

CARROLLTON ELEMENTARY SCHOOL

STUDENT HANDBOOK



2025-2026

Carrollton Elementary School

401 Ben Scott Boulevard • Carrollton, GA 30117

Administration

Principal:

Courtney Walker

Assistant Principals:

- Dr. Ryan McKinnon (Pre-K/Kindergarten)
- Nikole Cooper (1st Grade / ESOL and Gifted)
- Caroline Norton (2nd Grade / Special Education)
- Christine Carter (3rd Grade/Teaching and Learning)
- JaDechia Reid (EIP / Facilities and Operations)

Board of Education

Superintendent:

Dr. Mark Albertus

Chairman:

David Godwin

Board Members:

Gil O'Neal

Melanie McLendon

Greg Schulenburg

Jason Mount

Katie Williams

Counselors

Ashley Shealey

NaKeshia Duncan

Hope Wright

Important Numbers

Main Office: (770) 832-2120 | **FAX:** (770) 214-2079

Student Transportation changes: cesfrontdesk@carrolltoncityschools.net



CARROLLTON
ELEMENTARY
THE GOLD STANDARD

August 11, 2025

Dear Students and Parents,

Welcome to Carrollton Elementary School, home to our tiniest Trojans!

We are so excited to welcome you to the 2025–2026 school year at Carrollton Elementary. Each new year brings fresh opportunities to connect, grow, and learn together—and we are committed to making this one meaningful for every child and family.

At CES, we believe learning begins with strong relationships. From the very start, we work to *engage* students in a safe, nurturing environment where they feel known, loved, and supported. Every member of our team is dedicated to fostering a sense of belonging that strengthens our school community.

We are passionate about providing students with rich, hands-on *experiences* that bring learning to life. From interactive literacy instruction to real-world connections in science, math, history, and the arts, we want students to see school as a place of wonder, exploration, and possibility. Our goal is to create moments that spark curiosity and encourage students to ask bold questions.

As we focus on laying a strong foundation in reading and academic skills, we also work to *empower* each child to take on challenges, think critically, and grow in confidence. We meet students where they are and support them in reaching their highest potential—both in the classroom and beyond.

Thank you for entrusting us with your most important treasure. We are honored to serve your family and look forward to a wonderful year ahead—one where your child will grow not only as a learner, but with pride in what it means to be a part of the Trojan Nation.

Go Trojans,

Courtney Walker
Principal, Carrollton Elementary School

Table of Contents

Administration.....	2
Board of Education.....	2
Counselors.....	2
Important Numbers.....	2
Purpose of Student Handbook.....	5
Customer Service Pledge.....	5
Literacy For Student Success.....	5
Vision Statement.....	5
Mission Statement.....	5
Guiding Principles.....	6
Character Education.....	6
Faculty and Staff.....	8
School Calendar (2025-2026).....	9
School Hours of Operation.....	10
Trojan After Care (TAC).....	10
City Residents.....	10
Non-Negotiable Expectations for CES.....	10
Behavior Expectations.....	10
Parent-Teacher-Volunteer Organization.....	11
Dress Code.....	11
Safety & Security Visitors.....	11
Automatic External Defibrillators (AED).....	12
Medication at School.....	12
Personal Device & Acceptable Use of Technology Policy.....	12
Tardies.....	14
Checking Students In/Out.....	14
Bus Transportation.....	14
Private Vehicles.....	14
Pick-Up & Drop-Off.....	15
Pick-Up Procedures.....	15
Late Pick-Up.....	15
Transportation Changes.....	15
Instructional Programs.....	15
Academies of Carrollton Elementary.....	15
Early Learning Center.....	16
Special Education Programs.....	16
English Language Learners (ELL).....	16
Early Intervention Program (EIP).....	16
STEM.....	16
School/Home Communications.....	17
Inclement Weather.....	18
When Safety Concerns Impact The School Calendar.....	18
Bullying Policy.....	19
Cafeteria Information.....	19
School Governance Team (SGT).....	20
Carrollton City Schools Handbook Addendum.....	20
• Board Policy JAA-R (2): Notice of Rights of Students and Parents Under Section 504/Section 504 Procedural Safeguards (En Español).....	21
• Carroll County/Carrollton City Schools' Attendance Protocol (En Español).....	21
• Carrollton City Schools Cafeteria Policies and Procedures.....	21
• Complaint Procedures and Form for Federal Programs (En Español).....	21
• Enrollment Withdrawal Policy.....	21
• Hospital/Homebound Services (En Español).....	21
• McKinney-Vento Homeless Assistance Act (En Español).....	21
• Notification of Rights under the Family Educational and Privacy Act (FERPA).....	21
(En Español).....	21
• Gifted Education Program (En Español).....	21

• Non-Discrimination Policy (En Español).....	21
• Non-Resident Policy (En Español).....	21
• Notice of Directory Information (En Español).....	21
• Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA).....	21
(En Español).....	21
• Multi-Tiered System of Supports/Student Support Team Procedures (En Español).....	21
• Instructional Staff Qualifications/Parent Right to Know (En Español).....	21
• Personal Device and Technology Policy & Acceptable Use of Technology (En Español).....	21
• Title I Schools and Intradistrict Transfer (CES/CUES) (En Español).....	21

Purpose of Student Handbook

The purpose of the Student Handbook is to inform students and parents of comprehensive information to enable them to understand their roles as active participants in all aspects of school operations. This guide is designed to answer frequently asked questions concerning policies, procedures, the code of conduct, and other areas of concern to students. While it is intended to be as comprehensive as possible, it cannot cover every situation. Carrollton Elementary School administration has the right to adopt new procedures and to modify, amend or eliminate any of its existing guidelines. Any such changes will take priority over the information stated in this guide even if the changes have not been reprinted or substituted into this guidebook.

Customer Service Pledge

- To put our customers first in all that we do.
- To greet our customers and make them feel welcome.
- To listen to our customers’ concerns and resolve their complaints as quickly as possible.
- To treat all of our customers with respect.
- To provide the best overall experience for our customers so that they know they are valued and appreciated.

Literacy For Student Success

- All Teachers are literacy teachers.
- All classes will implement learning intentions and success criteria.
- All students write every day in core content classes.
- Student-led dialogue occurs consistently at high levels in all classes.
- Students will ask and answer text-dependent questions and support their answers using textual evidence.
- All teachers will provide lessons that have students use textual evidence, make connections to text, and summarize text.
- Teachers will support students in using learning tools that develop organization and elaboration of ideas in writing.
- Teachers will use the Literacy Guide and Literacy Frameworks to guide instruction.

Vision Statement

The Carrollton City Schools and community nurture and empower individuals to be lifelong learners who take personal responsibility for improving our world.

Mission Statement

Carrollton City Schools will meet and exceed the expectations of the people we serve by providing:

- a safe, healthy environment for students, teachers and staff
- the highest quality instructional resources and tools
- the best prepared teachers, administrators, and staff
- a challenging curriculum and learning opportunities
- a plan of continuous improvement
- a plan for developing and supporting school and community partnerships

Guiding Principles

- Focus on success for all students and eradicate the reasons some children fail
- Promote a climate of high expectations, respect, and dignity
- Provide a curriculum that will have relevance to the lives of students
- Provide an environment that emphasizes democratic classroom processes in which students learn independently and through group work while learning to value diversity
- Recruit, employ and nurture dedicated, well-qualified, and highly professional employees who adhere to professionally recognized standards and board policies
- Support system and school improvement plans and contribute to their implementation
- Promote continuous improvement through cooperation between and among students, parents, educators, and the larger community

Beliefs Essential for Student Learning and Achievement

- All students can learn when provided adequate time and support.
- The purpose of assessment is to support and guide student understanding of the curriculum standards.
- Assessments form a body of evidence collected over time that shows mastery of performance.
- Providing students with ongoing, specific, timely, and descriptive feedback about their work improves their performance.
- A final grade reflects the most consistent, more recent pattern of student performance in relation to the standards.
- Understanding can be demonstrated in different ways; hence students will be provided a variety of opportunities to demonstrate learning.
- Students are given the opportunity to demonstrate understanding of the standards through performance tasks that provide complex challenges that mirror real world issues.
- Student involvement in the learning process is critical to increased student motivation, understanding of expectations, ownership, and responsibility.
- The practice of reflection clarifies and deepens understanding and leads to continuous improvement.
- Models and samples of student work communicate standards and accelerate student growth.

- Collaboration and communication among students, teachers, and parents support student learning and achievement.
- Ongoing professional learning supports what we believe to be essential about student learning and achievement.

Character Education

Mission Statement

Carrollton City Schools will exemplify and encourage the development of sound character traits, creating a compassionate and responsible society of students, teachers, staff, parents, and other community members through its character education program.

Do your words and actions pass the four-way test?

First...Is it the truth?

Second...Is it fair to all concerned?

Third...Will it build good will and better friendship?

Fourth...Will it be beneficial to all concerned?

*Rotary International

In Carrollton City Schools, we believe the following things about character education:

- Parents are the primary teachers of character
- We must model productive and responsible citizenship
- We must make character education a daily part of instruction in all content areas
- Students must sense an understanding of fairness, trustworthiness and caring
- We will have safe, orderly schools to support learning
- Schools, communities, and other service agencies should reinforce lessons taught by parents

All school employees should:

- Act as good models and set a good example
- Create a positive moral climate
- Create a democratic classroom
- Find opportunities to teach character education in all content areas
- Recruit parents, business leaders, and community members as partners

Character ED Traits (Mandated by state law: O.C.G.A 20-2-145)

- **Citizenship:** Tolerance; Patriotism; Courage; Loyalty; Respect for the environment; Respect for the creator
- **Respect for Others:** Cheerfulness; Compassion; Kindness; Generosity; Courtesy; Cooperation; Honesty; Fairness; Sportsmanship; Patience
- **Respect for Self:** Perseverance; Diligence; Self-control; Virtue; Cleanliness; Punctuality; Creativity; School Pride

Faculty and Staff

<u>PRE-K</u> *Lindsay Carr Brittany Cook Wynena Cox Logan Gaston Kimberly Jones Amy Muse Alena Nieto Sophia Padilla Kimberly Rivers Kathy Swales Debbie Tucker <u>KINDERGARTEN</u> Kyndal Aldridge Jasmine Arnold Molly Kate Ayers Jodee Bennett Dr. Beth Brewer Ashley Britt *Ashley Carter Sara Coppelino MaryAnn Elliott Jill Farnan Taylor Griffin Lisa Hines Brittney Jiles Aleah McKenzie Kimi Redford *Hannah Shadrix Christi Walston Denice Walther Amy Ware Mallory Wood <u>EIP</u> Jennifer Day *Lauren Layng Amy Murphy Kristine Rowland Chaleen Sceals Rachel Phillips	<u>FIRST GRADE</u> Tori Amoroso Kristy Bass Kristina Bivins Brittney Daily Crystal Evans Kristen Green Hope Grisham Lainey Haldeman Kelly Heggeland Gracie Hitchcock Kelly Hudson Chloe Jackson *Cameron McCray Aisha Parks Erin Riggins Jordan Riggs Lisa Sorenson Kristie Staples Natalie Wiggins *Daisha Withers <u>SECOND GRADE</u> Julia Besso Ava Calhoun *Monica Casey Courtney Cook Averi Davidson Kiyah Hoffman Samantha Jones Harley Humphries Rachael Keller Lisa Lambert Taryn Layman Wendy McDowell *Kristen Powell Ivey Rotger Dajah Shepherd Logan Thornhill Blaklee Waldrop Leslie Wheeler Beth Woodrow Jennifer Zachmeyer	<u>THIRD GRADE</u> Hannah Brooks *Kate Brown Dr. Mandy Duffey Elizabeth Fowler *Elizabeth Gable Cadie Griffith Rosa Hawley Casey Jenkins Shannon Johnson Brandi Kingeter Kellie Maddox Rachel Marshall Tamecia Moore Nicole Prahst Kelly Reynolds Amy Robinson Abbey Smith Leigh Smith Shannon Walsingham Katherine Wolff <u>SPECIAL EDUCATION</u> Noreen Abernathy Wendy Brackin Kirbey Broome April Butler Heather Byrge Kate Corbett Candice Daffron Olivia Davis Lisanne Denmon Caitlen Fletcher Jennifer Foster Sarah Gunter Amy Lanier Brandi Lyle Nicole Mitchell Brandi Moore Kellie Ross Alicia Tyson *Ellen Wilder	<u>TEACHING ASSISTANTS</u> Liset Acosta Courtney Adams Joann Angelino Michelle Austin Carolyn Aycock Brittany Bailey Kimberly Baker Whitney Baldizon Ashleigh Bridges Maranda Brock Courtney Carnes Carolyn Caskie Brandy Couch John Couvreur Sasha Crowder Alexis Daniel Angie Dick Hailey Dewberry Aracelly Dubon Alexis Flores Erin Guerra Brenda Hannon Meghan Harris Christy Hawk Julie Hernandez Debra Hicks Corinna Humphrey Janie Hutchinson Candace Ivey Velicia Jones Brittany Jordan Janie Kelley Caroline Law Perran Makulu Maggie Mullins Ashlyn Ocampo Sheri Organ Deborah Pedigo Kayla Perez Jamea Person Adahy Pritchett Amanda Rocha Sheena Russell *Gail Standifer-Monari Tammy Waddell Patricia White Morgan Williams Eva Zimpleman	<u>PE</u> A.J. Barge Paul Carter *Ali Trent Maurice Boykin <u>ART/MUSIC</u> Andraea Allen Airyonna Ayala Stephanie Nestor Ciara Thornton <u>STEM</u> Joseph Benefield Xavi Kight <u>MEDIA CENTER</u> Kristie Poor <u>GUIDANCE</u> Nakeshia Duncan Hope Wright Ashley Shealey <u>SCHOOL RESOURCE OFFICER</u> Halle Rosen <u>CAFETERIA MANAGER</u> Keila Carter <u>CLERICAL STAFF</u> Andrea Stoddard Maria Diaz Gina Spence Melissa Mathis Laurie Lee Heather Kirby <i>* Leadership Team Member</i>
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School Calendar (2025-2026)

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July 6 – Dead Week

28-31 – Teacher Professional Development Week

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-2 – Christmas Break
5 – PDD (Student Holiday)
6 – Students Return to School
First Day of 2nd Semester
19 – ML King Day (No School)

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 – Teacher Professional Development Week

4-8 – Preplanning

11 – First Day of School (P-12)

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

16-20 – Winter Break / Possible Inclement Weather Make-Up Days

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 – Labor Day (No School)

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13-17 – Fall Break

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6-10 – Spring Break

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

7 – PDD (Student Holiday)

24-28 – Thanksgiving Break

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15 – SENIORS - Last Day of School Graduation
19 – Early Release CHS (12:30p)
20 – P-11 - Last Day of School
Early Release
CES (11:15a); CUES (11:30a)
CHS (12:30p); CMS (12:45p)
21-22 – Post Planning
25 – Memorial Day
25-31 – GHSA Dead Week

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

19 – Early Release
CES (11:15a); CUES (11:30a)
CHS (12:30p); CMS (12:45p)

22-31 – Christmas Break

Semester Begin/End Dates
Instructional Days
Required Teacher Work / PDD
School Holidays
GHSA Dead Week

****On System-Wide Early Release Dates, CES will release at 11:15am.**

School Hours of Operation

School begins at 7:40 AM, and dismissal begins at 2:20 PM. Students who need to arrive early may enter the building at 7:00 AM. Students must stay in the gym or cafeteria area until 7:20 AM. No students are allowed into the classroom wings until the first bell rings at 7:20 AM. Students should be picked up when dismissed unless participating in a supervised after-school activity. Parents are asked to call the school if they will be late picking up their child. Should inclement weather cause a delay in start times for the school day, dismissal times will not change.

Trojan After Care (TAC)

The CES After School Program is available to Carrollton Elementary School students in grades PreK–3, who have spent a portion of their day attending school. There is a charge for this service. However, repeated behavior concerns will result in dismissal from the program. Parents must complete an enrollment form/tuition agreement and receive the Parent Handbook before a student may begin. **Guest or Emergency Enrollment:** Students not enrolled may participate in the program only if contact is made with the school by a parent. Emergency contact information must be provided to TAC personnel. Please be aware the individual picking the child up from TAC must be on the student's checkout list. Tuition should be paid at the time the child(ren) is signed out of the program. Fees must be kept current for a student to continue to attend TAC. Students are provided a snack, may complete homework, or participate in various activities. Trojan After Care closes at 6:00 PM. For more information, please contact Carolyn Caskie, TAC Director, at (770) 838-0261.

City Residents

CES serves all kindergarten through third-grade students residing within the city limits of Carrollton. Documents showing proof of residency are required during your initial registration process. If you move during the school year, please be sure and provide the school with your new address. Proof of residency may be requested during the school year.

Non-Negotiable Expectations for CES

Attendance—Regular attendance is vital to learning. Students are expected to be at school every day, except in the case of personal illness, death in the family, or religious holiday. A written note from the parent or guardian must be sent to excuse the absence.

Tardiness—Teachers begin class promptly at 7:50 AM. When students are late, important work and instruction are missed. Therefore, students should be at school no later than 7:40 AM. Students will be marked tardy after 7:40 AM.

Homework—Homework may be assigned to reinforce skills and to build responsibility. Homework must be completed and returned to school on time. Reading is often a part of the assigned work, and parents/guardians should take an active role in seeing that their child reads in addition to completing other written tasks. Twenty to thirty minutes of reading time is suggested each night.

Behavior Expectations

Carrollton Elementary School uses a school-wide Positive Behavior Support plan. It is based on a problem-solving model and aims to prevent inappropriate behavior by positively reinforcing appropriate behaviors. CES is Trojan GOLD. GOLD was designed to help create a climate of cooperation, academic

excellence, respect, and safety at CES. Trojan GOLD is based on four school-wide expectations: Give respect, Own your behavior, Listen and learn, and Do your best. We believe these expectations will create a positive learning environment for all students. Any student who disturbs the instructional process and/or learning of others will receive consequences in the classroom. If misbehavior continues, a disciplinary referral to an administrator may be completed. Administrators will determine appropriate consequences.

****Parents may be responsible for fines/fees to repair or replace instructional technology/devices if intentionally damaged by a student.**

Trojan GOLD Behavior - Give Respect, Own Your Behavior, Listen and Learn, Do Your Best

Respect—all students must exhibit respect for themselves and others. Student conduct must not interfere with another classmate's right to learn or safety. Misbehavior may cause the student to be removed from the classroom. Administrators will decide on the appropriate consequences, including (but not limited to) parent contact, loss of privilege, removal from the classroom, In-School Suspension, or Out-of-School Suspension.

Threats and False Information

Carrollton City Schools considers any threat to the safety of students, staff, or campus a serious offense. This includes making verbal, written, or digital statements about bringing a weapon to school, posting or spreading false information about a potential act of violence, or sharing unverified threats through social media, text, or word of mouth. Students who make threats or spread false or inflammatory information—including jokes or “pranks”—that create a safety concern or disrupt school operations will face immediate and serious disciplinary consequences. All safety concerns should be reported directly to a school administrator, teacher, or the Carrollton Police Department.

Parent-Teacher-Volunteer Organization

The PTVO is a voluntary organization whose membership is open to parents, grandparents, teachers, and school staff. Volunteers are encouraged and appreciated at our school. They work with children and our school in many ways including tutoring, reading, and assisting in the Media Center. PTVO meetings are held during the school year and activities include fundraising, room helpers, spirit wear, and supporting school events. Anyone interested in joining may contact Ms. Katie Bennett, PTVO President.

Dress Code

The dress code pertains to the following criteria:

- Hats and hoodsHats and hoods must be removed once the student is inside of the school building. Hats may be worn on special occasions with administrative approval
- Low cut shirts, single strap tops, or shirts that bare the midriff
- Short shorts, micro/mini dresses/skirts, high slit sides
 - Shorts, dresses, and skirts must reach mid-thigh
 - Many athletic/running cut shorts are not acceptable within this criteria
- Clothes considered to be revealing
- Pants with holes above the knee
 - Pants with holes above the knee may only be worn if tights or other appropriate cloth items are directly underneath to prevent skin or undergarments from being displayed
- Sunglasses
- Bare Feet
- Clothing containing words or images considered to be profane, disruptive, or offensive
- Pajama Clothing

- Students who wear leggings must wear shirts and garments that meet dress code requirements as stated above.

Safety & Security Visitors

For the safety of all students, all school visitors, including parents, must first report to the front office or Early Learning Center office and receive a visitor's badge when visiting the school. **Photo IDs are required.** Visitor stickers will be sent home in students' weekly communication folders before classroom celebrations or events and should be given ONLY to adults listed in the student's Infinite Campus contact list. Visitor parking is extremely limited. You may park in one of the spaces in the front of the school or space along the front drive. If visiting the ELC, you may park in one of the parking spaces in either the parking lot or along the spaces on the back drive. **The curb is for drop-off and pick-up only.**

Automatic External Defibrillators (AED)

Several of these machines are available for use in the event of an emergency. They are strategically distributed throughout the building.

Medication at School

Students who are ill should remain at home until they are well, for their benefit as well as their classmates. **Children should be fever free and have no vomiting without using medicines for 24 hours before returning to school.** All medications should be given at home if possible. If a student must receive medication at school, please follow the guidelines listed below.

1. All medication must be brought to school by a parent or guardian. Prescriptions and over-the-counter medicines must be in the original container and properly labeled.
2. Medication forms are available in the clinic and must be completed before any medication can be given at school. Prescription medications require a doctor's order.
3. Except for specific emergency medication, all medication will be kept locked in the school clinic.
4. All medication will need to be picked up at the end of the school year. Parents will need to come to the school and claim the medication on file for their child.

Personal Device & Acceptable Use of Technology Policy

Carrollton City Schools, in accordance with state guidelines, is committed to providing students with a safe and focused learning environment. Students are expected to use technology responsibly, whether on a school-issued device or a personal one. The use of district technology is a privilege, not a right, and all students are expected to follow the guidelines outlined below.

Cell Phones, Smart Watches, and Other Personal Technology Devices

To support a productive and distraction-free learning environment, the use of personal technology devices—including, but not limited to, cell phones, smartwatches, tablets, and laptops—is restricted during the school day.

- **Grades K-8:** Students are not permitted to use personal technology devices at any time during the school day.
- **Grades 9-12:** Students may use personal technology devices only during non-instructional times, such as class changes and lunch. Devices will not be allowed during instructional time.

Designated storage for personal devices:

- Upon entering the classroom, all students are required to place their devices in a designated storage area.
- Devices must be turned off or set to silent and must remain in storage until the end of the class period.

Medical or Educational Exceptions

Medically necessary devices are permitted with documentation from a healthcare provider. Use of these devices must align with the student's documented medical or educational needs as outlined in their IEP, 504 Plan, or other approved accommodation plan.

Parent Communication

Parents needing to contact their child during the school day should call the school office.

Carrollton Elementary School: 770-832-2120

Carrollton Upper Elementary School: 770-830-0997

Carrollton Middle School: 770-832-6535

Carrollton High School: 770-834-7726

In the event of an emergency, Infinite Campus Messenger will serve as the primary method of communication with parents and guardians. Messages regarding urgent or emergency situations will be sent through this system using the contact information listed in Infinite Campus. Parents are responsible for keeping their contact information up to date to ensure they receive important notifications promptly.

Violations and Consequences

If a student does not follow the personal device policy, the device may be collected by staff and may be subject to a recovery fee. Continued violations may result in disciplinary action as determined by school administration.

Acceptable Use Of Technology

- Students must use only their assigned CCS accounts and may not access or modify another student's files or data.
- School devices are for academic use only and may not be used for illegal activity, commercial purposes, or personal gain.
- Students are prohibited from using school devices or the network to access or share inappropriate or obscene content.
- Engaging in cyberbullying or harassment, whether on or off campus, is not allowed.
- Students may not download software or files without teacher approval and may not use AI tools to generate any portion of an assignment unless specifically directed to do so by a teacher.
- Students must not share personal information such as names, addresses, or passwords online.
- School-issued devices and accessories are the responsibility of the student. Any damaged or missing items may result in repair or replacement fees.
- Students should have no expectation of privacy when using school devices or accounts managed by the school.
- All device activity may be monitored by school staff. Prior to accessing school technology, students and parents must sign the district's Technology Agreement.

Social Media Access and Online Conduct

Students are prohibited from accessing social media platforms using school-issued devices, personal devices connected to the school network, or any internet access provided by Carrollton City Schools. Limited exceptions may be made for supervised, educational use with teacher approval.

The district uses filtering and monitoring software to block access to social media platforms and detect inappropriate activity. Attempts to bypass filters are a violation of the Acceptable Use Policy.

Cyberbullying—including the use of digital platforms to harass, threaten, or harm others—is strictly prohibited. All reports of cyberbullying will be promptly investigated by a school administrator. Confirmed incidents will result in disciplinary action, parent or guardian notification, and counseling referrals as deemed appropriate.

Violations of Acceptable Use Policy

Any violations of this policy may result in disciplinary consequences as determined by school administration. This may include, but is not limited to, loss of access to the internet or school-issued devices, suspension of technology privileges, and other disciplinary action in accordance with the Student Code of Conduct.

Artificial Intelligence (AI) Use Policy

Carrollton City Schools recognizes that Artificial Intelligence (AI) can support learning when used responsibly. Students may use teacher-approved AI tools for activities such as checking spelling or grammar, generating ideas, reviewing material, or organizing study notes.

AI should never replace a student's own work or thinking. Students must always ask permission before using AI tools and use them safely and appropriately.

Misuse of AI—including submitting AI-generated work as one's own, using AI to complete graded assignments, or generating inappropriate content—will result in consequences consistent with the Technology Use Policy.

Tardies

It is very important to be at school and ready to begin at 7:40 AM. A student is tardy when he or she is not in their seat when the bell sounds to begin class. If a student is tardy more than three times, parents will be contacted. Any child arriving after 7:40 AM must be escorted to the appropriate office area by a parent to check the child in for the school day. Students with excessive tardies will be referred to the system's school social workers. Students that are non-residents may be withdrawn from the system for excessive tardies.

Checking Students In/Out

Daily attendance for a full school day is important. Unless there is a necessary medical appointment, legal obligation, or the occasional family emergency, students should not be checked in or out during the instructional day. To be counted present, a student must check in before 11:00 AM. Any student checked out before 11:00 AM will be counted absent. If a student must be checked out early, a parent/guardian or any person checking out a student must be listed on that student's contact list and present photo identification. Students should not be checked out after 1:45 PM unless it is an emergency.

Bus Transportation

Transportation on buses is provided to students for locations within the city limits. Each bus runs two separate routes at different times. CES and CUES students ride the same bus. CMS and CHS are on different routes. Students must ride their assigned bus. If you would like to register your child to ride the bus, you can download the free **BusQuest App** on your phone for Apple Store or Google Play. You can also find the App links in the Carrollton City Schools web page at carrolltoncityschools.net/departments/transportation.

Families will be notified by email when requests have been activated, usually in about two or three days.

Students who ride the bus have certain responsibilities for the comfort and safety of other students as well as themselves. Students must conduct themselves in an orderly manner at the bus stop and on the bus. The bus driver has complete authority over any circumstance arising on the bus. Habitual misbehavior shall result

in the loss of the privilege to ride the bus. Students are asked to remain still as the bus approaches and until it comes to a complete stop. The parent is responsible for supervision at the bus stop and for transportation if the student misses the bus.

Students returned to school in the afternoon due to not having an adult at the stop to receive them will be sent to Trojan After Care at the expense of the parent/guardian. The adult receiving the child at the bus stop must be on the student's checkout list. Excessive returns will result in suspension from the bus.

Private Vehicles

All who are eligible to ride the school bus are urged to do so. The traffic flow at the school complex will be much lighter if all resident students ride the bus. We ask that private vehicles not arrive before 7:00 AM for drop-off and not before 2:10 PM for pick-up. Students should not be left at school after 2:45 PM unless they are engaged in an organized activity at school or enrolled in the ASP.

Pick-Up & Drop-Off

Designated areas: Grades PreK & K—Parking lot behind the school at PreK/K wing, Grades 1 and 2—Front of school.

Grade 3—Parking lot behind the 3rd-grade wing. Nursery vans will pick up and drop in front of the school. Walking in with your child is reserved for walkers, emergencies, and deliveries. Students should not be dropped off in the parking lots. No student should walk alone. Walk-ins should be limited to keep drop-off traffic flowing.

Pick-Up Procedures

There are two lanes for afternoon pick-up. Parents/guardians will be given a card to display in the right front window of the vehicle picking up the student in the afternoon. If the card is not displayed, you will be asked to come inside with identification to be cleared for pickup. The first car in each lane will pull up to the white line and others will pull in directly behind the cars in front. Do not stop in front of your child's class. There will be staff members to put your child in your car and staff to direct both lanes of traffic. Do not change lanes, but move as directed. Please remain in your car. Dismissal will begin at 2:20 PM.

Late Pick-Up

Parents should plan to be at their child's pick-up area no later than 2:45 PM, each day. Students left beyond this time will be brought into the building, and parents will be required to enter the school and sign out the student. If students are not picked up by 2:45 PM, they will be sent to CES' Trojan After Care at the expense of the parent/guardian. Excessive late pickups will result in a referral to the school system's social worker.

Transportation Changes

Parents should establish the method of transportation for their child(ren) at the beginning of the school year. If a change in normal transportation is necessary, a written note or email should be sent to the teacher in advance. All alterations to a student's transportation arrangement must be submitted in writing. Only students who are registered bus riders can request a bus pass, provided there is room on the requested bus. No transportation changes will be accepted after 1:45 PM, except in an emergency.

Instructional Programs

Carrollton Elementary School makes a positive impact on student achievement through effective teamwork. This includes a strong staff, great students, and a supportive community. Students in every grade level

receive a quality education in the four academic areas of Language Arts, Mathematics, Science, and Social Studies. All instruction is implemented and guided by the Georgia Standards of Excellence. Best practices, such as prioritizing curriculum, differentiated instruction, integrating technology, and reading and writing across the curriculum are also pervasive. Teachers continually assess instruction and student performance through the use of benchmark assessments, Universal Screeners in Reading and Math, and Georgia Online Assessment. A variety of texts, manipulatives, and instructional materials/programs are utilized in day-to-day instruction.

Academies of Carrollton Elementary

Academies will include first, second, and third-grade students. This program includes four unique Academies and provides an opportunity for every student to experience each Academy within their grade level.

STEM Academy: The STEM Academy will provide expanded opportunities to participate in STEM experiences such as project-based learning, problem-based learning, gardening, aeroponics, Farm to Table concepts, and much more.

Performing Arts Academy: The Performing Arts Academy will offer drama, visual, and choral performance opportunities to students. In addition, teachers will incorporate music and movement along with Reader's Theater.

Dual Language Academy: The focus of the Dual Language Academy will be learning about Spanish speaking countries. Teachers will develop opportunities for students to practice and apply the language, develop basic vocabulary, and increase cultural awareness.

Citizenship Academy: The Citizenship Academy will foster pride, ownership, and service. Students will grow as contributing members of our school, community, and world. Teachers will develop opportunities for students to actively engage through place-based learning, community compassion projects, and digital citizenship.

Early Learning Center

To institute a strong foundation, our early learning program, consisting of PreK and Kindergarten, supports the needs of learners who are beginning their educational journey. CES' Early Learning Center focuses on a global approach to ensure that the 'whole child' can experience success by building upon their social, cognitive, adaptive, and motor development. This small and cohesive learning community provides a caring, nurturing, and welcoming atmosphere in a facility on the CES campus which boasts of a rich program of study facilitated by the use of age-appropriate multi-media technology. With an emphasis on inquiry-based learning, students will experience an integrated instructional program designed to provide them with the necessary skills to build a strong foundation for learning.

Special Education Programs

Special Education programs are provided for students who qualify as individuals with disabilities. A committee of teachers, administrators, and parents collaborate to write Individual Education Plans for students served by the special education program.

English Language Learners (ELL)

Students who are limited in English proficiency are provided with daily instruction to support the development of English language skills. Staff members are available to provide translation services to parents of ELL students.

Early Intervention Program (EIP)

The Early Intervention Program is designed to serve students who are at risk of not reaching or maintaining academic grade level proficiency. All identified students will receive Early Intervention Program assistance until they reach grade-level performance.

STEM

All students in kindergarten through third grade participate in the STEM program providing students with opportunities to apply principles of science, technology, engineering, mathematics, interpersonal communication, and teamwork to the solutions of technological problems. The STEM initiative has provided interdisciplinary, hands-on, inquiry-based learning which is aligned with the Georgia Standard of Excellence.

School/Home Communications

Each grade level team will send home a weekly newsletter to keep families informed about classroom learning and upcoming events. In kindergarten through third grade, students will use their Gold Communication Folder daily to carry home important papers, notes, flyers, and reminders. Families are encouraged to check the folder each evening and return it to school the following day. To streamline communication, we kindly request that parents use the Gold Communication Folder as the primary means of sending notes to teachers, rather than relying on text messages.

To help us manage changes in student transportation safely and efficiently, please avoid texting teachers directly. Instead, send a written note in the communication folder or call the front office at (770) 832-2120 before 1:30 PM to ensure the change is received and processed properly.

Additionally, we encourage all families to regularly visit our website at ces.carrolltoncityschools.net for school news and updates.

Absences

The importance of punctuality and regular attendance for every student cannot be over-emphasized. A good attendance record had a direct effect on grades. Please make every effort to see that your child is in school on time and remains at school for the entire school day.

- Students arriving after or leaving before 11:00 AM are considered absent.
- Students who are checked out of class for unexcused reasons may be subject to zeros for missed work and loss of participation credit. Parents are strongly discouraged from checking students out of school to take them to lunch or to celebrate birthdays.
- Students who have been absent for any reason must, upon returning to school, bring with them a note from a parent or guardian explaining the reason for the absence. The student should present this note to each teacher.

Students will have a reasonable length of time to make up work that was missed due to lawful absences. Before and after school hours may be used for this purpose. It is the student's responsibility to come to the teacher and arrange the details necessary for make-up work. Parents are urged - when at all possible - to make dental, medical, and other appointments for their children after school hours, on Saturdays, teacher work days, or holidays. It is expected that all work will be made up regardless of the reason; however, grades may not be earned for unlawful absences. The only exception to this will be the nine weeks' exams. Grades based on in-class activities are difficult to make up.

- Students on field trips or school-related or school-approved activities are to be counted present and allowed to make up all class work without reduction in grade.
- An excused absence is an absence permitted by the policies and regulations of the Carrollton City Board of Education, which are in accordance with the authority granted by the Compulsory School Attendance Law and State Board of Education.
- Unexcused absences are those absences not permitted by the policies and regulations of the local Board of Education.
- An excused absence becomes unexcused when the student fails to bring an excuse from the parent within three (3) days of return to school.
- Parents are requested to call the school to report their son's/daughter's absence. The office will make an effort each day to contact the parent(s) of those students who are absent.

The local policy recognizes only the reasons listed above as acceptable excuses for absences from school. Out-of-town trips are unexcused absences and will result in no credit unless there are extenuating circumstances. Such circumstances must receive prior written approval from the principal.

*Parent notes may be used to excuse up to five (5) absences for their children. Beyond the fifth absence, students will be required to have medical or judicial documentation to excuse the absence.

Inclement Weather

In the event of school delays or closings, we will notify you in the following ways:

- District-wide Email
- Text and Phone Messages to Your Cell Phone Number (To ensure your cell phone number is up-to-date, please visit the [Infinite Campus Parent Portal](#) and click on "Update My Contact Information.")
- District Website Alert
- Television and Radio Station Listings
- Social Media

If the school district is open during inclement weather, parents should use their best judgment as to whether their children should attend school. (Absences due to inclement weather are excused.) If inclement weather develops after students have arrived on campus, the school district may close early or delay student departure until the weather threat subsides.

When Safety Concerns Impact The School Calendar

The state allows school districts to close for a limited number of days without requiring makeup, but if the closings exceed this amount, the time must be made up either by extending the school day or adding days to the calendar. This could impact scheduled time off such as school holidays, spring break, and potentially postponing the last day of school and graduation. Because we know most families make personal plans based on the school calendar, we have developed a solution to minimize this outcome. Students will be allowed to use the flexibility of technology to complete assignments at home that will count as school attendance. Here is how it will work:

- When a school closing is anticipated, teachers will give students assignments to continue learning at home.
- If school is closed for more than 2 days, you will receive a message by email and text from the district sharing that your child's teachers will post assignments and instructions online. The assignments will

be communicated by teachers through their individual notification channels. (Some examples include email, Infinite Campus Messenger, and Google Classroom.)

- Hard-copy assignments will be available for students who do not have digital access.
- All assignments should be submitted digitally to teachers or submitted in the work submission bins located at the school's front entrance.
- If students are unable to complete the assignments due to power outages, issues with technology, or other unforeseen circumstances, they will NOT be penalized. They will be given additional time to make up the work upon their return to school.
- This plan is subject to change based on the number of school closing days we experience.

Bullying Policy

The Carrollton City School District believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions. Such behavior includes, but is not limited to: direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate, and social isolation and/or manipulation. The school district policy prohibiting bullying is included in the student code of conduct and includes but is not limited to the following: In accordance with O.C.G.A. § 20-2-751.4, bullying means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

- 1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- 2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- 3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - i. Causes another person substantial physical harm within the meaning of O.C.G.A. § 16-5-23.1 or visible bodily harm as defined in O.C.G.A. § 16-5-23.1;
 - ii. Has the effect of substantially interfering with a student's education;
 - iii. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment;
 - or iv. Has the effect of substantially disrupting the orderly operation of the school.

Cafeteria Information

The Carrollton City Schools cafeterias are operated under the direction of the School Nutrition Director and an onsite Manager for each school. Weekly menus are posted in the cafeteria and on the Carrollton City Schools home page at www.carrolltoncityschools.net. The cafeteria operates on a non-profit basis.

Meal prices for the 2025 - 2026 school year are listed below:

School	Breakfast	Lunch
Carrollton Elementary	\$1.10	\$2.10
Carrollton Upper Elementary	\$1.10	\$2.20

Carrollton Middle School	\$1.20	\$2.20
Carrollton High	\$1.20	\$2.35

Additional entree items, bottled water, or Smart Snack compliant extra food items may be purchased for an additional cost. Adult lunch prices are \$3.50 and adult breakfast prices are \$1.75.

Free and reduced priced meals are available to qualifying students. Applications are distributed to all students at the beginning of the year and are also available online at <https://carrollton.rocketscanapps.com>, in the school office, school cafeteria, and at the Board of Education. The criteria for receiving free/reduced breakfast and lunch are based on USDA Federal Guidelines. The application must be completely filled out by the parent or guardian, signed, and approved by the Carrollton City Schools' School Nutrition Director. Meal applications will be processed within 10 school days and notification of results will be provided in writing. Parents are responsible for the cost of meals served prior to application approval.

EZ School Pay: The Nutrition Department offers online payment through www.ezschoollpay.com. Please have your five digit student identification number available when registering for an account. Contact Jasmine Gilbert at 770-832-9633 if you have questions about logging into your account.

For all other cafeteria information, policies and procedures, please refer to the district addendum at the end of the handbook.

School Governance Team (SGT)

School Governance Team (SGT) members are charged with carrying the mission of the school into the community and bringing the views of the community into the school. Through collaborative efforts, the CES School Governance Team supports and encourages innovation as outlined in the system's charter petition. SGT work is propelled through monthly meetings which promote communication, mutual understanding, respect, and collaboration for continuous improvement. If you would like to learn more about the CUES School Governance Team, please contact the principal.

Carrollton City Schools Handbook Addendum

This addendum provides quick access to important district-wide policies and resources that apply to all students and families. We encourage you to review these documents to stay informed and engaged in your student's educational experience. Please click on each document to view the full policy or procedure.

- [Board Policy JAA-R \(2\): Notice of Rights of Students and Parents Under Section 504/Section 504 Procedural Safeguards](#) [\(En Español\)](#)
- [Carroll County/Carrollton City Schools' Attendance Protocol](#) [\(En Español\)](#)
- [Carrollton City Schools Cafeteria Policies and Procedures](#)
- [Complaint Procedures and Form for Federal Programs](#) [\(En Español\)](#)
- [Enrollment Withdrawal Policy](#)
- [Hospital/Homebound Services](#) [\(En Español\)](#)
- [McKinney-Vento Homeless Assistance Act](#) [\(En Español\)](#)
- [Notification of Rights under the Family Educational and Privacy Act \(FERPA\)](#) [\(En Español\)](#)
- [Gifted Education Program](#) [\(En Español\)](#)
- [Non-Discrimination Policy](#) [\(En Español\)](#)
- [Non-Resident Policy](#) [\(En Español\)](#)
- [Notice of Directory Information](#) [\(En Español\)](#)
- [Notification of Rights Under the Protection of Pupil Rights Amendment \(PPRA\)](#) [\(En Español\)](#)
- [Multi-Tiered System of Supports/Student Support Team Procedures](#) [\(En Español\)](#)
- [Instructional Staff Qualifications/Parent Right to Know](#) [\(En Español\)](#)
- [Personal Device and Technology Policy & Acceptable Use of Technology](#) [\(En Español\)](#)
- [Title I Schools and Intradistrict Transfer \(CES/CUES\)](#) [\(En Español\)](#)