

Principal's Message

Dear Parents/Guardians and Students:

On behalf of the Kittredge Magnet School Faculty and staff, I welcome you and your family to Kittredge Magnet School for High Achievers. We are delighted that you are a part of our school family.

The 2011-2012 school year offers us many opportunities to provide quality experiences for each student. We will continue to develop a rigorous curriculum that will challenge your child while ensuring his/her academic success.

This Student Handbook was prepared to assist your child in organizing his/her tasks and to acquaint you with the rules, guidelines and policies that govern Kittredge Magnet School. We welcome your participation and support during the school year. May we continue to celebrate our diversity and work toward fulfilling our collective and individual goals.

Gail H. Humble, Principal

Our Goals

The Kittredge staff and community believe:

- Students can excel to their individual potential.
- High expectations yield high achievement.
- Students have responsibility for their own learning process.
- Challenging experiences lead to personal growth.
- A diverse school community broadens appreciation of individual differences.
- A safe, orderly environment is essential for learning.
- Creativity enhances learning.
- A low student-teacher ratio enhances learning.
- The learning experience is enhanced by the collaborative efforts of the school, community and family.

Kittredge Magnet School Philosophy

The educational program for high achieving students is comprehensive and designed to enable students to be creative, independent in action, constructively critical in thought, and effective in communication.

Process is emphasized over content in order to mold thinkers who are able to act upon data rather than be constrained by it. High-achieving students examine ideas, combine and assess them. They develop the skills necessary to share ideas with others. Fundamental to the development of critical thought is a broad knowledge base encompassing not only the core curriculum but also the cultural arts. Because high-achieving students are the potential leaders in all areas of human endeavor, they should develop the interpersonal and communication skills necessary for effective leadership.

Ideally, the needs of high-achieving students are met in an environment that fosters motivation, creativity, achievement, and pride in accomplishment.

SCHOOL VISITATION

We have an open-door policy at Kittredge Magnet School regarding visitation. We are pleased to have guests visit our school at any time. **All visitors must enter through the main front doors located on Nancy Creek Drive.** All visits must begin at the school office where a visitor checks in with the school secretary and picks up a visitor's name tag, **which must be worn at all times while on school grounds.**

Parents should not interrupt instruction during classroom visits. The instructional day begins at 8:00 a.m. and ends at 2:30 p.m. If a parent/guardian needs to speak to a teacher regarding his/her child, please call the school, e-mail, or send a note to the teacher asking for a conference.

SCHOOL POLICIES & PROCEDURES

Daily Schedule

7:45 a.m.	Homeroom bell
7:50 a.m.	Morning bell (Tardy bell)
2:25 p.m.	Bus Riders bell
2:30 p.m.	Car Riders bell

ABSENCE FROM SCHOOL

Your child will need to bring a written statement or email the homeroom teacher on the first day he/she returns to school explaining the absence. Irregular school attendance hinders the student's progress and decreases the satisfaction of full participation in school experiences. This policy will be strictly enforced, as we follow state guidelines for truancy.

EARLY CHECKOUT

If it is necessary for a student to leave school prior to the normal dismissal time, the parent/guardian must sign out the child in the front office by using the checkout log located on the front desk.

LATE ARRIVAL

When a student is late to school (after the morning/ tardy bell) the parent must come into the office and sign the student in. A late pass will be given for admission to homeroom or class.

- Students who have 0 absences but 5 or more unexcused tardies will ***not*** be recognized for Perfect Attendance.
- Students who have over 5 tardies will have to stay for detention. (A warning letter will go home before detention is assigned.)

AFTER-SCHOOL PICK UP OF STUDENTS & DIFFERENT DISMISSAL PROCEDURES

All Kittredge students are provided bus transportation to and from school. Car riders are dismissed after the bus students at 2:30 p.m. Parents should use the bus lane to pick up their child after the buses have departed. Students will be called through a walkie-talkie to come to their cars. Children who do not ride the bus home must be picked up no later than 2:45. Students staying for after-school tutorial are dismissed at 3:15. If for any reason your child is not picked up at the assigned/designated time, the students will be placed in the KMS After School Program and will be charged a fee of \$15.00.

- **When a student is going home a different way than usual, the parent/guardian must write a dated note with specific directions on how the student will go home. No phone calls or faxes will be accepted.**

WITHDRAWAL FROM SCHOOL

A note or email should be sent to your child's homeroom teacher several days before the intended withdrawal. The note should state the child's last day at Kittredge Magnet School, your new home address, and the name and address of the new school your child will be attending.

All textbooks and library books must either be returned or paid for and all lunchroom charges cleared before withdrawal.

INCLEMENT WEATHER/SCHOOL EMERGENCIES

When severe weather creates hazardous conditions, school may be suspended to insure student safety. It is the parent's/guardian's responsibility to monitor news reports via television, Internet and radio stations. Announcements are normally broadcast between 6:00 a.m. and 6:15 a.m.

In the event of a school emergency that would prevent the building from opening, the school will make every effort to contact parents/guardians before school hours.

FIRE DRILLS / TORNADO DRILLS

Every precaution is taken to insure the safety of your child during normal school hours. Periodic fire and tornado drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

VALUABLES AT SCHOOL /LOST AND FOUND

We strongly urge you to label all personal possessions with your child's name. Clothing or items lost at school are taken to the school lost-and-found until claimed. All unclaimed articles will be donated to a charitable organization at the end of each semester. Please label clearly all instrument cases.

Students should not bring excessive amounts of money, collectors' items, expensive jewelry, hand-held video games or audio equipment to school. Kittredge Magnet School will not be held liable for loss of any such property belonging to the student. DeKalb County Policy states that students may have cell phones, but they may not be turned on during the school day. During school hours cell phones must be placed in students' backpacks. Cell phones may NOT be carried around with the students during the school day.

TEXTBOOKS

The state of Georgia provides textbooks for children attending public schools. All textbooks are inspected at the time they are issued to students and when the books are returned. The student, parent, or guardian must pay replacement cost for lost or damaged books.

STUDENT UPDATE INFORMATION

It is imperative that the school office be notified immediately in the event of a change of address, home or office telephone number, or if emergency information changes during the academic school year. The transportation office should also be notified as soon as possible of any change in address information.

MEALS

The cost of meals in DeKalb County are:

\$1.55 Regular lunch	\$.40 Reduced lunch
\$2.50 Adult lunch	\$.50 Milk only

Students may pay for lunch on a daily basis, or may choose to pre-pay weekly or monthly. Please put your check or cash payment in an envelope with your child's name and the amount enclosed on the outside. Charging meals is discouraged and will be limited to a maximum of three (3) charges per student. There will be no charging of lunches during the last two weeks of school. All charges must be paid two weeks prior to the last day of school.

SCHOLASTIC ACCIDENT INSURANCE

For the 2011-2012 school year, the DeKalb County School System has designated *Scholastic Accident Insurance* to provide optional student insurance. A Preferred Plan and Basic Plan are available for purchase. An application and cost of coverage is provided to each parent/guardian at registration. Insurance may be purchased at any time during the school year.

SCHOOL CLINIC

It is the responsibility of each parent or guardian to pick up his/her child from school should the child become ill or injured during the school day. The child will be sent to the school clinic to await a parent or guardian. Any child with a fever of 100 degrees or greater must be picked up.

MEDICATION

The Kittredge Magnet School staff is prohibited from providing or administering any medication, including over-the-counter medication to any student unless authorized by the doctor and signed by parent/guardian in accordance with the following guidelines.

- A consent form to administer medication must be signed by the physician and the parent /guardian and placed on file at the school clinic.
- The consent form should also include the name of medication, dosage, possible side effects, and the time to administer to the student.
- The consent forms should be completed and signed by the physician for all non-prescription medications. This includes items such as Tylenol, Advil, Benadryl, cough syrups, eye drops and lotions for rashes.
- Medicine containers must be clearly labeled by the pharmacy or manufacturer. Do not send medication to school in containers other than the original packaging. The expiration date must be clearly visible.

HEARING / VISION / SCREENING

Periodically during the school year, students' hearing and vision will be tested by qualified professionals. If any screening indicates that further diagnosis is needed, you will be advised immediately.

DISCIPLINE

Each student's behavior should conform to acceptable standards of conduct as established by the principal, teachers, and the DeKalb County Board of Education.

The Kittredge staff requests parental support in helping maintain appropriate conduct in the school. Children's behavior should reflect self-respect and consideration for the rights, feelings, and property of others.

ASSUALT/BULLYING

Verbally threatening and/or intimidating teachers, administrators, bus drivers, other school personnel, other students, or persons attending school-related functions without actual physical contact; an attempt to hurt another without physical contact, or actions which cause reasonable fear of immediate bodily harm (including bullying – **three bullying violations could result in expulsion, O.C.G.A. 20-2-145**). **Note:** Threatening witnesses may result in expulsion. **Penalty may range from in-school suspension to expulsion.**

SIMPLE BATTERY/BULLYING

Fighting or making physical contact of an insulting, offensive or provoking nature with teachers, administrators, bus drivers, other school personnel, other students or persons or causing physical harm to another (including bullying or hazing – **three bullying violations could result in expulsion (O.C.G.A. 20-2-145)**).

Penalty may range from in-school suspension to short-term suspension, if the incident involved a fight between or among students without injuries and without causing a school disturbance.

Please refer to the DeKalb County Code of Conduct for further details.

YEARBOOKS

If a student defaces, ruins, or writes/draws something cruel or inappropriate in a yearbook, that person is responsible for the full cost of a replacement yearbook.

MAINTAINING SCHOOL PROPERTY

Students are expected to assist in maintaining cleanliness in the classroom, lunchroom, corridors, restrooms, and outside grounds and to exercise proper care in the use of school furniture and equipment. Students will be expected to make financial restitution for the deliberate damage of school property.

DRESS CODE POLICY

Children should come to school in clothing that is comfortable and suitable for all school activities.

Students should not wear:

- tank, spaghetti strap, mesh, cut-off, low-cut, or bare midriff tops
- cycling shorts, short shorts, miniskirts, loose gym shorts, pants with writing on the seat
- flip-flops, shoes without backs
- sports headbands, wraps or hats
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All pants and skirts must be worn around the waist. Tops should fit appropriately and provide sufficient coverage. Shorts and skirts should be knee-length. -No item of clothing may contain visuals or text with inappropriate messages or symbols.

If a teacher feels that a student is dressed inappropriately, the student will be asked not to wear the item again and may be given a garment to wear for the remainder of the day. This will be done in a manner so that no embarrassment is brought to the child. If inappropriate clothing is worn again by the student, the student will be referred to the principal and the parent/guardian will be required to bring appropriate attire to school.

STUDENT PARTIES

With the **exception** of the **Winter Holiday Party** and the **Valentine's Day Party**, parents/guardians are asked not to bring cupcakes, cookies, ice cream, or other food items. Kittredge teachers are trying to raise awareness of a healthy lifestyle through classroom presentations in Health and PE and many of our regular classes. We want to help our students to be healthier and also protect students from sharing foods that may have ingredients to which they are allergic. Please help us in this effort as we try to focus on healthy eating during lunch.

PROGRESS REPORTS

DeKalb County Progress Reports will be sent home at 4.5 weeks, 9 weeks and 13.5 weeks. This is a means of informing parents/guardians of the student's progress in each subject.

REPORT CARDS

Report cards will be sent home at the end of each semester (18 weeks). The grading scale used by the DeKalb County School System is:

A	90-100
B	80-89
C	71-79
D	70
F	Below 70 (failure)

DEFICIENCY REPORTS

Deficiency reports are a means of communicating to parents/guardians that their child is not progressing satisfactorily, either academically or behaviorally. We will inform parents/guardians any time it is believed a student is in danger of failure or is not working at his or her full potential.

KITTREDGE EXIT POLICY

Elementary students enrolled in the magnet programs for high-achievers must maintain a 3.0 grade point average (GPA) in the core subjects throughout the program each year. Students who do not maintain the academic performance criteria are placed on probation for one semester. Support plans will be provided for any student who has a GPA below the academic performance criteria throughout the probationary period. Students who do not have a 3.0 GPA after two consecutive semesters must exit the magnet program and enroll in their home schools. If a student does not meet promotion criteria during any term of the school year, the student will be exited immediately from the program.

PARENT / TEACHER CONFERENCES

Parent/guardian and teacher relationships are essential to student progress. Parent Teacher evening conferences are scheduled twice a semester. In addition, parents or teachers may initiate conferences at other times as necessary. At these conferences, the teachers and parent/guardian may review the child's learning experiences and explore ways to improve them. We encourage feedback regarding instruction. Please check the weekly eblasts for dates of these conferences.

HOMEWORK

Homework will be assigned daily to all students at Kittredge Magnet School. **Students are required to record daily, weekly, or long-term assignments in the Student Agenda Book.** This book will help the student manage his/her time and homework assignments. Homework will usually take between 1 to 2 hours to complete. Each teacher will maintain a web page with important information relating to instruction, including homework assignments.

The purpose of homework at Kittredge Magnet School is to:

- ✓ **reinforce** skills and concepts introduced.
- ✓ **provide** opportunity for drill and practice.
- ✓ **complete** classroom assignments.
- ✓ **build** study habits.
- ✓ **review** for tests.
- ✓ **preview** material to be introduced.
- ✓ **practice** reading skills.
- ✓ **demonstrate** practical application of concepts through projects.
- ✓ **teach** the student that he/she shares in the responsibility for higher education.
- ✓ **provide** an opportunity for a parent/guardian to be involved in the education of his/her child.

PHYSICAL EDUCATION

Physical Education is an integral part of the instructional program. All students receive physical education or health class daily. All children will be required to participate unless a doctor's statement is presented. If, on a particular day, your child cannot participate, please send a signed note to your child's homeroom teacher.

A daily note will be satisfactory for up to three (3) consecutive days. After that time, a doctor's statement will be required to excuse your child from physical education activities.

For the safety of your child, closed toe shoes are required during Physical Education. Sandals, clogs, and/or flip-flops are not acceptable footwear.

FERNBANK SCIENCE CENTER

The Fernbank Science Center located on 76 acres of primeval forest, is equipped with the nation's third largest planetarium, a 36" reflector type telescope, an electron microscope, a meteorology laboratory, a natural science museum, and classrooms. This facility provides an unusual opportunity for science education twelve months a year and is available to all students of the DeKalb County School System, the metropolitan area, and the state of Georgia. The Center is also open to the public on evenings and weekends.

Students may be scheduled for trips to the Fernbank Science Center. A permission slip for the year should be completed at registration.

SPECIAL SERVICES

In order to provide an appropriate education for all students, referrals for special services can be made by staff members and/or parents/guardians.

Trained personnel conduct evaluative testing. Special Education programs are available to those Kittredge Magnet students who qualify. If you feel your child needs special help, please contact your child's homeroom teacher or the counselor.

If a student is absent for an extended period of time, he/she may be eligible for homebound instruction. Contact the school for further information.

CULTURAL ARTS

Kittredge Magnet School believes in enriching the lives of children by bringing various cultural programs to the school. At times, depending upon the program, it will be necessary for children to leave the school to attend these programs. Parents/guardians will be sent a consent form in advance for all off-campus trips.

SUBSTITUTE TEACHERS

When a teacher is absent in one of your child's classes, our school will provide a responsible teacher to continue the program of instruction. All substitute teachers are fully qualified and are on the DeKalb County School System's approved list.

TELEPHONE USE

The school telephone number is (678) 874-6602. It is a business phone and cannot be used for personal reasons. Items to be left for students can be dropped off in the bin located at the entrance of the school. Note: Students will be allowed to use the telephone in case of emergency.

1. Feel free to call the school to deliver messages to your child IN CASE OF EMERGENCY ONLY.
2. Do not ask that a child or teacher be called to the telephone. Leave a number for teachers to call when they have an opportunity.
3. Students will not be allowed to call home to ask someone to bring their lunch or lunch money to school.

CELL PHONES & OTHER ELECTRONICS

DeKalb County policy allows students to carry cell phones to school and on the school campus. Students may not, however, use their cell phones during the instructional day. **(Cell phones must be turned off from 7:20 – 2:30 each day and placed in the book bag)**

Students should not have any personal music players, hand held game devices, or any other electronics out or on during the school day. All of the above items will be confiscated and the parent/guardian will be asked to pick up the items. Students bring all electronic devices to school at their own risk. The school cannot guarantee the safety of such equipment.

SCHOOL SUPPLIES

The Kittredge Magnet PTA operates a school store as a service to parents/guardians, students, and teachers. The store is open several times a week in accordance with a published schedule. The store sells school supplies, at competitive prices, that are required or recommended for classes.

STUDENT DIRECTORY

A Student Directory will be issued during the first few months of the school year. Each parent/guardian must sign a consent form allowing the PTA to put his/her child's name, address, and telephone number in the directory. Kittredge Magnet School and the Kittredge Magnet PTA prohibit the use of the directory for mailing lists and non-personal use.

COURIER SERVICE

In order to ensure that each parent/guardian receives important notices, graded school work, and pertinent school and PTA information, each student will bring home each Wednesday, a “courier envelope” which will contain important information. Each parent/guardian is requested to sign the courier and return it to the homeroom teacher via their child. We request that this line of communication be followed to ensure that information is received by the parent/guardian. **If the courier is lost or misplaced the student will be responsible for replacing the courier at the cost of \$1.00.**

Kittredge Magnet School Assembly Manners

1. Enter the cafeteria silently and be seated. All purses and coats stay in the classroom.
2. Listen respectfully to the presenter(s) or performer(s).
3. Applaud with enthusiasm when a song, dance, act or speech is completed. (Barking and booing are NOT acceptable at Kittredge.)
4. Be kind to your fellow neighbors and to yourself. The program is presented for you.
5. Wait for your teacher’s directions for dismissal from the program.

SAY “YES” TO SUCCESS

- Be prepared for class daily (textbooks, notebooks, pencil or pen).
- Keep an organized notebook.
- Keep assignments updated in this Agenda Book.
- Ask questions.
- Seek extra help if needed.
- Work on developing good note taking skills.
- Try to use the SQ3R method: Survey, Question, and Read, Recite and Review..
- Keep up with your assignments.
- Spend at least one or more hours on homework each night.

COUGAR CONDUCT

Each grade level at Kittredge has a policy about maintaining good conduct and the consequences for not doing so. You will learn more about this at Curriculum Night and through each teacher’s syllabus.

Kittredge has two ways to reward students for outstanding conduct:

- 1) Earn the Student of the Month designation by your homeroom teacher. Your picture will be placed on a poster outside your classroom door for an entire month.
- 2) Earn the Citizen of the Semester Award. Your name will be called at the semester Honors Assembly, and you will receive a pin and certificate of achievement.

It is the policy of the DeKalb County Board of Education not to discriminate on the basis of age, religion, national origin, or handicap in its educational programs, activities, or employment practices.