



**Cartersville Primary School  
200 Carter Grove Boulevard  
Cartersville, GA 30120**

**Phone 770-382-1733**

**[www.cartersvilleschools.org/cps](http://www.cartersvilleschools.org/cps)**

Parents and Community Stakeholders,

On behalf of the faculty and staff at CPS and with great Canes' pride, we are prepared to welcome you to the 24-25 school year! As we move into this new and exciting school year, the Cartersville community has never been stronger, and together I know we will work even harder to support the physical, emotional, and intellectual well-being of our students.

First, thank you for choosing Cartersville Primary School—you have truly made the best decision for your child! Our school serves PreK through third grade and enrolls approximately 1500 students annually. Our brand-new facility is home to an extraordinary faculty and staff, and we are equipped to provide students with engaging, cutting-edge technology at all levels. Additionally, CPS is strongly aligned with the CES experience, and provides a well-balanced assortment of extracurricular experiences that prepare our students for the next level!

It would be too easy to explain what makes CPS such a sensational place to learn and grow—climate, community feedback and quality of instruction are only the beginning of your child's experience. People are the heart of our community, and as your school of choice, we value trust, transparency and strong relationships. For returning parents, welcome back! For new parents, welcome to our family! And for parents exploring their options, come visit us—we want to meet you, we want to engage with you, and we want to support you. The 24-25 school year is going to be special and from our family to yours: Go CANES!

With great appreciation for all our stakeholders,

<b>David Jaye</b>	<b>Caleb Freeman</b>	<b>Bree Nelson</b>	<b>Tara Peters</b>
<i>Principal</i>	<i>Assistant Principal</i>	<i>Assistant Principal</i>	<i>Assistant Principal</i>

## Attendance Procedures

In order to receive maximum benefit from instructional activities, students are expected to be in school each day on time unless excused as provided by Georgia law.

To be considered **present**, a student must be in attendance for at least 4 hours of the school day. Students that do not meet this requirement will be **absent** for the day.

A student is **tardy** when the student is not in the classroom ready to learn when the school day begins.

A **check-out** occurs when a student leaves school before the end of the school day.

The following constitute legally **excused absences, tardies, or checkouts** from school, with proper documentation:

1. *Personal illness.*
2. *A serious illness or death in a student's immediate family.*
3. *Religious holidays that require absence from school.*
4. *Pre-induction physical examinations for military service.*
5. *Court order, court subpoena or other required court appearance.*
6. *Voter registration.*
7. *Visitation with a parent or legal guardian in the armed services who is called to duty or is on leave from overseas deployment in accordance with O.C.G.A. § 20-2-692.1.*
8. *Conditions rendering school attendance impossible or hazardous to student's health or safety.*
9. *Any other absence not explicitly defined herein but deemed by the school board to be excused based on circumstances.*

An absence, tardy, or check-out for any other reason is **unexcused**. For example, family vacations, traffic, missing the bus, oversleeping, car trouble, personal convenience, or family emergencies without proper documentation are not valid reasons for absences, tardies or check-outs.

Three (3) unexcused tardies, three (3) unexcused check-outs, or any combination of the two shall constitute one (1) unexcused absence.

**Very Important – Please Review Carefully!!!!**

**If a student has more than five (5) unexcused absences in a school year, the parents are subject to the following penalties under Georgia’s Compulsory Attendance Law:**

- *A fine between \$25 and \$100 for each unexcused absence over five (5);*
- *up to 30 days of jail time for each unexcused absence over five (5);*
- *community service; or*
- *any combination of these penalties*

**Documentation:** In order for an absence, tardy or check-out to be excused, proper documentation must be submitted promptly and no more than three (3) days after the student returns to school. An example of proper documentation is a doctor note, dentist note, court order or subpoena, or an obituary.

**Parent Notes:** A parent may submit parent notes to explain up to four (4) days of student absences each semester. Whether the absence is excused or unexcused will be determined based on this Attendance Procedure. If the student is out for more than two (2) consecutive days due to illness, a medical excuse will be required. All parent notes must be submitted promptly, no more than three (3) days after the student returns to school.

**Family Vacations:** Family vacations are not excused absences based upon State Board of Education Rules.

**Service as Page of the General Assembly:** A student who serves as a Page of the General Assembly shall be counted present and not absent on the day of service.

**Children in Foster Care:** A student who attends court proceedings related to his or her foster care shall be counted present and not absent for any day or portion of the day missed from school.

**Field Trips or Other Activities:** A student who is participating in a school approved field trip, school approved event, or school approved program shall be counted present and not absent for any day or portion of the day missed from school.

**Custodians and Guardians:** In this Attendance Procedure, the word “parent” shall also include legal custodians, guardians, or anyone else who has control or charge of a child.

**Notification of Absences:** When a student has three (3) unexcused absences for any reason, and again when a student has five (5) unexcused absences for any reason, the school will make reasonable attempts to notify the parents. This notification may include notification by first class mail or telephone contact.

**Consequences of More Than Five (5) Unexcused Absences:** If a student has more than five (5) unexcused absences, the parent and/or student may be required to attend an Attendance Support Team meeting. The parent and/or student may also be subject to referrals to the School Social Worker, Juvenile Court, Magistrate Court and/or the Department of Family and Children Services for truancy and/or educational neglect.

**Acknowledgement of Receipt:** All students 10 years or older by September 1 and all parents shall sign the Acknowledgement Form at the end of this handbook which verifies that they have received a copy of this Attendance Procedure and are aware of the possible consequences and penalties for violating the Georgia Compulsory Attendance Law.

**For Additional Information:** If you have any questions about the Attendance Procedures, please contact your student's school. You may also review O.C.G.A. § 20-2-690.1 through O.C.G.A. § 20-2-694, Georgia State Board of Education Rule 160-5-1-.10, and the Attendance Protocol adopted by the Cartersville-Bartow County Student Attendance Protocol Committee.

### **SCHOOL SOCIAL SERVICES**

Cartersville City School System is dedicated to the goal of helping every student experience success in the school setting. In keeping with this goal, the school social workers provide non-instructional services to students and their families. The primary role of the School Social Workers is to enhance the district's ability to meet its academic mission by serving as a liaison between the school, the home, and the community. Parents are encouraged to assume an active role in their child's education.

The School Social Workers are available to meet with parents and students within the school or at home to provide support, crisis intervention counseling and referral services. The School Social Workers collaborate with all concerned parties to determine the cause of school-related problems and assist in meeting the student and parent needs.

The school social workers are the designated persons to enforce the Compulsory School Attendance Law. The Cartersville City Schools firmly believe that school attendance and performance are closely related. It is extremely important that your children come to school every day. The School Social Workers can also be contacted for child needs such as dental/medical care, eyeglasses, shoes, clothing, food and shelter.

### **MORNING CARPOOL INFORMATION**

The school hours at Cartersville Primary School are from **7:00 a.m. until 2:20 p.m.** All carpool students should be dropped off at designated carpool areas between 7:00 and 7:30 am. Designated areas mean: Pre-K, Kindergarten, and older siblings of these two grades are to be dropped off at the Pre-K/Kindergarten entrance. 1<sup>st</sup> through 3<sup>rd</sup> grade students are to be dropped off at the main entrance. **NO PARKING is allowed to walk students in or to the front doors.** Exceptions to this rule include: parents who need to do a nurse visit/medicine drop off, make a change of transportation or address, or attend a Character Breakfast or scheduled meetings with a staff member. **A golf cart must go through the regular car line.** **Children must not be dropped off prior to 7:00 a.m.** We encourage parents and guardians to have students on time to school. We begin morning routines and instructional activities in the classroom beginning at 7:35 AM.

### **LATE ARRIVALS**

**Students arriving after 7:30 a.m. will be counted tardy, and for school safety reasons must be signed in by the parent.** Pre-K and Kindergarten students (along with older siblings) will check-in to Pre-K/Kindergarten office. 1<sup>st</sup> – 3<sup>rd</sup> grade will check in to the main front office. The office will issue a tardy slip. Please be advised that when children are late, it disrupts the class, it interferes with learning, and it is often difficult for a child to settle into the daily routine. A referral to the School Social Worker will be made when a pattern of tardiness develops. Please refer to the school (**Attendance Procedures**) included in this handbook.

### **EARLY PICK-UP**

Pre-K and Kindergarten students (along with older siblings) will check-out at the Pre-K/Kindergarten office. 1<sup>st</sup> – 3<sup>rd</sup> grade will check out at the main front office. Early check-outs should be done only when absolutely necessary. It is important for your child to be here all day every day if at all possible. Please note that unexcused early dismissals will count towards truancy.

It is our policy to release children ONLY to a parent or guardian unless otherwise notified by the parent in writing. Parents needing to pick up their child prior to the regular dismissal time must report to the designated office (depending on grade level) to sign out their child. Children will be called to the office. Parents/guardian and any other individual authorized to pick up your child must be prepared to show a picture ID. **In order to ensure the safety and security of the children at CPS, early dismissal for students will be stopped each day at 1:30 pm.**

**After this time, we will not accept any transportation changes, and all students will continue with their scheduled route of dismissal.**

Parents must not take a child off a bus while it is loading. Please come to the office and let us help you reach your child. Again, any child leaving early for any reason must be signed out in the office.

#### **AFTERNOON CARPOOL INFORMATION**

Please view the carpool map for grade level pick-up areas. Afternoon carpool begins at 2:15 and ends by 2:40 pm. After 2:40 pm, a phone call will be made to the parents and students will be placed in the office or after school. All car riders must be registered and have a school issued car tag hanging from the car's rear-view mirror during dismissal. Please remain in your vehicle at all times. Your child will be called once we begin dismissal and school staff will walk students to the appropriate car. All students will be issued two car tags at the beginning of the school year. If you misplace or lose your tag you will need to contact the front office or your child's teacher and request a replacement tag. Students will not be released to vehicles which do not have the appropriate car tag.

Pre-K, Kindergarten, and older siblings will be picked up at the PreK and K entrance. 1<sup>st</sup> through 3<sup>rd</sup> graders who do NOT have younger siblings will pick up at the main front entrance.

#### **AFTERNOON VAN RIDER/AFTER SCHOOL CARE PROCEDURES**

Students who attend after school care or ride daycare vans will dismiss to the cafeteria at their designated times. Van rider students will be loaded on vans by staff, and ASP students will await instructions from their ASP teachers.

#### **CHANGE OF TRANSPORTATION**

Parents must make certain their child and their child's teacher understand how he/she will get home from school each day. The parent must send a note if there is a change from the normal procedure. **Without a note, we must send your child home the usual way at the end of the day.** For your child's safety, transportation changes will not be made over the phone, e-mail or FAX. In an emergency, a parent or someone on the pick-up list must bring to the school office, in writing, a note for a dismissal change. The note must state the reason for the change and the name, address, and phone number of the adult who will pick up the student or meet the bus.

### **LACK OF SUPERVISION**

The following guidelines shall be used in determining the level of neglect that exist when children are left alone without supervision as set for the by the Bartow County DFCS. At what age can a child be left alone . . . see below:

- *Children 8 or younger shall never be left alone.*
- *Children between the ages of 9 and 12, based on their level of maturity, may be left alone for brief periods of time. Brief is defined as less than two hours.*
- *Children 13 and older, who are at an adequate level of maturity, may be left alone and may perform the role of babysitter as authorized by the parent / caretaker.*

School board policy states that parents of students in Grade 2 and below must have an adult or responsible individual of at least thirteen (13) years of age present at the bus stop to receive them. It is NOT the responsibility of the school to ensure that someone is present to care of the child. If a student is brought back to the school, he/she will be placed in the after-school care program at a cost of \$10 per day plus a one-time family registration fee of \$10.

### **BUS RETURN PROCEDURES**

- *If your child has been returned to school **5 times** during a semester, your child will be suspended from afternoon transportation for **3 days**.*
- *If your child has been returned to school **6-9 times** during a semester, your child will be suspended from afternoon transportation for **5 days**.*
- *If your child has been returned to school **10 times** during a semester, your child will be suspended from afternoon transportation for the **remainder of the semester**.*

### **CHANGE OF ADDRESS**

Parents must supply the school with a current street address. For each change of address during the school year, parents must provide the school with two proofs of residency. Please refer to the district website for approved proofs of residency.

### **CURRENT PHONE NUMBER**

Parents must supply the school with current working phone numbers, (home/work/emergency) in case a situation arises at school in which the parent must be contacted. These numbers are kept confidential.



## **PARKING**

**Please observe all signage for appropriate parking areas. There is no parent parking, drop-off, or pick-up in the bus area.** Observe the speed limits and stop at crosswalks when children are at the curb, as well as when children are crossing.

Parking lots are located at both entrances for parents, visitors, and staff. Handicapped parking is available and marked in both lots as well. **A student resource officer will be on campus full time.**

## **VISITORS**

**All school visitors must report to the appropriate office immediately upon entering the building and sign in. Parents are considered visitors.** Under no circumstances are parents to go beyond the offices without first signing through Lobby Guard. A picture ID is required for sign in purposes. This is for the protection and safety of all students. Once you sign in, you will receive a visitor's pass. This must be worn while in the building. To minimize instructional interruptions, classroom visits must be by appointment only.

## **CAFTERIA VISITORS**

We welcome CPS families to visit the school during their child's scheduled 30-minute lunch time. **However, while we are teaching our students rituals and routines of lunchroom behaviors, we ask for no lunch visitors until after Labor Day.** After Labor Day, visitors may come to lunch Monday through Thursday. No visitors or outside food deliveries on Fridays, please! All lunch visitors are to sign in through the Main front office. **No birthday goodies or treats should be brought to lunch.**

## **SCHOOL FOOD SERVICE PROGRAM**

For the 2024-25 school year, the meals at CPS will be the following costs: Breakfast - \$1.50 and Lunch - \$2.50. The Cartersville City Schools application for free and reduced-priced meals is available on our website and will be available to sign up at open house. **Families that are eligible for free or reduced-price meals must apply to receive them.**

## **CLASSROOM PARTIES AND BIRTHDAY RECOGNITION**

Throughout the school year, we have several scheduled party events. These include the Character Day Parade, Winter Holiday party, and the End of the Year

party. **Due to certain student allergies, any outside treats must be store bought and contain an ingredients label.**

Monthly birthday recognition will be coordinated through the classroom teacher and room parent. This will be held the last week of the month to recognize birthday students. Due to this recognition lasting just a short time in the middle of the instructional day, we ask that parents refrain from attending. **No birthday goodies or treats should be brought to lunch.**

### **COUNSELORS**

Our School Counselors are available to students, parents and staff. Referrals for the counselor to visit with students can come from parents, teachers or students. The School Counselors also provide lessons in each class focusing on the monthly character words and lessons that address American School Counseling standards; Social/Emotional Learning, Being Successful Learners and Career Exploration.

You are welcome to contact the School Counselors at:

Emily Plaisted [eplaisted@cartersvilleschools.org](mailto:eplaisted@cartersvilleschools.org)

Rachel Fisher [rfisher@cartersvilleschools.org](mailto:rfisher@cartersvilleschools.org)

Karen Crawford [kcrawford@cartersvilleschools.org](mailto:kcrawford@cartersvilleschools.org)

You can find out more about the School Counselors at the school website:

[www.cartersvilleschools.org](http://www.cartersvilleschools.org)

### **DRESS CODE**

Clothing and dyed bright hair colors which interrupts, interferes with, or detracts from the learning environment/normal school day is prohibited. All clothing must be worn in the manner in which it was intended.

**Students are not permitted to use an electronic communication device (cell phones or smart watch) during school hours.**

### **MEDICATION GIVEN AT SCHOOL**

Dear Parents or Guardians:

To ensure the safety of all students in our school, the following guidelines should be followed when medications are to be sent to the school.

All medications (prescription and non-prescription) must be taken directly to the clinic for safe storage. Students cannot keep any medication with them in their pockets, purses, book bags, etc.

1. All medications, both prescription and over the counter, must be brought to the school by the parent or guardian. Parent/Guardian must fill out a **Request for Medication Administration** form or a note of permission, which is dated and has complete directions (including time, dose, and name of medication).
2. All medications must be in **the ORIGINAL CONTAINER**. Prescription medications must be in the labeled prescription bottle. Medications stored in envelopes, baggies, etc. **WILL NOT** be administered.
3. Administration of prescription and over the counter medicine (even for a short period of time) is discouraged. Parents should check with their physician regarding the need for medications to be administered during school hours. Medication prescribed for three times daily often can be given before school, after school and at bedtime.

If you have questions, please feel free to call the school nurse at 770-382-1733, during school hours.

Thank you for your assistance.

Jessica Caverly, RN

Maegan Shaw

### **CHILD CUSTODY**

Parents/guardians must indicate who can/cannot pick their child up from school. Official copies of custody papers must be on file in the office in those instances where one parent may not have legal permission to pick up or see a child at school. It is the parent's responsibility to update/notify the school office of any changes in custody that may occur during the school year.

### **GIFTED STUDENTS**

The Board recognizes that there are identifiable students enrolled in the school system who demonstrate a high degree of intellectual, creative and/or artistic ability; possess exceptional leadership skills; or who excel in specific academic disciplines and who have exceptional learning needs.

The Board shall provide gifted education services to students who have been identified as intellectually gifted as defined by Georgia Board of Education rules in grades 1-12. The gifted program shall be staffed by highly qualified, certified gifted teachers.

A student may be referred for consideration for gifted services by teachers, counselors, administrators, parents, guardians, self, or other individuals with knowledge of the student's abilities. In addition, teachers of gifted students shall review all standardized achievement and state assessment data annually as an automatic referral process.

Students shall be tested and accepted into the gifted program based upon Georgia Department of Education guidelines and shall be placed only upon written parental consent. Students eligible for gifted services in other Georgia schools are automatically eligible to receive services in the Cartersville City School System upon receipt of appropriate records.

Curricula shall be developed for gifted students that incorporate the state approved student competencies and standards. Curriculum objectives shall focus on developing academic skills using differentiated instructional strategies in one or more of the following content areas: mathematics, science, language arts, social studies, foreign language, and fine arts.

Students identified as gifted and whose participation in the gifted program has received parental consent shall receive a minimum of five segments per week of gifted education services.

The Superintendent is directed to operate, in accordance with state guidelines, programs for gifted students in grades 1-12. The system will establish procedural guidelines to carry out the intent of this policy and the program.

### **PARENT-TEACHER CONFERENCES**

A conference with your child's teacher is your best means of learning how your child is performing in school.

Pre-K specific – Per Bright from the Start state regulations, a minimum of two family/teacher conferences will be offered to families during the school year.

Kindergarten through 3<sup>rd</sup> grade specific - Teachers will request a conference by the end of the 2<sup>nd</sup> nine weeks to discuss report cards and student progress. If parents are continually unable to come to school conferences, the school counselor will provide assistance. Students who are enrolled for 4 and 1/2 weeks of any grading period are entitled to receive a report card. Requests may be made for additional conferences by the parent by sending a note or email to the teacher. The first scheduled conference is to go over the report card. It is extremely important that you make every effort to attend these conferences.

**We ask that you do not drop in unannounced for a conference.** We consider the first 4 and 1/2 weeks of the school year as an adjustment period for children. The teacher will use this time to assess the readiness skills for subject areas taught.

### **FIELD TRIPS**

Students attending school-sponsored trips must have written permission from their parents or guardians before going on the trips. Students are expected to conduct themselves in an acceptable manner while on the trip. Siblings are NOT allowed on school field trips. Siblings interfere with and detract from the educational value of the field trip designed for the class and Cartersville Primary students. Parents are also asked not to send extra money for souvenirs.

### **SCHOOL EMERGENCY PREPAREDNESS PLAN**

In the event of a crisis situation such as a tornado, chemical spill, etc. specific set procedures shall be followed. Students will be kept at school or the emergency evacuation site until the crisis/lockdown is determined to be over. Students **will not** be released during a lockdown. At the conclusion of the crisis/lockdown, students will be released to parents who come to get them. Do not phone the school and tie up lines needed for emergency use. When a person other the parent comes to get a student, school personnel will first check the student record and then a record will be kept of the person who picked up the student. If there is any doubt the parents want the student released, the student will be kept at school. The school is one of the safest places that students may be located during most crises or natural disasters.

### **GRADING AND REPORTING PROCEDURES**

Pre-K reports grades through the WSO (work sampling online) platform. It is an assessment completed in the classroom by the teacher as children engage in daily routines. Students growth/progress is checked regularly, and parents will receive copies of these reports (Narrative Summaries) twice a year. These reports

are based on GELDS (Georgia Early Learning Development Standards) and results are shared at conferences.

Grades K-2nd report student performance using a standards-based report card. The purpose of a standards-based report card is to communicate progress relative to specific end-of-year grade level learning standards. The progress is reported as: **Mastery of Standard (4), Progressing toward meeting the Standard (3), Progressing with additional support (2), and Little to no progress toward meeting standard(s) (1).**

As you review the progress indicators on the report card, you may notice that many standards at the beginning of the year have not yet reached a **Meets Standard (4)** level. Many students receive a **Progressing (3) or Progressing with additional support (2)** in the first three grading terms showing that your student is on track towards meeting the standard, however their work has not yet shown consistency, evidence of independence, or mastery of the entire standard. Mastery of the standard, which is **Meets Standards (4)** is an end of the year expectation. These standards will continue to be an anchor of instruction as students move from one grade level to another. This will allow your student the opportunity to continue their progression from year to year in regard to meeting each standard in the Georgia Standards of Excellence.

3<sup>rd</sup> grade reporting is based on a numerical based system and students will receive an A (a numerical grade 90-100), a B (numerical grade 80-89), a C (numerical grade 70-79), and an F (numerical grade below 70). These grades are also reported four times a year on a school report card.

All teachers in the same grade level work and plan together to ensure common tasks and assessments are provided to all students throughout the grade level. This occurs through weekly collaboration team meetings in all grades PreK through 3<sup>rd</sup> grade.

### **PROMOTION/RETENTION/PLACEMENT OF STUDENTS**

Teachers have the complete responsibility and authority to assign grades to each student based upon work done in the class or subject area and assessments given to measure mastery and understanding of content. Administrators and support personnel cannot change a student's grade as assigned by a teacher.

Similarly, the school principal has the final responsibility and authority to determine the promotion/retention/placement decisions regarding each student.

Such decisions are based upon criteria established by the school. The Central Office, School Board, Superintendent, nor his/her staff have any authority to make or change grades, promotion, retention, or placement decisions of any student.

When making decisions on student retention, we consider the following information:

1. Kindergarten State assessment (GKIDS)
2. Standards-based Grade Reports
3. Universal Screener for Reading and Math
4. Percentage of State Grade Level Standards mastered
5. Recommendation of Promotion/Retention Committee

### **SCHOOL WIDE BEHAVIOR PROGRAM**

Cartersville Primary School strives to ensure a safe and positive learning environment for all our students. To accomplish this goal, we use the CKH Leadworthy character words and a PBIS plan (positive behavior and instructional support plan). The character education program covers topics monthly, which help students develop positive qualities of character such as responsibility, punctuality, respect, kindness, etc. Our PBIS school wide behavior plan provides clear school-wide expectations that are consistent among classrooms and grade levels. Students will be taught the school wide expectations through a variety of grade specific lessons, modeling of the appropriate behaviors, and use of school created videos teaching appropriate behaviors. These expectations will provide the base for the operation of the school plan.

### **CPS School Wide Expectations**

We are kind and respectful.

We listen and follow directions.

We are prepared and ready to learn.

We have good manners and character.

Students will be recognized with Canes Cash for appropriately following the expectations. Students will have the opportunity to use Canes Cash for special school wide events and classroom items/privileges offered by the teacher and grade level. Students will also be made aware of consequences due to inappropriate behaviors. Consequences may include silent lunch, loss of specials time, or ISS time in the front office. Corporal punishment is *not* used in the Cartersville City School System. Level 2 offenses are considered minor violations,

and teachers will send home a computer-generated note to inform the parent. Level 3 offenses are considered an office referral. In this case, a letter will come home signed by an administrator showing the student was seen in the front office. Offenses which may result in an immediate discipline referral to the office include but are not limited to behaviors that result in damage to property, injury or putting others in danger, extreme disruption of the classroom, inappropriate touching, and stealing.

We believe that a clearly stated and thorough behavior plan will teach our children to be responsible for their actions and make school a positive experience. We ask for your cooperation. We have also included a copy of the Cartersville School System's **Student Code of Conduct and Discipline Procedures**. Students must adhere to and abide by all of the provisions contained there within. Please discuss these guidelines with your child and express the importance of obeying school rules.

### **SCHOOL GOVERNANCE COUNCIL**

Because we recognize the importance of communication and participation of parents and the community, the School Governance Council is made up of representatives for teachers, parents, administration, and community stakeholders and designed to unite the Cartersville community and Cartersville Primary School together to solve difficult education problems, improve academic achievement, provide support for teachers and administrators, and bring parents into the school-based decision making process by advising, recommending, and assisting the community of parents and business.

The management and control of Cartersville Primary School shall be the responsibility of the Board, and the school leader shall be the Principal. The Council shall provide advice, recommendations, endorsements, and assistance; and represent the community of parents and local businesses in support of continuous school improvement.

### **MEDIA CENTER**

The CPS Media Center serves as an extension of the classroom and is available for use by all teachers and students. Each class visits the media center on an established schedule. In addition to group checkout time, students from each class in first, second, and third grades may visit the media center during established "open checkout" times.

Students are not allowed to check out books when one is currently overdue.



Overdue notices are sent to teachers every two weeks and are placed in students' "Take-home" folders. Overdue notices can also be printed upon parent request. A replacement fee will be charged for any lost/damaged materials. Within a school year, should a student find and return a book for which he has paid the cost in full, he is entitled to a refund.

### **PTC (Parent Teacher Community)**

Cartersville Primary has a very active PTC. Every year they sponsor fund-raising projects to help provide the school with many needed items such as playground equipment, P.E. equipment, learning materials, library books, as well as supplies and materials to assist the teachers in the buildings. If you are interested in helping make your school a better place, this program needs parent volunteers. Please talk to your child's teacher or a PTC officer about becoming a PTC member.