, the child will purchase ice cream for 5 days.) Please send exact change.

INSTRUCTIONAL INTERRUPTIONS
Impromptu parent-teacher conferences are not allowed as this disrupts the learning environment of the classroom. Every parent sends their child to school to learn, and it is not appropriate for one parent to stop the learning for all students. Deliveries of flowers, candy, balloons, gifts, cupcakes, etc. to students are not permitted, as this is disruptive to the learning environment of the classroom.

If it is necessary to bring forgotten items to your child, please ring the intercom to call the front office. Your child will be called to pick them up during their next break or staff will deliver to classrooms.

Please do not call the front office to have your child checked out of school before you arrive to pick them up. We want your child to remain in instruction as long as possible. Once you arrive, we will call your child out of class. Please plan accordingly when picking your child up for appointments.

INTERNET APPROPRIATE USE
Due to the nature of the Internet, it is neither practical nor possible for the Board of Education to enforce compliance with user rules at all times. Accordingly, parents and students must recognize that students will be required to make independent decisions and use good judgment in their use of the Internet. Therefore, parents must participate in the decision about whether to allow their children access to the Internet and must communicate their own expectations to their children regarding its use. For students to be able to use the internet at school students and parents must sign and submit the Hall County Acceptable Use of Electronic Media form at the beginning of each school year.

LOST AND FOUND
Please label your child's outerwear and lunchboxes. Found items will be kept in a designated area. All unclaimed items will be donated to charity the last school day of the year.

MEDIA
It is the policy of our school and system to use the media to publicize positive accomplishments of our school and students. If you do not wish for your child to be photographed, quoted, or named in a news story, please leave the Photo/Videotape Release section blank on the Hall County Release form. This form is sent home at the beginning of each school year.

MEDIA CENTER
Many books and other learning tools are available to be checked out from the school's media center. The student who borrows the material is responsible for a timely return of it. When the student loses borrowed books or materials, parents will be asked to pay a replacement cost.

PARTIES
Classrooms are allowed to have two parties a year. These are held in December and May. Other holidays throughout the year may be celebrated by providing an educational activity along with a special snack. Parents/ Guardians attending parties will be required to adhere to visitor policies and check-in at the office with a state-issued ID. It is not appropriate to bring siblings to class parties as these activities are special for the students.

Birthday parties at school for individual children are **not** permitted, however parents may send in pre-packaged snacks that are store-bought to be shared with classmates during snack time, if this is arranged with the teacher in advance for birthdays. Teachers must open store-purchased snacks at school (these should not be opened at home). Absolutely NO homemade foods are allowed. The snack policy is subject to change based on student allergies.

Flowers, balloons, gifts, etc. are not permitted at school. Party invitations may be given at school only if every child in the class receives one. Teachers are not allowed to give out their students' personal information such as addresses or telephone numbers.

PARTNERS IN EDUCATION
CMCSI is fortunate to have businesses in our community who offer support both financially and otherwise to benefit our students, staff and school. Our Partners in Education receive signage and advertising from CMCSI in exchange for their donations. Please contact the Principal if you are interested in becoming a Partner in Education or donating to CMCSI. We appreciate our Partners in Education!

PEDICULOSIS
Head lice (pediculosis) is a reality of elementary schools. We will do all we possibly can to curtail the spread of head lice form child to child. We will check the scalp of any student who requests being checked or any child who is constantly scratching. Once a case is

confirmed, we will check scalps of all children in the affected class. If your child is found to have head lice or nits (eggs), you will be called to pick up your child from school. You must accompany our child back to school after treatment in order for another head check to be performed in your presence. Students will not be allowed to return to school until their hair is nit free.

PETS

Pets are not permitted at school unless pre-authorized by the teacher and accompanied by a handler. Permission slips must be signed by the parents of all students before a pet can be admitted in the classroom. The handler must remain in the classroom with the pet for the duration of the visit. For the safety of all students, animals must be on a lease or caged while in the classroom. Pet visitation must be directly related to student learning.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

(1) Parents and eligible students (18 or older or emancipated minors) shall be notified at the beginning of the school year of the approximate dates during the school year when any of the activities listed below are expected to be scheduled. The Board of Education has developed and adopted policies, in conjunction with parents, regarding the activities described in paragraph 1. In accordance with Board policies, prior written consent must be obtained from parents before students are required to submit to any survey that contains questions about one or more of the areas listed in subparagraph (1)(A) and that is funded in whole or in part by the U.S. Department of Education. You have the right to inspect any survey or instrument used in the collection of information under subparagraphs (1)(A) and (1)(B) before the instrument is administered or distributed to a student and to opt out your student out of participation in any activities described in paragraph (1) in accordance with regulations developed by the Superintendent.

(A) The administration of any survey containing one or more of the following items:
Political affiliations or beliefs of the student or the student's parent;
Mental or psychological problems of the student or the student's family;
Sex behavior or attitudes;
Illegal, anti-social, self-incriminating, or demeaning behavior:
Critical appraisals of other individuals with whom respondents have close family relationships;
Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
Religious practices, affiliations, or beliefs of the student or student's parent; or
Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

(B) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

(C) Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student, or of other students.

You may, upon request, inspect any instructional material used as part of the educational curriculum for your student.
The school is required by federal law to give this notice to parents. However, the school does not have scheduled any marketing activities or physical exams such as those described in paragraphs 1(B) and (C). If any such activities are initiated during the school year, you will be notified accordingly and will be afforded all rights as described hearing.

Parents/ eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, D.C. 20202-4605.

PTO

Chestnut Mountain Creative School of Inquiry's Parent Teacher Organization support the students, teachers and community. Parents are encouraged to get involved in PTO. Our PTO volunteers are a crucial part of our school. PTO volunteers will enter the building by appointment only and with pre-approval. If you would like to volunteer, you may sign up with PTO at the link provided. PTO sponsors fundraiser such as our annual Warrior Walk, Family Fun Nights, the Daddy-Daughter Dance and Mother-Son Night of Fun. The funds raised by PTO are donated to the school to support our students and teachers. For more information, contact the PTO at *cmcsipto@gmail.com* PTO Board members are listed on the first page of this booklet. PTO Meetings/Events for the school year will be listed on the school calendar sent home each month as well as on the calendar on the CMCSI website.

RECESS

It is the goal of the Hall County School System that students have a scheduled recess time each day. Recess can be withheld from students for disciplinary and/or academic reasons.

REPORT CARDS

Report cards are sent home at the end of each grading period. You will receive a report card every 9 weeks. Teachers are encouraged to contact parents if a child's grade drops below expectations during a grading period. Parents are encouraged to discuss these reports with students and to call or email the teacher with questions or concerns.

STUDENT ACCIDENT INSURANCE

Student accident insurance is available to all students at the beginning of the school year. Applications for school accident insurance are available at www.hallco.org/web/student-insurance/.

SEARCH

The Hall County School System is committed to the belief that every student (K-12) has a right to receive an education based on individual needs. The gifted student is entitled to a differentiated curriculum consisting of courses of study in which the content, the teaching strategies, and the expectations of student mastery are appropriately modified.

Referrals of student for consideration for the gifted program may be made by teachers, counselors, administrator, parents or guardians, or by the student himself/herself. A student will automatically be referred for consideration if he/she scores at, or above, the 90th percentile in Total Reading or Total Math on a nationally normed achievement test if the score is with two calendar years. The identification process includes evaluation in ability, achievement, creativity and motivation. For more information, please contact the gifted program teacher at CMCSI.

SNACKS
Students may bring a snack to school each day for themselves only. We encourage nutritious snacks such as vegetables, fruits or crackers. Students may not distribute snacks to others.

Please contact your child's teacher to make arrangements before sending snacks for the whole class for special occasions (birthdays, holidays, etc.). If snacks are being sent for the whole class, they must be pre-packaged snacks that are store-bought to be shared with classmates during snack time, if this is arranged with the teacher in advance. Teachers must open store-purchased snacks at school (these should not be opened at home). Absolutely NO homemade foods are allowed. The snack policy is subject to change based on student allergies.

SUPPLIES
Students are responsible for providing their own school supplies. These supplies vary depending upon the student's grade level. If families need assistance with supplies or backpacks any time during the school year, please contact our School Counselor. A copy of the supply list is available on our website https://cmcsi.hallco.org/web/

SUPPORT SERVICES
Chestnut Mountain has many programs and services which enhance the learning experience of our students. These include physical education, art, music, Warrior Workshop, inquiry lab, media center, and school guidance. In addition, special education and support teachers work to promote school success for students identified with specific needs. These programs include gifted education (SEARCH), ESOL, EIP, speech and language therapy, and Special Education. Placement in Special Education programs are handled through our Results to Intervention (RTI) process in accordance with local, state and federal guidelines. Contact our Assistant Principal with questions.

TARDIES
Students who do not arrive to class by 7:45 am will be marked tardy unless they are riding a late bus. Excessive tardiness will be discussed with the parents and then the School Social Worker. Parents who drive their child(ren) to school are encouraged to adjust their leaving time according to traffic flow so their child arrives to school by 7:40 am when our first bell rings. This will give the child time to walk to class and arrive by 7:45am. If you are running late, you must walk your child to the front door, ring the intercom, and wait for office staff to sign your child in as tardy.

TEACHER AUTHORITY OVER CLASSROOM
(Georgia Law O.C.G.A. Code Section § 20-2-738)
A teacher shall have the authority, consistent with local board policy, to manage his or her classroom, discipline students, and refer a student to the principal or the principal's designee to maintain discipline in the classroom. The principal or the principal's designee shall respond when a teacher refers a student by employing appropriate discipline management techniques that are consistent with local board policy.

On or after July 1, 2000, a teacher shall have the authority to remove from his or her class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, where the student's behavior is in violation of the student code of conduct, provided that the teacher has previously filed a report pursuant to Code Section § 20-2-737 (Reports of a Teacher of Violations of Student Code of Conduct) or determines that such behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher.

The Hall County School System provides training annually for members of placement review committees regarding the provisions of this subpart, including procedural requirements; local board policies relating to student discipline; and the student code of conduct that is applicable to the school.

If a placement review committee decides to return a student to a class from which he or she was removed, the principal or the principal's designee shall implement such decision of the placement review committee. In addition, the principal or the principal's designee may, consistent with any applicable procedural requirements of the Constitutions of the United States and the State of Georgia and after considering the use of any appropriate behavior support services, take any of the following actions which are authorized as a response to the alleged violation of the student code of conduct by local board policies adopted pursuant to O.C.G.A Code Section § 20-2-735:

Place the student in in-school suspension; Impose out-of-school suspension for not more than ten school days, including any time during which the student was subject to out-of-school suspension after his or her removal from class pursuant to subsection (b) of this Code section; or Make another disciplinary decision or recommendation consistent with local board policy.

Parents or guardians of a student who has been removed from class pursuant to subsection (b) of this Code section may be required to participate in conferences that may be requested by the principal or the principal's designee; provided, however, that a student may not be penalized for the failure of his or her parent or guardian to attend such a conference. The procedures contained in the Code section relating to student conferences and notification of parents or guardians are minimum requirements. Nothing in this Code section shall be construed to limit the authority of a local board of education to establish additional requirements relating to student conferences, notification of parents or guardians, conferences with parents or guardians, or other procedures requires by the Constitutions of the United States or the State of Georgia. (Code 1981, § 20-2-73 8, enacted by Ga. L. 1999, p. 438, § 4.)

TEXTS

Textbooks, library books and student readers are issued to students free of charge. At the close of the school year, teachers will assess books for abnormal wear and tear. Students will be expected to pay for lost or damaged books so they can be replaced. The Hall County School District will continue its practice of providing an alternative reading assignment at parent/guardian request

TOYS

Toys are not allowed at school. Equipment for P.E. or recess must be approved by the teacher. If an item is confiscated, the parent will be contacted to pick the item up from the front office. The school will not be responsible for lost, misplaced or stolen items brought by a student.

TRANSPORTATION CHANGES
Please send a signed note if a child is to go home by a different way than usual. If your child is to ride a different bus, a note from a parent must be given to the teacher in advance (not same-day) so the office can obtain approval from the Transportation Department and notify the bus driver. This is only permitted if space is available.

Please call the front office for last minute transportation changes. Do not communicate day of/ last-minute transportation changes to your child's teacher or the office via email or text. Teachers and office staff may be absent and may not receive transportation changes via email or text, so please call the office to speak with someone about changes. All transportation changes should be made by 2:00 pm.

VISITORS
CMCSI welcomes visitors for conferences, meetings, awards days, performances, special events and lunch (after Labor Day per Hall County Schools guidelines). In order to accommodate lunch visitors with limited seating, CMCSI will use a reservation system to allow all families to visit equitably throughout the year. Lunch visitors will be a maximum of two people per visit. Please remember that when visiting your student for lunch, restaurant food may not be brought into school. School-aged siblings will not be allowed for lunch visits. Siblings from various grades cannot be pulled for lunch. Vistors eating lunch with their child must eat in the designated space and not in the lunchroom or classroom. Visitors may sit with their child only for lunch (no friends, neighbors, etc.). Additional details and guidelines will be provided to parents and guardians for making lunch visit reservations.

For the safety of our students & staff, all visitors will be asked to check-in at the front office, wear a visitor badge, and show state-issued ID for each visit.

VOLUNTEERS
Volunteers in our school should make arrangements with teachers/ staff in advance so that instruction of students is not interrupted. Volunteers are required to complete Mandated Reporter Training and a background questionnaire prior to volunteering. Volunteers will be asked to follow guidelines provided. Each homeroom will once again have a Room Parent, which will be organized by our PTO Board. You can volunteer to be your child's Room Parent here.

For the safety of our students & staff, all volunteers will be asked to check-in at the front office, wear a visitor badge, and show state-issued ID for each visit.

If you would like to volunteer, we encourage our parents to reach out to individual teachers and PTO cmcsipto@hallco.org to look for opportunities to volunteer. We appreciate our parents & volunteers!

This handbook serves as a resource but may not include all applicable policies and procedures.