



Cogburn Woods Elementary School

Celebrating 20 years of Excellence

Est. 2004

Parent and Student Handbook

2024-2025

Cogburn Woods Elementary School

13080 Cogburn Road

Milton, Georgia 30004

Quick Facts

School Hours: 7:40 a.m.- 2:20 p.m.

School Telephone: 470-254-2845

School Fax: 470-254-2854

Transportation: 470-254-2970

Web Site: www.fultonschools.org/cogburnwoodses

Administrative Staff	Administrative Support Staff
Lisa Garosi Principal	Meg Ryan Principal's Admin Assistant
Lauren Busing Assistant Principal	Kelly Parkman Admin Assistant
Sunny Wright Assistant Principal	Maria Vera Data Clerk
Sharon Masten Curriculum Support Teacher	
Jill O'Neill Instructional Coach	
Mike Cianciolo K-2 Literacy Coach	
Jenise Greene Counselor	
Anne Woodworth Counselor	
Hannah Stolberg RTI/MTSS Support	
Cheryl Rutherford-Ngoto Instructional Support Teacher	

If you have questions about...	Contact...
<ul style="list-style-type: none"> • Enrolling or withdrawing a student • Report Cards • Transcripts • Student records • Student Information • Updating contact information • Infinite Campus 	<p>Maria Vera, Data Clerk veradefuguet@fultonschools.org</p>
<ul style="list-style-type: none"> • Checking students out early • Transportation changes • Bus and car rider information • After school clubs/programs • Messages for employees • Attendance • Tardies 	<p>Kelly Parkman, Front Office Secretary parkman@fultonschools.org</p>
<ul style="list-style-type: none"> • Special Education Classes • Testing for special education services • IEP (Individual Education Plan) • IEP meetings • Co-teaching 	<p>Cheryl Rutherford-Ngoto, Instructional Support Teacher (IST) ngotocal@fultonschools.org</p>
<ul style="list-style-type: none"> • Literacy K-5 • Extended Learning • High Dosage Small groups 	<p>Mike Cianciolo CiancioloM@fultonschools.org</p>
<ul style="list-style-type: none"> • Mathematics K-5 • Professional Learning Communities 	<p>Jill O’Neill, Instructional Coach O’NeillJ@fultonschools.org</p>
<ul style="list-style-type: none"> • Fulton County Curriculum/Georgia Standards of Excellence • Textbooks • Student placement • Continuous Achievement • Strategies for improving student achievement • PBIS • Promotion/retention process 	<p>Sharon Masten, Curriculum Support Teacher masten@fultonschools.org</p>
<ul style="list-style-type: none"> • Lunch accounts for students • Lunch charges • Menu items • Meal prices • Student allergies • Free and reduced lunch applications 	<p>Kimberly Vasquez, Cafeteria Manager vasquez@fultonschools.org</p>
<ul style="list-style-type: none"> • Distribution and storage of medication • Student visits to clinic • Permission forms to administer medication 	<p>Konni Derreberry, Clinic Assistant derreberry@fultonschools.org</p>

<ul style="list-style-type: none"> • Book checkout • Book fair • School website • Book Fair • School device coordinator 	<p>Kelly Caudell, METI (Media Education Technology Instructor) caudell@fultonschools.org</p>
<ul style="list-style-type: none"> • Counseling Services/Small Groups • Student of the Month • Student Success Skills/SEL • Positive Behavioral Intervention & Supports (PBIS) 	<p>Jenise Greene, Counselor greenej@fultonschools.org</p> <p>Anne Woodworth, Counselor woodwortha@fultonschools.org</p>
<ul style="list-style-type: none"> • Classwork/homework • Recess • Schedule • Lost items • Instructional Strategies • Grades • Change of transportation • Response to Intervention/Multi-Tiered Support System (RTI/MTSS) interventions 	<p>Classroom teacher</p>
<ul style="list-style-type: none"> • TAG (Talented and Gifted Program) 	<p>Dr. Cynthia Henry, TAG teacher henrycy@fultonschools.org</p>
<ul style="list-style-type: none"> • Social Work services • Attendance concerns 	<p>Randi Downey, Social Worker downeyr@fultonschools.org</p>
<ul style="list-style-type: none"> • Speech Therapy 	<p>Leigh Carlisle/ Speech Therapist carlislel@fultonschools.org</p>
<ul style="list-style-type: none"> • Response to Intervention/Multi-Tiered Support System (RTI/MTSS) meetings, plans, etc. • Promotion/retention process 	<p>Hannah Stolberg, RTI/MTSS Support stolberg@fultonschools.org</p>
<ul style="list-style-type: none"> • Schedules • Substitute services • Discipline in school & on the bus • Hearing and vision screening • Standardized testing • Safety drills • Accessing grades and attendance online 	<p>Lauren Busing, Assistant Principal busing@fultonschools.org</p> <p>Sunny Wright, Assistant Principal WrightSunny@fultonschools.org</p>
<ul style="list-style-type: none"> • Student Achievement • Strategic Plan/School Governance Council (SGC) • Student and Family Handbook • Community Meetings • Overall operation of school and management • Personnel • Special requests 	<p>Lisa Garosi, Principal garosi@fultonschools.org</p>
<ul style="list-style-type: none"> • PTO Opportunities • Business partners 	<p>Cristina Allan, PTO President</p> <p>Megan Gentry, PTO President</p>

ARRIVALS-MORNING

The school day for students begins at 7:40 a.m. Students may enter the school building beginning at 7:10 a.m. Students should not arrive before that time unless they are participating in a school- sanctioned activity under the direct supervision of a teacher or administrator.

ATTENDANCE

Regular and punctual attendance is essential for school success. Students absent from school are deprived of valuable educational experiences. When we believe absences and/or tardies are becoming excessive, school personnel will contact you. If the problem is not resolved, our school social worker may intervene.

ABSENCES

cogburnattendance@fultonschools.org

For students in Fulton County Schools to learn and achieve, it is critical that they attend and engage in the learning process. Student absences impact a child's ability to succeed.

The Board supports enforcement of Georgia's Compulsory School Attendance Law which makes school attendance the responsibility of the parent and the student. Parents should avoid scheduling or arranging activities that require absences during the school day due to the detrimental impact on the student's access to, and progress in, their educational program. Any child in the state of Georgia subject to compulsory attendance who during the school calendar year has more than five (5) days of unexcused absences is considered truant (Georgia State Board of Education Rule 160-5-1-.10). Board Policy JD, Student Discipline, outlines consequences for failure to comply with this law. Please send all attendance notes to cogburnattendance@fultonschools.org and your child's teacher.

DEFINITIONS

Late Arrival – Any time a student arrives after the beginning of the instructional day (7:40am).

- Late arrivals follow the same rules for excused and unexcused as listed below
- Late arrivals follow the same rules for documentation, but have different thresholds (see below)

Early Checkout – Any time a student leaves school before the end of the instructional day (2:20 pm).

- Early Checkouts follow the same rules for excused and unexcused as listed below
- Early Checkouts follow the same rules for documentation, but have different thresholds (see below)

Tardy – Any time a student arrives after the beginning of a specific class period.

Excused Absences – A hold harmless absence that has been documented, and relates to one of the following circumstances in accordance with State Board of Education Rule 160-5-1.10 and Georgia State Code, O.C.G.A. 20-2-690.1:

- Personal illness or when attendance in school would be detrimental to the health of the student or others
- A serious illness in the student's immediate family necessitating absence from school [\[1\]](#)
- A death in the student's family necessitating absence from school
- Observance of religious holidays necessitating absence from school
- Compliance with a court order or an order issued by a governmental agency mandating an absence from school
- Visitation with an immediate family member who is on leave from or is being deployed to military service
- Important family events/celebrations for an immediate family member (graduation, wedding, religious ceremony, etc.)
- Compliance with an order for a pre-induction physical examination for service in the armed forces
- An absence for registering to vote or participating as an active voter in a local, state, or federal election
- A verified interview for college admission or a documented college visit
- A specialized, supplemental, or extracurricular program/event
- Other absences pre-approved by the principal [\[2\]](#)

Unexcused Absence – Any absence not accompanied with a note or documentation or any absence that does not relate to the circumstances listed above is considered unexcused. The following non-exhaustive list includes examples of unexcused absences [\[3\]](#):

- Bad weather
- Missing the school bus
- Car trouble
- Shopping
- Babysitting
- Oversleeping

In-School Suspension (ISS) – the removal of a student from his/her class for at least half of a school day by the principal or a designee and assignment to a location supervised by appropriate personnel in another room on the school premises. [\[4\]](#)

Out-of-School Suspension (OSS) – the removal of a student from his/her school for at least half of a school day by the principal or a designee and assignment to the student's home/residence. [\[5\]](#)

- Students who are assigned a suspension/expulsion for twenty (20) school days or less who are not participating in the alternative education program are permitted to make-up their work pursuant to the provisions of this policy.

Absences Recorded as Present:

- Per State Board of Education Rule 160-5-1-.10 and O.C.G.A. 20-2-692 & 20-2-292-2, students must be counted present under the following instances:
 - A student who is a Student Teen Election Participant (Maximum Two Days Per Year)
 - A student who is serving as a page in the Georgia General Assembly
 - A foster care student who attends court proceedings relating to the student's foster care
- Per Fulton County Schools, students must be counted as present under the following instances:
 - Students attending a school field trip or other school-sponsored event
 - Students participating in dual enrollment or virtual school classes [\[6\]](#)
- Students can substitute up to 5 absences per semester (a max of 10 per year) with a remote learning day by meeting the remote learning participation benchmarks (listed below). This would result in the student being counted as present for the day(s) they participate remotely.
 - For security reasons, students who are out of the country may not participate in remote learning.

Remote Learning Attendance:

Students must meet the following participation benchmarks [\[7\]](#) to receive credit for attending in a remote learning setting:

- Elementary School (Daily Attendance)
 - Participation in synchronous RELA and Math instruction remotely,
 - or, participates asynchronously as defined by the teacher
- Middle & High School (Period Attendance)
 - Must participate in at least over half of the school day to be given credit for attendance
 - Participation in synchronous instruction remotely,
 - or, participates asynchronously as defined by the teacher

To be considered absent but present, assigned work must be submitted within 2 days of absence. Students may not use a remote learning day on a summative assessment day.

Students can be designated as Assigned Remote by the district based on guidance from state/local health officials if they need to be placed in medical quarantine. The Assigned Remote designation is an excused absence and does not require any documentation from the student. Students may participate remotely during an Assigned Remote designation.

For security reasons, students who are out of the country may not participate in remote learning. Refer to Policy IFBGA for more information.

DOCUMENTATION AND THRESHOLDS

Documenting illness or the illness of family members:

- **After 3 consecutive absences**, late arrivals, or early checkouts, a doctor's note will be required.
- **After 7 cumulative absences and/or 10 cumulative late arrivals or early checkouts**, a doctor's note will be required for any subsequent illness-related absences, late arrivals or early checkouts.
- If there is an on-going medical circumstance that requires a student to be absent, late, or early checkout from school frequently or intermittently, a doctor's note will be required to address medical concerns and need for absences.
- In the event of a serious illness in the student's immediate family, schools may require students to present medical documentation regarding the family member upon return to school for validating the excused absence, tardy, or early checkout.

Excused Absence Allowances for a death in the family:

- Four days for immediate family (parent, sibling, grandparent, or anyone else living in the student's household)
- Two days for non-immediate family (any family member not included in the definition of immediate family)

Documentation Requirements

Documentation for any absence type must be provided within five days of returning to school for an absence to be excused.

Parents and/or guardians may send an email or handwritten note to the school to document a student absence. If needed, the principal or designee will verify the email address and the credibility of the email. The following must be included in all documentation:

- Student Name
- Student FCS ID Number (lunch number)
- Parent/Guardian Name
- Parent/Guardian Email & Phone Number

Excuses will be kept on file at the school for the duration of the student's enrollment.

Any student who accumulates seven or more days in a given school year for any reason, will be required to provide additional documentation (doctor's note, court order, etc.) for any subsequent absence, whether that absence be excused or unexcused. This excludes days accumulated during an Assigned Remote designation.

Student attendance records shall be corrected from unexcused to excused after proper documentation is provided.

Family Events and Pre-Approved Absences

Students/families must formally request for students to be absent for family events or other pre-approved absences. These requests should be made **five school days in advance** of the absence. Only the principal or assistant principal(s) can approve these absence requests. Please send a handwritten note or an email to both Kelly Parkman.

Before approving these requests, school administration should consider the student's complete attendance record including excused, unexcused, disciplinary, or other absence types. The school administration should also consider the student's academic standing before approving these absences.

SCHOOL PROTOCOLS (for Attendance)

Recording Attendance

Elementary School students' attendance shall be marked within the first hour of the instructional day.

If a student misses more than half of an instructional school day, they will be marked absent for the day.

Documenting Lost Instructional Time

- Ten late arrivals or early checkouts will result in a parent notification.
- Fifteen late arrivals or early checkouts will result in a referral to the school social worker.

Make-Up Work

Students should make every effort to complete any missing work in a timely manner.

Student must complete any make-up work at least ten (10) school days prior to the end of the grading period.

The student and/or parent/guardian must assume the responsibility for contacting the teacher about any missing work. If the work is satisfactory, no matter if the absence was excused or unexcused, full credit should be given.

Teachers should make every effort to ensure make-up work is standards-based and focused on learning objectives necessary and crucial to mastering the content. Teachers should work within their professional learning communities to determine the appropriate amount of make-up work to determine student mastery.

The following provisions should be considered when assigning make-up work:

- Textbooks or other instructional materials may be requested for the student's use during the period of absence and must be returned promptly when the student returns to school.
- Work missed during the last week of the grading period must be made up by the tenth school day of the next semester.
- Student assessments should be given in-person and not during remote days or pre-approved absences.

PARENT NOTIFICATION AND INVOLVEMENT

Each school is required to notify the parent, guardian or other person who has control or charge of the student when a student accrues the following:

- **Three consecutive unexcused absences without notification from parents**
- **Five cumulative unexcused absences**
- **Seven cumulative absences**
- **Ten late arrivals or early checkouts**

The communication should include, at a minimum, the importance of attending school and the total number of attendance records to date.

After two (2) reasonable attempts to notify the parent, guardian or other person who has charge of the student the school shall send a written notice via first class mail.

BIRTHDAYS

Student birthdays are recognized in many ways by individual teachers and are given special recognition by the school. Parents may send **store bought treats for the class**, such as cupcakes, cookies, or muffins, which are to be left at the front office and distributed in the classroom at the teacher's discretion and should not interrupt instructional time. The contents/ingredients must be on the label.

Please do not send sheet cakes, large cookies, or party favors or invitations to school to be distributed. All items need to be individually wrapped or pre-cut. **Party invitations cannot be distributed at school or contact information of classmates can not be distributed.** The school cafeteria provides the ability to purchase class treats for birthdays- please contact the cafeteria manager if interested.

TRANSPORTATION CHANGES

At the start of each school year, parents/guardians will notify the students' classroom teachers of the routine transportation their student uses for dismissal. If a student needs to change dismissal transportation to their assigned school bus or designated parent/guardian carpool, a note is required to be sent with the student in the morning to the teacher. Emails will not be accepted. Students can only ride the bus they are assigned to. In case of an emergency, please call the front office. Going home on a different bus is not permitted.

BUS TRANSPORTATION

Safe school transportation is considered an important part of the total educational program. Riding a school bus is a privilege contingent upon proper, courteous conduct. Students may be subject to disciplinary procedures when bus safety rules are violated. These may include assigned seats and/or suspension from riding the bus for one or more days. The following rules must be followed:

- Students are to behave appropriately on the bus and at the bus stop and follow the bus driver's directions.
- Students are expected to always display respectful behavior to one another and the driver. Bullying, teasing, horseplaying, play-fighting, name-calling, etc., will not be tolerated.
- Bus drivers have the authority to assign student seating on the bus.
- Students may not eat or drink on the bus.
- Students are to remain in their seats and always facing forward while the bus is in motion. Hands and feet are to be kept out of the aisle and inside bus window.

Call the North Transportation Department (470-254-2970) with questions or concerns regarding bus routes, times, and bus supervision.

BUS CHANGES

Students must ride only the bus they are assigned.

Also, students must get on and off the bus at their own stop only and not any other stop. **IN EMERGENCY SITUATIONS ONLY**, the principal or designee may grant bus changes. Parents must send a written request to an administrator. The method of transportation will not be altered without a written request. E-mail is not accepted. Temporary childcare changes are not considered an emergency. Families will have to arrange child care through an alternative mode of transportation.

CAR RIDERS

Each CWE family who wishes to carpool is required to sign up for a carpool number at the school front office. Remember, you must display the carpool tag that you received from CWE. (Homemade numbers will not be accepted.) Please adjust your time from home on rainy days when there is a higher volume of cars and wait time. We encourage you to allow your child to ride the bus if possible.

Morning carpool- Children are dropped off and picked up at the front of the school following the designated traffic pattern starting at 7:10 each morning and will end promptly at 7:40. Cars should form a single line in front of the school where they will stop for children to enter or exit the car.

It is expected for families to follow directions from staff and be courteous and respectful to staff, other vehicles and students.

- Children should not exit driver's side doors.
- Children may not be dropped off in the parking lot since they are not permitted to cross through the parking lot without an adult accompanying them.
- If your child should need assistance getting out of the car in the morning or if your child needs to unload items, please park and walk him/her across the parking lot. Cars cannot park in the pick-up or dismissal area along the front curb.
- Use slow speed at all times.
- Periodically the front parking lot will be closed beginning at 7:30 until 7:40 to ensure the safety of our students in carpool and the parking lot. In order to facilitate the unloading or loading of car riders, we ask that you pull all the way to the end of the walkway, as directed by duty personnel, before stopping to let your children in or out of your car.
- **Afternoon carpool** starts at 2:20 and ends at 2:40. Any student not picked up by 2:40 will be brought to the front office for parent pickup (identification is required). Excessive late pickups may result in a social worker referral. Also, we ask parents not to stand in the carpool area holding their numbers. Please stay in your car in the carpool line for dismissal.

CELL PHONE & SMART WATCH USE

A student shall not use, display, or turn on a cellular telephone or other personal electronic communication device (smart watch, etc.) on school property unless the device is being used in the classroom for educational purposes. Students who are found with such devices in the "on" position, in use, or displayed except as permitted above, shall have the device confiscated by the school administrator. If a phone is sent into school with a child, the phone should be stowed in the child's bookbag and powered off. This is outlined in the FCS student code of conduct *18f.II Prohibited Use of Personal Communication Devices (PCD) During School Day*.

CLINIC

Our clinic is not staffed or equipped for serious injury or illness. Our clinic assists students with minor illnesses and injuries. In an emergency, we will contact the parent and possibly EMS. We work within Fulton County Student Health Services guidelines in conjunction with our cluster nurses.

A student may be sent to the clinic for treatment of minor illnesses and injuries. If the student cannot be treated in the clinic, parents will be asked to pick up the student. In case of emergencies (difficulty breathing, excessive bleeding, and severe allergic reaction, etc.), local EMS will be called. Any student identified with a chronic illness, needs to have a health care plan on file in the clinic. This allows the school to provide better care for your child during school hours. It also allows the student to maintain a normal school environment. Please notify the clinic if your child has a chronic illness (asthma, diabetes, seizures, etc.).

To help reduce colds, flu, and other infectious diseases from spreading, please keep your child home when his or her fever is over 100 degrees. Remember, students are to be fever free (without medication) for 24 hours prior to returning to school.

COMPUTERS

An FCS laptop is assigned to all third-fifth grade students for school use; the computer is **not** provided for a student's personal use at home, on the bus, or at after school care. All kindergarten-second grade classrooms have ipads/laptops available for educational use as directed by the teacher. All students must adhere to the Fulton County Acceptable Use policy.

INTERNET USE

In order to ensure that the technology is used appropriately, and the equipment is treated with respect, students are required to adhere to the Technology Code of Ethics. The Internet offers vast, diverse, and unique resources, and can be a powerful tool to enhance the learning experiences of the students. Fulton County Schools have fire wall protection on all computers with Internet access. This is to greatly decrease access to unacceptable or inappropriate material with using Fulton County's Wi-Fi. All students participate in digital citizenship lessons each school year where technology expectations are taught.

CONFERENCES

Parent/teacher conferences are an integral part of reporting and monitoring pupil progress. The school and teachers are partners with you in the education of your children, therefore, it is important to share information regularly. A parent/teacher conference is scheduled for the first semester of the school year, and additional conferences may be scheduled as necessary. Please be mindful that teachers are responsible for their students from 7:10 a.m. until the last bus leaves. Please reach out to your teacher if you have any questions or concerns.

Therefore, they are not able to conference with parents during the school day, unless arrangements are made ahead of time.

CONTINUOUS ACHIEVEMENT

Continuous Achievement is a design for curriculum delivery in Fulton County elementary schools, which accommodates pace, subject content, and levels of achievement, allowing each student to progress at his/her own rate. Instruction in language arts and mathematics is presented in steps of sequential skills called levels. After a student acquires the skills of one level, he/she proceeds to the next level.

Students new to Fulton County are evaluated to determine their appropriate placement. Students may receive instruction on, advanced, or at the accelerated (one year above) placement level in reading/ELA. In Math, levels are on level, enhanced or accelerated. If you have any questions regarding your child's Continuous Achievement Level, please contact the Curriculum Support Teacher.

COUNSELING AND GUIDANCE

The school counselor works with children through classroom guidance, group and individual counseling. The counselor also serves as a resource person for teachers and acts as a liaison with outside agencies. Counselors assist parents in understanding children and in developing positive attitudes, techniques, and strategies essential for constructive child rearing.

DAY CARE RIDERS

Students riding day care vehicles will load near gym doors behind the school after dismissal. If a student is absent from school or will not be attending day care, the parent must notify the day care.

DISCIPLINE

The Cogburn Woods staff believes in a school environment in which students can learn and teachers are able to teach. Optimal learning takes place in an atmosphere of mutual respect, high expectations, encouragement, and positive motivation. Discipline is defined as a process of helping students understand what they have done that is inappropriate and learning how to correct the inappropriate behavior. Students are taught to take responsibility for their behavior and to accept the consequences for inappropriate behavior. Further, students should learn how to change/adjust behavior to guide themselves in the future. Student discipline is a joint responsibility of the school and home. Your support for good discipline enables the school to maintain a wholesome environment for learning.

Minor Offenses—Teachers deal with minor offenses as they occur during the instructional day.

They use interventions such as positive reinforcement, verbal reminders, parent conferences, time out, individual action plans, and referral to school counselor.

Major Offenses—Administrators deal with major offenses and chronic minor offenses. They use interventions such as administrative time out, parent conferences, out-of-school suspension, referrals to school counselor, and referrals to the Disciplinary Tribunal.

Discipline Plan Guidelines—You are requested to read and review discipline policies with your children and sign off electronically. The guidelines will be provided on our website and FC Schools website also.

Special Note: Georgia law requires school officials to report incidences of weapons being brought to school to law enforcement officials. To avoid any possibility of unintentional violations, do not allow your child to bring any item that resembles a weapon or may qualify as a weapon. This includes items such as steak knives, pocketknives, mock weapons, replicas, tools, or toys. If you have any questions regarding weapons, please contact an administrator for further clarification

DRESS CODE

Students are expected to groom themselves in such a way as to reflect neatness, cleanliness, and good taste. The principal or other authorized school official shall determine whether any attire results in violation of the intent of this rule. Per FCBOE Policy,

- No short-shorts or mini-skirts are to be worn.
- No hats are to be worn during school hours. This applies to both male and female students.
- No bare midriffs, spaghetti strap tank tops, ripped t-shirts, or see-through clothing is to be worn.
- All T-shirts must be in good taste. No suggestive wording, illustrations, or advertisements for alcoholic beverages will be allowed.

Teachers will be accountable for the dress code standard being followed by the students and will report any infractions to the office.

EMERGENCY SCHOOL CLOSING

If school must be closed due to inclement weather, the most up-to-date information will be provided on local radio and TV stations. Please do not contact or come to the school. School telephones and personnel will be used to follow emergency procedures to ensure the children's safety. Cogburn Woods has developed a detailed emergency evacuation plan, which will be annually reviewed, updated, and practiced. In case of an emergency requiring the evacuation of the building, students would be relocated to an off-site location.

EMERGENCY INFORMATION

It is especially important to update student information and telephone numbers. Current and accurate information will enable us to contact you. If your contact information changes during the school year, contact the school immediately. The front office will provide information to have it changed.

EQUAL OPPORTUNITY

It is the policy of the Fulton County School System not to discriminate based on race, color, sex, religion, national origin, age, or disability in any employment practices, educational program, or any other program, activity, or service.

EXCEPTIONAL CHILDREN SERVICES

Special Education Services are available for students with learning disabilities and/or other exceptionalities that meet the eligibility criteria set by the Georgia Department of Education and IDEA. Eligibility is based on multiple criteria after determining that the student's needs are severely impacting their ability to be successful in the classroom and after interventions through the multi-tiered support system have not proven to improve the student's ability to make adequate yearly progress. Our special education teachers provide specially designed instruction with weekly progress monitoring to ensure that our students with exceptionalities can access the curriculum and make progress academically, socially and developmentally at a similar rate as their peers.

Only students who qualify for special education services per state criteria and have completed the eligibility process will receive special education services. For more information about the eligibility process, please contact the instructional support teacher.

Talented and Gifted services are available to students who are intellectually gifted and meet Fulton County guidelines. Children who meet multiple criteria requirements on standardized tests of ability, achievement, creativity, and motivation are eligible and will be screened by the school system. Initial screening is completed by the classroom teacher. Students must demonstrate outstanding characteristics and behaviors in five of the ten categories on the screening instrument AND have supporting data gathered from test history, grades, products, and/or continuous achievement. The eligibility team meets several times throughout the school year.

FIELD TRIPS

Field trips are planned to supplement, complement, and enrich the curriculum. In an effort to ensure student safety, transportation is provided by Fulton County school buses. A donation may be requested to help pay for the trip. No child will be denied permission to attend field trips due to inability to pay; however, every child must have written permission from a parent or legal guardian before he/she can go on a field trip.

FOOD SERVICES

Nutritious, well-balanced meals are served in our cafeteria. Breakfast is served from 7:10 a.m. until 7:35 a.m. for those who wish to participate.

For lunch there is a choice of entrée, hot sandwich, sack lunch, or salad plate. The cafeteria offers four different fruit and vegetable options daily.

A monthly menu can be found on the Fulton County website. Meals may be purchased daily or prepaid. Any amount of money may be prepaid and put in a student's account at any time. Checks should be made payable to Cogburn Woods School Cafeteria, and the student's name should appear on the check in the space marked "For."

Meals may be charged in an emergency only; however, charges must be paid the following day. No more than three charges can be allowed. If there are more than three food charges, a cheese sandwich will be offered. Charges are not allowed for juice and extra milk or any extra food. No charges will be allowed during the last two weeks of school.

We encourage nutritious lunches; therefore, sodas, canned drinks, candy, etc. are not appropriate.

After Labor Day, you may eat breakfast or lunch with your children. A specific visitor's table will be available for parents who wish to have lunch with their child. Occasionally this option is unavailable due to special events happening in the school. Such days will be communicated through the Cougar Chronicle.

When having lunch at school, please follow our "Greet and Good-bye" procedures. Check in at the office and obtain a visitor badge. Enter through the main doors as the cafeteria doors will be locked throughout the day, and visitors will not be allowed to enter there. "Greet" your child at the cafeteria and say "good-bye" at the cafeteria door. In no case are visitors to go to the classroom to wait for the child or return to the classroom after lunch unless prearranged with the teacher. This constitutes an interruption to the instructional day of all students in the class.

For more information, visit: www.fultonschools.org, 'Students and Parents' tab, Nutrition

GRADING

Grading practices will be shared by the teacher and will be aligned to Fulton County School policy. General information is shared below.

Grading Scale K-2	Grading Scale 3-5	Grading Weights	Grading Minimums
EM-Exceeding Mastery (90-100)	A-90 and above	45%-Major Category	Math and Lang Arts, a minimum # of 8 grades per 9 weeks: 2 major, 3 minor, 3 practice.
M-Mastering (80-89)	B-80-89	40%-Minor Category	Science and Social Studies, a minimum # of 5 per 9 weeks: 1 major, 2 minor, 2 practice.
AM-Approaching Mastery (70-79)	C-70-79	15%-Practice Category	Art, PE, Health, & Music, etc., a minimum # of 4 grades per 9 weeks: 1 major, 1 minor, 2 practice.
NYM-Not Yet Demonstrating Mastery (69 and below)	F-69 and below		
NG-No Grade	NG-No Grade		

HOMEWORK

Some home study is a necessary part of each student's educational program to reinforce skills taught in the classroom, increase student success, develop student responsibility, and provide opportunity for parent involvement. Please contact your child's teacher if you have any questions or concerns regarding homework.

It is always challenging to set homework times as students' complete assignments at different rates, however as a general guide, students should complete an amount of homework roughly equal to their grade level times ten minutes (example: in third grade, students should have roughly 30 minutes of homework on any given night). If your child is working well beyond this amount, you may sign your child's assignment with the time spent working and your child's teacher will accept the assignment as complete.

LOST AND FOUND

Parents and students are encouraged to check regularly for lost items in the Lost and Found area. We strongly encourage you to clearly label all student belongings with the child's name. Boxes of unclaimed items are donated quarterly to local charities.

LEARNING COMMONS

The Learning Commons (Media Center) is equipped with a carefully selected collection of books and other resources. A trained, certified media specialist (METI) and media paraprofessional will work with children on an individual, small group, or whole class basis to instruct students to support standards. Kindergarten and first grade students may check out 1 book for 2 weeks; grades 2-3 may check out 2 books for 2 weeks, and grades 4-5 may check out 3 books for two weeks. Lost or damaged beyond repair books must be paid for within 30 days. You are encouraged to visit the learning commons and volunteer during the school day.

MEDICATION

If possible, all medication should be taken at home rather than at school. However, if medications must be taken at school to allow a student to attend, authorization and instruction forms entitled "Authorization to Give Medication at School, Prescription and Non-Prescription Medication" must be completed. The medicine, in the original container along with the instructions and authorization form, must be delivered by a guardian to the school clinic for storage. Under no circumstances should medication, prescription or non-prescription, be kept by a student or shown to other students.

PARKING

All parents and visitors must park in the designated parking lots of the building in lined spaces. The curbs around the school are fire lanes and must be always kept clear. Handicapped spaces must be reserved for persons with a disability parking permit. Cogburn Woods is not responsible for any tickets issued to visitors.

PARTIES

Two classroom parties are provided for students by PTO room parents—Winter and Spring.

PBIS

Cogburn Woods Cougars are Respectful, Responsible, and Safe! Cogburn Woods is thrilled about our positive behavior intervention and support system, also known as PBIS. We believe in a school climate that is predictable and conducive to social and academic growth. Cogburn Woods has adopted the following mission statement:

"At Cogburn Woods Elementary School, a system of school-wide positive behavior supports will create a climate of cooperation, academic excellence, and social-emotional competence. Through explicit modeling of behavior expectations, students and staff will be respectful, responsible, and safe."

PBIS is a prevention process that allows administration, teachers, parents, and staff to use common expectations, language, and supports to help our students succeed. In the classrooms you will notice our behavior matrix that outlines these expectations—

Be Respectful, Be Responsible, and Be Safe. A voice level chart is also displayed in our hallways to show the appropriate voice levels in different areas of the building. All staff members are also using the PBIS Rewards app to monitor student success and understanding of our expectations. Make sure you follow us on twitter at #CogburnCares!

SCHOOL RECORDS

Parents or legal guardians have the right to examine the student's records and to have them explained. Principals, counselors, teachers, and other authorized personnel who have responsibility for supervising, instructing, or helping a student will have access to a student's records. No third-party releases will occur without written permission from the parent.

SCHOOL GOVERNANCE COUNCIL (SGC)

Fulton County Schools became a charter system in July 2012 to increase student achievement and to improve organizational effectiveness and efficiency. A key component of the charter system is the establishment of the SGC at each school. Our SGC works with school leadership and the community to help determine the long-term direction of the school, design innovative solutions to increase student achievement, and serve as school ambassadors to the local community.

STUDENT ACCIDENT INSURANCE

Fulton County Board of Education must operate under the umbrella of Sovereign Immunity.

Due to Sovereign Immunity, Fulton County Schools cannot indemnify any injury to a student. If no other medical and/or dental coverage is in place, the Student Insurance is the only source of payment for injuries occurring to a student. Therefore, we highly recommend that you purchase student insurance if your child is not covered on your insurance coverage.

TELEPHONE USE

Students may use the office telephone. Phone use by students is discouraged and will be limited to important issues that cannot be addressed before or after school. We ask you to help us by ensuring your children are prepared for school and understand after-school arrangements before leaving home.

TEXTBOOKS

Textbooks, print or online, are furnished to all students. Students are expected to take care of all books and online credentials. Textbooks are to be returned undamaged at the end of the year or before they withdraw from school. If a textbook is lost or damaged, we will ask you to pay for the cost of the book. Textbooks can also be accessed online through Classlink.

VISITATION

For the protection of our children, all visitors to the school are required to sign in and show proper identification at the office and wear a "VISITOR" badge at all times while in the building. Visitors are to enter the building at the main office door. In order to avoid unnecessary interruption of instructional time, the office staff will deliver articles and messages to classrooms.

VOLUNTEERING

We appreciate your time and service, however, younger siblings and or friends need to remain at home during your volunteer visits.

How do I become a volunteer?

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1. Register at the [Fulton County Schools Volunteer Page](#).
2. Complete the mandatory online training.
3. Complete the volunteer application.
4. Please allow 48 hours for your application to be processed before you visit a school to volunteer.
5. When you arrive at a school for your first volunteer assignment, please present your government identification (i.e. driver's license, state issued ID cards, Mexican consular cards, green cards, military ID) to verify your identity.

For questions regarding the volunteer application process please call 470-254-7159.

WITHDRAWAL PROCEDURE

You should notify the teacher and data clerk at least one week before your child is withdrawn from school. All textbooks, library books, and school-owned technology need to be returned and lunch fees paid before withdrawal.

In the Know @ Cogburn Woods

E-mails and Apps:

School Administration:

The Cougar Chronicle is emailed weekly to all parents & guardians. Check weekly for events, dates, and information.

Principal Lisa Garosi and Assistant Principals Lauren Busing & Sunny Wright:

Parent information emails are send as needed to all parents and guardians.

Classroom Information:

Cogburn teachers use the Talking Points platform to communicate important information about their classrooms. Check with your teachers to be added to your students' classroom communications.

Parent Teacher Organization (CWE PTO)

Uses Membership Toolkit (MTK) for our directory, online sales, volunteer sign ups and calendar. If you want to know about PTO and how to participate, opt-in through your MTK account!

<http://cwepto.membershiptoolkit.com>

Social Media

Facebook

Cogburn Woods Elemetnary School PTO

Facebook.com/cwespto

Instagram

@cwepto

Twitter

@lisagarosi

@cogburnwoodses

@cogburnwoodspto

@fultoncoschools

Also: check with your students' teacher for their twitter handle!

Websites

School:

www.fultonschools.org/cogburnwoodses

***Full of helpful information including the school calendar and quick links to:**

- *Campus Portal
- *Bus Information
- *Cafeteria Menu
- *School Supply List
- *Classlink

Fulton County Schools

www.fultonschools.org