

Sixes Elementary School

“Sixes Stars Shine the Brightest!”



Student Handbook 2022-2023

20 Ridge Road
Canton, Georgia 30114
770-721-5840
Fax: 770-345-0417

www.cherokeek12.net/sixeses
[Facebook.com/SixesElementarySchool](https://www.facebook.com/SixesElementarySchool)
www.sixespta.membershiptoolkit.com

Dr. Ashley Kennerly
Principal

Clay Gunter
Assistant Principal

Holly Miller
Assistant Principal

MISSION STATEMENT

Sixes Elementary School will provide a safe, creative, environment characterized by trust, respect and academic excellence. All students will be provided with the knowledge, attitudes and life skills to help them grow into self-sufficient, responsible citizens and life-long learners. A partnership of students, family, faculty and community will work together to achieve this goal.

MESSAGE FROM THE PRINCIPAL

Dear Sixes Star Families,

I am so excited to welcome you to what I hope will be your BEST year YET! The 2022-2023 school year holds lots of promises for new and exciting things – new friends, new learning, and new teachers! I am elated to be your principal and continue to grow with you and your family on your educational journey! There are many rich traditions and a high standard for excellence within the Sixes Star family, and I feel honored be able to carry those on and lead our school and community to continued excellence!

Teamwork is so very important! Our STAR faculty and staff are second-to-none, the Sixes Star families pour out support any time the doors are open, and our students are simply the best around! They exemplify character, respect, and academic excellence on a daily basis. We need your continued partnership as we sustain our standard of excellence and shine brighter to reach new heights!

This agenda is an essential tool for communication between school and home. I strongly encourage students and parents to review all items in the handbook portion of the agenda carefully. This important source of information will answer many questions and will ensure that students are successful at school. In addition to the agenda handbook, it is important to note that all rules and regulations in the CCSD Student/Parent Handbook also apply at Sixes Elementary School. Students are expected to attend school, arrive on time, complete all work, focus on your studies and be good citizens. Parents are encouraged to join our wonderful PTA and take an active role in your children's education! Our PTA organization provides a solid foundation to support learning at Sixes. We need your support through membership and volunteerism.

I wish you all the best and look forward to watching each of you SHINE YOUR BRIGHTEST. I cannot wait to see how far we rise as we SHINE TOGETHER this year!

We shine the BRIGHTEST when we shine TOGETHER!

Sincerely,

Dr. Ashley Kennerly

Principal

Sixes Elementary School

SCHOOL WIDE RULES

The Sixes Elementary staff creates an atmosphere throughout the school in which children feel safe, secure, happy and have a maximum opportunity to learn. Sixes participates in PBIS (Positive Behavioral Intervention and Supports) to encourage good behavior in all areas of our school. The program implements research validated practices to promote proactive, positive behaviors, while reducing negative behaviors. We have developed a school wide behavior expectations matrix found on the next page, to guide student behavior throughout the school.



	Safety	Teamwork	Attitude	Respect
Classroom	Stay in your area Keep your area clean	Work together Be inclusive	Raise your hand to speak Use kind words	Show kindness to classmates and teachers Take care of technology and use it appropriately
Hallway	Use walking feet Stay with your class	Keep your eyes forward	Keep your hands and feet to yourself	Stay silent to respect other classes learning Walk on the second square
Cafeteria	Stay in your seat	Throw away all trash Know your lunch number	Use quiet voices	Raise your hand for help Keep area clean
Restroom	Keep area clean Use walking feet	Throw away all trash and flush the toilets Wash your hands	Be quick and quiet	Give privacy to others
Bus/Car	Follow rules to keep yourself and others safe. Stay seated back to back, bottom to bottom on the bus	Know how you go home	Listen to the adult in charge	Keep your hands and feet to yourself Use a quiet voice.

ATTENDANCE

Students must be prompt and regular in attendance if satisfactory work is to be accomplished. Promptness is an important characteristic of a successful life. A student should not be absent or tardy from any class or other required school hours except for illness or other providential cause, unless with written permission from the teacher, principal or other authorized school official. Chronic cases of absenteeism are referred to the district truancy office and/or the Department of Family and Children Services.

Excused absences: The Georgia Board of Education states that students may be excused lawfully from school for only the following reasons: 1) Personal illness, 2) A death or serious illness in the immediate family, 3) Recognized religious holidays observed by one's family, 4) Absences mandated by order of governmental agencies, 5) Conditions which render school attendance impossible or hazardous to one's health and safety.

Re-admission to school: Any time a student is absent, the parent or guardian must write a note explaining the reason for the absence from school. Absences must be reconciled within 5 days upon return.

Early dismissal: If a child needs to leave school before the end of the day, a parent or guardian must sign the child out in the office. Personal identification will be required. Your child will be released only to parents, guardians or other persons listed on the Student Information Form. Office personnel will call the child from the classroom. No child will be released directly from the classroom, buses or the playground to any adult, including parents, unless accompanied by office personnel. Students who check out early will not be eligible for the Perfect Attendance Award.

Tardy: Any student entering his/her classroom after 7:35 a.m. is marked as tardy and **the student must report to the school office with his/her parent** to receive an admission slip to give to the homeroom teacher. Students with any tardies will not receive a Perfect Attendance Certificate at the end of the year. Chronic cases of tardiness will be referred to the school system attendance office and/or the Department of Family and Children Services.

TRANSPORTATION


Riding the school bus is a privilege extended to students, and it can be taken away at any time for disruptive or unsatisfactory behavior. All children being transported are under the authority of the school bus driver and must obey bus rules. The school will give drivers full support. We recognize that safe school bus operation is only possible with the full cooperation of parents, students and the school staff. Please help us to ensure an accident free school bus transportation program at Sixes Elementary by reminding your child of expectations. Additionally, for student safety and in accordance with supervision guidelines, students in K-3 must have an adult visible at the bus stop to be let off of the bus. Yellow bus tags will be attached to backpacks of students in grades K-3 as an extra precautionary measure to ensure proper adult supervision when a child steps off the bus.


If your child needs to go home another way other than their usual mode, he/she must bring a written note from home. Without a note, transportation changes will not be permitted. ALL mid-day changes MUST be made with the front office: parents may fax a note to the office but e-mail requests will NOT be accepted! If your child is going home with another student, both children must have written permission. Bus passes for your child to ride a different bus will not be accommodated.

CANCELLATION OF SCHOOL

If severe weather (such as sleet, snow, tornado, etc.) is approaching our area and it becomes necessary to cancel school/close school early, the announcement will be made on all metropolitan Atlanta television stations. Emergency closure announcements will also be posted on the School District's website, <http://cherokeek12.net>, and will also be shared via social media avenues, such as Facebook and Twitter, and via texts through Remind 101.

When school is dismissed early, we cannot delay the departure of the buses for students to call their parents; students must be sent home immediately! Therefore, it is **very important** that students are aware of what to do and that their Emergency Dismissal Transportation is selected in Back to School Gateway, found online at update.cherokeek12.net. **This is completed at the beginning of each school year.** If your information changes throughout the school year, please login to Gateway Express at express.cherokeek12.net to update the information. *For your convenience, pocket-sized cards are provided below* so that you will have easy access to the information your child's emergency form contains. **After completing the Emergency Dismissal in Back to School Gateway, be sure to copy *identically* that information to these cards, cut-out and carry them with you.** Be sure to have a back-up plan if your child gets home before the parent and that ALL siblings follow the same plan.

Emergency Information Card	
Sixes Elementary School 20 Ridge Road Canton, GA 30114	770-721-5840 phone 770-345-0417 fax
	
Student Name: _____	Grade: _____ 2022-23
Teacher: _____	
<u>In the event of an emergency and school is dismissed early:</u>	
(Please check one of the three options below).	
1. <input type="checkbox"/> Regular Bus 2. <input type="checkbox"/> Bus to Neighbor 3. <input type="checkbox"/> Day Care Bus	
4. <input type="checkbox"/> Picked up via car at school immediately after dismissal	

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Sixes Elementary School 20 Ridge Road Canton, GA 30114	770-721-5840 phone 770-345-0417 fax
	
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CLASSROOM CELEBRATIONS

Kindergarten through fifth grade will have the following designated celebration days: 1) Winter Holidays and 2) End of the Year. Room parents may request pre-packaged refreshments or supplies for these activities that meet required guidelines.

CONFERENCES

Concerns should always be addressed with the teacher first; then, if necessary, discussed with the administration. Conferences requested by parents or teachers must be scheduled through the teacher. Teachers will not be allowed to have unscheduled conferences during the instructional day. The principal or assistant principal will participate in parent conferences upon request. Teachers will not be released from class to take a phone call unless it is an emergency. Messages may be left with the school secretary. Please notify the school office as soon as possible of any changes concerning a scheduled conference.

DISCIPLINE

All students will be held accountable for their behavior at school and while being transported to and from school on the bus. All classroom and bus misbehavior will be handled by procedures outlined by the Cherokee County School District and the Cherokee County Board of Education. In addition, each teacher at Sixes has developed a student behavior management plan to handle routine discipline. These plans reward positive behavior and provide consequences for inappropriate behavior. All school rules and regulations apply during all activities including buses, After School Program, PTA activities, etc. A Student/Parent Handbook and Discipline Code is provided to every student attending a Cherokee County School.

DRESS CODE

Students are expected to conform to reasonable standards in cleanliness, appropriate dress and hair styling. Reasonable standards shall be defined as presenting an appearance that does not detract from or disrupt the learning situation, restrict participation in normal activities of the school, or call undue attention to the individual. Clothing or ornamentation displaying or advertising substances that are illegal for minors is prohibited. The grooming of students shall be the responsibility of the parent. Clothing must be appropriate (i.e. rubber-soled shoes) for all Physical Education activities. No baggy pants or tank tops will be allowed. **For clarification, please refer to the Cherokee County Schools Code of Conduct.**

DRILLS

Fire Drills will be held once a month during the school year. **Severe Weather Drills** are held in November and February. **Code Red Drills** are conducted as determined by the Principal.

FEES, FINES, CHARGES

Parents/Guardians are expected to pay all financial obligations in a timely manner; including lunchroom charges, lost/damaged books and after-school program fees. Failure to do so will result in student being placed on the debt list. Checks should be made payable to "Sixes Elementary" unless otherwise indicated. Please be sure checks include the child's name and their teacher's name for proper credit. Any student with outstanding debts at the end of the school year, will not receive a yearbook, a report card or new class assignment information for the following school year.

GIFTS/INVITATIONS

Gifts, invitations, flowers or balloons to individual students will not be delivered at school. If you wish, you may send in individual birthday treats to the entire class, in honor of your child's birthday, to be shared during lunch. However, you may not hold a "party" or bring in party-like items such as tablecloths, hats, etc. to accompany the celebration. The teacher must be notified in advance when you plan to bring a birthday treat to lunch. We are offering ice cream cones through the Sixes Cafeteria for birthday treats! You may order a treat for the whole class for \$1 per cone.

HOMEWORK

The Sixes' staff recognizes the importance of students completing meaningful and quality homework directly related to what is being taught and learned in the classroom. Homework assignments should be used for preparation, practice, extension of classroom activities, and the fostering of creativity. Homework should routinely reflect efforts designed to achieve mastery of the Georgia Standards of Excellence. The amount of homework assigned should relate directly to the curriculum content for the appropriate grade level and to the individual needs of students.

INTERNET & TECHNOLOGY USE

Sixes Elementary School uses technology throughout the entire school. Every classroom is set up for 21st Century learning with devices for student and teacher use.

We have a state-of-the-art computer lab, mobile laptop labs, Chromebooks, and we are using iPads in classrooms.

All of the Cherokee County School District's technology users are subject to the school district's rules and regulations. These are found in the Cherokee County School District's Internet Safety Protection and Acceptable Use Policy. The purpose of technology is to support research and the educational curriculum. The use of these technologies are a privilege and inappropriate use may result in a suspension or cancellation of these privileges. Students should not use their device or smartwatch to text parents or others. Likewise, we discourage parents from initiating texts or responding to text from their student, as this is violation of BYLD policy. Parents are encouraged to contact the front office if something should be communicated to your child.

LUNCHROOM

Breakfast will be served daily at Sixes Elementary between 7:00 and 7:35 a.m. All students will have a daily lunch choice. Menus can be located at <http://cherokeek12.net> and through the "Meal Viewer" app. Families can check their student's balance or make deposits for students to purchase extra snacks or drinks by going to www.k12paymentcenter.com. Applications for free and reduced meals should be filled out and returned to the school promptly each school year. You are responsible for meal payments until your application has been processed. The information is kept confidential. **Please contact the cafeteria at 770-721-5855 with any questions regarding your child's lunch program.**

- No carbonated or bottled drinks are allowed in the school.
- We expect children to eat and handle food properly. If behavior problems arise, the lunchroom monitors have the authority to put students at the silent table.
- Overall costs are kept low by maximum participation of students in our breakfast and lunch programs. **Food purchased from outside "fast food" restaurants, and in original packaging (i.e. bags, wrappers), is not permitted in the school cafeteria.**
- Breakfast and Lunch prices for the 2022-23 year will be announced prior to the first day of school.

MEDIA CENTER

The goal of the Sixes Elementary Media Center is to provide students with information literacy skills, experience and confidence that will enable them to become lifelong learners and to instill in our students the joy of reading for pleasure. Students may visit the media center with their class, in small groups or individually.

Students may checkout books for a period of two weeks. Books may be re-checked for an additional two-week period. Kindergarten and first grade students check out one book at a time. Students in second through fifth grades may check out two books. Exceptions are made when special reports or projects are assigned or at a teacher's request. Check out privileges are suspended when students have an overdue, damaged or lost book. However, students are encouraged to continue using the books and materials within the media center. No fine is charged for overdue books. Replacement cost is charged for each lost or damaged books that can no longer be circulated. If the lost book is found in good condition and returned to the media center during the same school year, the lost payment is refunded.

MEDICATIONS

When at all possible, we encourage you to schedule your child's medication so that it may be given at home under your direct supervision. However, we realize that this is not always possible.

- Prescription medicine is given at parental request if it is in a prescription bottle with a prescription label accompanied by a Medication Authorization Form and a specific time line for administration.
- Over-the-counter medications are given at parental request if they are in the original container and accompanied by a Medication Authorization Form and a specific time line for administration.

PTA

We encourage all faculty, staff, parents, grandparents and friends of Sixes Elementary to join PTA.

PTA 2022-2023 OFFICERS

Co-President: Heather O'Donnell
Co-President: Melissa Cornett

PTA 2022-2023 FUNDRAISERS

Seasonal Festivals
Penny Wars
60 for Sixes
Boxtops for Education
Social Event Nights
Bingo Night
Spirit Nights

REPORT CARDS

Grades will be issued every nine (9) weeks. Dates are published in the Cherokee County Schools Student/Parent Handbook but are subject to change due to days missed as a result of school closings. Grades can be viewed on Canvas at any point during the 9 week grading period.

SAFETY ISSUES

- Parking Lot/Car Rider Safety ~ Students will not be allowed to cross the flow of traffic in the morning or the afternoons to go to or exit a car in the parking lot. Parents dropping off or picking up students **must** use the car rider line in the rear of the school. Please pull up to the sidewalk where school personnel will assist students entering or exiting their cars. In the afternoon, please be sure to display a car rider tag in your front window, available from the front office.
- Students cannot be dropped off in front of the school.
- Students cannot be dropped off in church parking lot. This lot access is only for use by the school on pre-approved dates.
- Please refrain from using cell phones while picking up or dropping off students.
- Book bag hazards ~ Nothing should be attached to a book bag. Key chains, toys, etc. dangling from students' book bags pose an undue safety risk. Items can catch on handrails as the students exit the school bus.
- Rolling book bags are discouraged for students in kindergarten through 2nd grade.
- If you must park to walk your child in, crosswalks **MUST** be used.

SCHOOL-SPONSORED CLUBS AND ORGANIZATIONS

At Sixes, many activities are available for students to participate in which include: 4-H Club, Chorus, Helen Ruffin Reading Bowl, Running Club, Tech Ninjas, Science Olympiad, Student Ambassadors, Volleyball Club, Jr. Beta Club, Student Council and WSIX News Program, and others. Most clubs/organizations have specific criteria for membership that will be shared with you and posted online at cherokeek12.net/sixeses prior to the first day of school.

TELEPHONE USE

Students should ask to use the telephone only in the case of an emergency. The classroom teacher must grant permission and students must use the office phone. Arrangements for after-school activities should be made before coming to school. Students will not be allowed to receive phone calls at school. **If your emergency, home or work telephone numbers change at any time during the year, you must notify the school office immediately.**

TEXTBOOKS/TECHNOLOGY/STUDENT AGENDAS

Textbooks issued are the property of the Cherokee County Board of Education. They should be used with care and returned in good condition. Students and their parents are held accountable for textbooks that are lost, stolen or damaged in any way. Likewise, technology devices are available for student use at school and must be handled with care. Any damage to technology— either accidental or intentional will be the responsibility of the student who is using the device at the time of damage. A CCSD invoice will be sent to the parents and should be rectified in a timely manner. Students will be issued an agenda at no cost. However, replacement agendas cost \$10.00.

VISITORS/VOLUNTEERS

We love visitors and volunteers at Sixes Elementary! Please remember that **ALL VISITORS MUST REPORT TO THE OFFICE TO SIGN IN AND TO RECEIVE A VISITOR'S PASS.** No one will be allowed access to any part of the building without a visitor's pass. In order to minimize disruption in the classroom, please bring forgotten lunches, money, homework, etc. to the front door. We will make sure your child gets each item.