

# Welcome to Birmingham Falls Elementary School



## Family Handbook 2019-2020

Principal, Don Webb

Assistant Principal, Stefi Slewitzke

### **Mission Statement:**

Building the Foundation of Excellence for all Students

### **Vision Statement:**

The Birmingham Falls Elementary Community envisions a school of excellence that...

- Supports and challenges students and staff to reach their full potential.
- Fosters a safe and friendly school environment.
- Provides exceptional instruction and strives to increase student achievement.
- Integrates technology to prepare students for current and future challenges.
- Promotes cooperation between school, home, and community.
- Inspires students to be independent thinkers, collaborative team members, and passionate life-long learners.

**\* The contents of this handbook are subject to revision \***

## **Birmingham Falls Elementary School Student Handbook**

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## **ADMINISTRATIVE STAFF & ADMINISTRATIVE SUPPORT STAFF**

**School Hours: 7:40am – 2:20pm**

<b>Don Webb. Principal</b>	<a href="mailto:webbd@fultonschools.org">webbd@fultonschools.org</a>
<b>Stefi Slewitzke Assistant Principal</b>	<a href="mailto:slewitzke@fultonschools.org">slewitzke@fultonschools.org</a>
<b>Beth Nation Curriculum Support Specialist</b>	<a href="mailto:nation@fultonschools.org">nation@fultonschools.org</a>
<b>Regan Burr Guidance Counselor</b>	<a href="mailto:burr@fultonschools.org">burr@fultonschools.org</a>
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<b>Ashley Walton Bookkeeper/Principal's Asst.</b>	<a href="mailto:walton@fultonschools.org">walton@fultonschools.org</a>
<b>Lori Smith Literature Coach</b>	<a href="mailto:SmithL3@fultonschools.org">SmithL3@fultonschools.org</a>
<b>Andrea Rountree Front Office Secretary</b>	<a href="mailto:routree@fultonschools.org">routree@fultonschools.org</a>
<b>Lisseta Gilmore Data and Records Coordinator</b>	<a href="mailto:gilmorel@fultonschools.org">gilmorel@fultonschools.org</a>
<b>Michelle Huffman Clinic Assistant</b>	<a href="mailto:huffmanm@fultonschools.org">huffmanm@fultonschools.org</a> 470-254-9093
<b>School Telephone</b>	470-254-2820
<b>School Fax</b>	470-254-2806
<b>Cafeteria</b>	470-254-2805
<b>North Fulton Transportation</b>	470-254-2978

## **BIRMINGHAM FALLS ES QUICK FACTS WHOM TO CONTACT**

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<b>Curriculum Concerns:</b>	(1) Classroom Teacher	via email
	(2) C.S.T.	Beth Nation <a href="mailto:nation@fultonschools.org">nation@fultonschools.org</a> Curriculum Support Teacher
<b>Discipline Concerns:</b>	(1) Classroom Teacher	via email
	(2) Assistant Principal:	Stefi Slewitzke <a href="mailto:slewitzke@fultonschools.org">slewitzke@fultonschools.org</a>
<b>Bus Concerns:</b>	Assistant Principal:	Stefi Slewitzke <a href="mailto:slewitzke@fultonschools.org">slewitzke@fultonschools.org</a>
<b>Cafeteria Concerns:</b>	Cafeteria Manager:	Joey Rowe <a href="mailto:rower@fultonschools.org">rower@fultonschools.org</a>
	Assistant Principal:	Stefi Slewitzke <a href="mailto:slewitzke@fultonschools.org">slewitzke@fultonschools.org</a>
<b>Records Concerns:</b>	Data Clerk:	Lisseta Gilmore <a href="mailto:gilmorel@fultonschools.org">gilmorel@fultonschools.org</a>
<b>Medical Concerns:</b>	Clinic Assistant:	Michelle Huffman <a href="mailto:huffmanm@fultonschools.org">huffmanm@fultonschools.org</a>
<b>Homework Requests Transportation Changes General Information:</b>	Front Office:	470-254-2820

## **ABSENCES**

Students are required to provide a written or emailed excuse from their parent/legal guardian when absent. Excessive absences and/or tardies will be referred to the administration for follow-up. Students who check in after 11:20 a.m. or leave before 10:40 a.m. are considered absent for the day. Please notify the clinic and your child's teacher if your child has a contagious disease or an extended illness.

If a student is absent due to illness, requests for work must be received in the office by 9:00 a.m. Work can be picked up at the end of the day or sent home with another student. If you bring in homework or books that your child forgot, they will be placed in the teacher's mailbox. This procedure is in place to limit the number of interruptions during classroom instruction time.

The Georgia Board of Education lawfully excuses students for the following reasons: personal illness, death in the immediate family, and special and recognized holidays observed by their faith. Students will have the opportunity to complete homework and class work missed because of an excused absence. After 5 unexcused absences, our school social worker will reach out to parents. Mr. Webb will not be excusing absences for family trips.

## **ACCIDENTS**

When accidents occur, necessary first aid will be administered, and a clinic slip will be sent home to inform you of your child's clinic visit. Minor scrapes may be treated with first aid in the classroom. Please reinforce with your child that any accident not witnessed by an adult should immediately be reported to a teacher or the clinic aide. See "CLINIC" for additional information.

## **ANIMALS AND ARTICLES BROUGHT FROM HOME**

No live animals are to be brought to school without an administrator's permission. Students are not to bring toys and are discouraged from bringing expensive items to school such as iPods, iPads or cell phones including collectibles. If these items are damaged or stolen, the school will not be responsible for their replacement.

## **ATTENDANCE**

**School hours for students are 7:40 a.m. to 2:20 p.m. Students who are not in their classroom by 7:40 a.m. are considered tardy and will receive a tardy slip from the office. Students who check in after 11:20 a.m. are considered absent for the day. When your child arrives late to school, please accompany your child into the building, sign in at the front office, and get a tardy slip from the secretary. Staff supervision of students begins at 7:10 a.m.**

Students may be checked out early by a parent or legal guardian when necessary. Parents are required to show a picture ID when checking out students. Students being checked out will be called to the office to meet their parent. Students may not be dismissed with parents directly from the classroom without a pre-checkout form which can be obtained from the front office secretaries. **If you need to check out a student at the end of the day, please do so before 2:00 p.m.** After 2:00 p.m. the office cannot call classrooms for students to be checked out.

Please try to plan vacations, trips, and doctor and dental appointments when they will not interfere with school. Students who are absent must bring a written or emailed excuse signed by a parent or guardian the day the student returns to school. Excuses are kept on file at school.

During the 2004 Georgia State legislative session, House Bill 1190, Section 10 - Minimum Number of Unexcused Absences - 20-2690.1, was passed. This law adds responsibilities for parents and guardians of school-aged children who have **five** or more days of unexcused absences.

Once a student has accumulated **five** days of unexcused absences, it is considered a misdemeanor offense and all Georgia schools are required, by law, to notify parents in writing of the possible repercussions. The parent of any child who accumulates **five** or more days of unexcused absences could be subject to one or more of the following penalties at the discretion of the court:

- A fine not less than \$25.00 and not greater than \$100.00
- Imprisonment not to exceed 30 days, or community service

In addition, Birmingham Falls Elementary School will query our student attendance program every 20 days and teachers will notify parents of any student who has accumulated **three** or more days of unexcused absences or tardies. A letter from the BFES social worker will be sent home once your child accumulates **five** or more days of unexcused absences or tardies outlining the above possible consequences. A social worker referral is automatically made once your child has accumulated more than **five** days of unexcused absences or tardies. Therefore, **if your child is absent from school, it is critical you send a written note of explanation when the child returns to school.**

## **BIRTHDAY CELEBRATIONS**

Due to the number of students with **food allergies** and our focus on **health and wellness**, our birthday celebration policy is:

Each day, birthdays are recognized on our closed circuit televised morning news show (BBC). Students receive a birthday pencil on their special day. Parents are welcome to send in one small birthday item such as pencils, stickers, or other “trinkets”. These items may come in with the student or be dropped at the front desk prior to recess time for the student’s birthday. The classroom teacher and birthday student will hand out these special items. Edible treats may be sent in for student’s birthday, **in lieu of a trinket**. Store-bought treats that come in must be dropped off at the front desk and given out by the teacher in the classroom to ensure that our students with food allergies are safe to consume the item. All items sent in must be left at the front desk before 9:30 A.M. **Any edible birthday treat nutritional information must be shared with families 48 hours prior to distribution.**

## **BUS SAFETY**

Students need to be aware that all rules governing student conduct while on campus/school property apply while students are on the school bus. Because of the additional safety factors and for the protection of the driver and students on the bus, school principals have the authority to impose an immediate suspension from the school bus for both serious offenses and for minor violations. **School bus drivers have the authority to assign seats or move students.** Consequences will occur after the bus driver has communicated verbal and/or written warnings and has tried intervention strategies and the problem continues. Examples of possible consequences are: verbal/written warning, parent conference, out-of-

school suspension and/or bus suspension, depending on the severity of the offense. Bus discipline does not preclude additional sanctions as provided in policy, procedures, school rules, or federal, state and local laws. Please note that cell phone usage is not allowed on the bus.

## CAFETERIA INFORMATION

The school participates in the school lunch and breakfast programs. The prices for the 2019-2020 school year are as follows, but are subject to change:

<b>Student Lunch:</b>	<b>\$ 2.45</b>	<b>Student Breakfast:</b>	<b>\$ 1.10</b>
<b>Reduced Lunch:</b>	<b>\$ .40</b>	<b>Reduced Breakfast:</b>	<b>\$ .30</b>
<b>Milk/Punch:</b>	<b>\$ .50</b>	<b>Adult Breakfast:</b>	<b>\$ 1.60</b>
<b>Adult Lunch:</b>	<b>\$ 3.45</b>		

Birmingham Falls utilizes a prepaid credit card meal program. Parents may prepay for meals or food/beverage items up to one full school year. The cafeteria menu is available here:

<https://nutrition.fultonschools.org/MenuCalendar> .

Breakfast is served from 7:10 a.m. until 7:30 a.m. each morning. Several choices are offered for breakfast and lunch. Parents may also prevent their child from purchasing certain items by contacting the cafeteria manager. You may reach the cafeteria manager at 470-254-2805.

If your child forgets his/her lunch, he/she will be able to charge a school lunch and pay the cafeteria the next school day. Charging is discouraged. **The charge limit for Elementary Schools is \$9.00.** If your child exceeds the charge limit he/she will be provided an alternate meal for lunch. No charges will be permitted the last two weeks of the school year.

Free and reduced priced meals are available for students whose families qualify financially. Free and reduced lunch applications may be picked up in the cafeteria. The process for completing the application for Free and Reduced-Price Meals is as follows:

- Parents/guardians must complete one application per household.
- The application should be returned to the cafeteria manager at the school of the youngest child.
- New students to Fulton County will pay for meals until the household application is approved.
- Returning students will maintain last year's meal status until the application is approved.
- The approval process will be completed within ten days.
- Meals may be charged in an emergency situation; however, charges must be re-paid the following day. Charges are not permitted for juice and extra milk or any extra food. No charges will be allowed the last two weeks of the school year.

**Beginning August 26<sup>th</sup>**, parents may eat lunch with their children. When having meals at school, please sign in with the front office and obtain a visitor badge. Please plan to meet the class in the atrium in front of the cafeteria. A visitor's table will be reserved for parents choosing to dine with students near or on the stage. Please say good-bye to your child in the cafeteria, instead of following the class out to the atrium.

**Please do not bring treats for your child's class to share in the cafeteria.**

## **CARPOOL**

**Morning:** Please help us keep our students safe and your child's morning commute stress-free by allowing them to ride the school bus. If you choose to carpool your children, we ask that you adhere to our school guidelines.

- Children may enter the building in the morning beginning at 7:10 a.m.
- We do not provide supervision prior to 7:10am.
- Please do not allow your child to wait outside the front door of the school prior to this time without supervision.
- Please follow the designated traffic pattern and do not attempt to pass cars in front of you.
- Drivers should form a single line in front of the school where they will stop for children to enter or exit the car. Students may exit/enter cars from curbside only.
- Students should have all of their belongings together in order to make a smooth transition from the car to the school entrance.
- Students may **not** be dropped off in the school bus loading area.
- Students are **not** permitted to cross through the parking lot or street without an adult accompanying them.
- If your child needs assistance getting out of the car in the morning or to unload items, please park and walk him/her into the building.
- Staff members are available in the building to assist our students each morning. Please do not walk your children to their classrooms.

**Afternoon:** Dismissal will begin at 2:20 p.m. A school-issued yellow carpool card will be required to pick up your child from the carpool line. If you do not have your child's yellow card, you will be directed to the front office to pick up your child. Please bring your identification. If you misplace your carpool card, you may obtain a new one at the front office.

## **CELL PHONES**

According to Fulton County Board of Education Policy and Procedure concerning Disruption and Interference with School: **"Elementary students are prohibited from possessing cellular telephones at any time."** **Students who are found with a cell phone shall have the device confiscated by the school administrator, and the parent will be called and asked to pick up the device from school. Parents are asked to turn their phones to "silent" / "vibrate" when in the school building.** If you must take/make a cell phone call, you are asked to step outside of the building.

## **CHEWING GUM**

Chewing gum on school property or school buses is not permitted unless a teacher explains otherwise.

## **CLINIC INFORMATION**

Birmingham Falls Elementary is concerned about the health and well-being of your child. Please keep the school informed about allergies, diseases, or other medical conditions to which your child may be exposed.

The clinic should have a written record of your child's condition and specific instructions and/or medications for his or her care.

**Please do not send your child to school unless they have been 'fever free' (without the use of medicine) for 24 hours.** A parent or guardian will be called to pick up a student if the student has a fever or diarrhea.

All medication given at school must first be sent in by the parent along with a completed 'Authorization to Give Medicine at School' form; prescription medications require a doctor's signature. Forms are available in the school clinic and on the BFES website. All signed forms from you and/or your doctor may be faxed directly to the office at (470)254-2806.

If your child requires medication during the school day, he/she must go to the clinic to have it dispensed. The medicine must be in its original labeled container (no baggies). Please remember that most items purchased in the pharmacy section of your local store are classified as 'medicine' by FCBOE. This includes cough drops, eye drops, and muscle creams. Expired medications will not be dispensed by the clinic.

Please notify the front office and clinic of emergency numbers, work numbers or home numbers change. It is very important that the school be able to contact a parent/guardian in the event of an emergency. For the safety of your child, please notify the school by email if both parents are out of town, and someone else will be acting as guardian in your absence.

## COMMUNICATION

The home and school communication connection is very important. Following are some tips on staying informed about your child's educational experience:

- Friday Papers:** Every other Friday students bring home folders that contain important school announcements and graded schoolwork.
- Blackboard:** Important school announcements sent directly from Mr. Webb. If an email address was provided during the initial student registration, that email address will be used for Blackboard communications, unless changed or updated through Infinite Campus.
- The Bobcat News:** A weekly electronic newsletter from the school will be sent out every Friday. News from the School and the PTO will be in this newsletter.
- Phone Calls/  
Email:** Teachers are unavailable to take phone calls during instructional time. Please feel free to contact your child's teacher by email to request a phone call. If email is not accessible, contact the front office.
- Dismissal Notes:** Most communication can be handled with a written note. Please be sure to let your child know that he/she has a note for the teacher. All notes regarding transportation home must be approved by the office and include a parent/guardian signature.
- Conferences:** You may request a conference with your child's teacher at any mutually agreeable time.

**\*Follow us on Facebook and Twitter @BFESBobcats, @principalwebb**

## **CURRICULUM SUPPORT TEACHER**

The Curriculum Support Teacher (CST) helps to implement the Fulton County curriculum and the Georgia Standards of Excellence. The CST is involved in staff development, student placement, data analysis, grade level planning and communication. The CST serves as a liaison between parents, teachers, and administration. New students entering the school are evaluated by the CST for suggested placement within reading and math programs. If you have questions involving curriculum, please contact our CST (470.254.2820).

## **DAYCARE RIDERS**

Students riding daycare vehicles will load and unload near the cafeteria side of the school. If a daycare student is absent from school or will not be attending daycare for any reason, the parent must notify the daycare provider.

## **DISCIPLINE**

The Fulton County Code of Conduct and discipline Handbook is provided online to all parents. The Fulton County Board of Education prohibits bullying at any location or activity under the jurisdiction of the school system. Any student who engages in bullying may be subject to disciplinary action up to and including expulsion. Each complaint of bullying will be promptly investigated. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process. Please refer to the Fulton County Discipline Handbook for further information. If your child is bullied at school or on the school bus, please inform the assistant principal as soon as possible.

## **DRESS CODE (FCS & BIRMINGHAM FALLS)**

**FCS:** Students in the school system are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness and safety. All students shall dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. Examples of inappropriate dress and grooming include: lack of cleanliness in person or dress; shoelessness; "short-short" clothing; bare midriffs; "tank tops"; "see-through" clothing or apparel which designates gangs or similar organizations or any dress that is disruptive to the educational process. Designated dress involving school activities approved by the principal shall be acceptable.

**BFES:**

- No hats, curlers, bandanas, sweatbands, sunglasses, or gloves are to be worn during school hours.
- Extremes in hairstyles and extreme hair colors or spray-in hair paint, are not permitted.
- Pajamas may only be worn to school on designated pajama day.
- Students should wear shoes that are appropriate for daily outdoor recess and PE.

## **DRILLS**

Safety and security are top priorities at Birmingham Falls Elementary School. In order to provide a safe learning environment for our students, we hold shelter, evacuation, soft lockdown and hard lockdown drills. These drills are practiced on a regular basis in order for staff and students to know the procedure in case of

a real emergency. City of Milton and county emergency departments are also directly involved and know the school's plan should the need ever arise to deal with an emergency situation. Visitors and volunteers are expected to participate.

## **EARLY INTERVENTION PROGRAM (E.I.P.)**

The Early Intervention Program provides additional instruction to support students who are performing below grade level and who meet eligibility criteria to develop the necessary academic skills to reach grade level performance. Supplementary instruction is provided by additional certified teachers in a heterogeneous regular classroom or in a small group setting. For further information, please contact Ashley Abraham at [abrahaman@fultonschools.org](mailto:abrahaman@fultonschools.org).

## **EARLY RELEASE OF STUDENTS**

To check your child out of school early, please come to the front office. Please be prepared to show positive identification and the secretary will call the classroom to have your child dismissed.

To assist the office in the dismissal process, we ask that all student checkouts occur **BEFORE 2:00 p.m.** For the safety of all of our students, children may not be released directly to the parent from the classroom unless a "pre-checkout form" has been completed. If you are a volunteer in your child's classroom and wish to have them dismissed early, we ask that you stop at the front desk and ask for a "pre-checkout form." After the form has been signed by the secretary, take your copy to the classroom to give to the teacher. After you have finished in the classroom, you may take your child with you from the classroom. **Only those parties that you have listed as emergency contacts may check your child out of school.** Otherwise, written confirmation will be required.

## **EMERGENCY EVACUATION & SCHOOL CLOSING**

In the event that school must be closed due to inclement weather, the most up-to-date information will be provided on local radio and television stations. Parents should listen to WSB radio AM 750, 95.5 FM or television for current information. You may also monitor the Fulton County Schools webpage at [www.fultonschools.org](http://www.fultonschools.org), for up-to-the-minute information regarding school closings. **Please do not contact or come to the school.** School telephones and personnel will be utilized in order to follow emergency procedures to ensure the safety of the children. Birmingham Falls Elementary has developed a detailed emergency evacuation plan which will be reviewed and updated on an annual basis.

Evacuation drills are practiced throughout the school year. This plan will be followed should any emergency occur during the school day. Please be sure to have a current emergency school closing form on file for your child. You will receive this form from your child's teacher during the first week of school.

## **EXCEPTIONAL CHILDREN'S SERVICES**

Exceptional Children's Services are provided for eligible students and begin with RTI (Response to Intervention) and then referral to the Student Support Team (SST). Interventions and data collection are a

requirement of this process. Students placed in special education programs must meet state eligibility criteria. All student placements are based on a referral process, individual evaluation, and parent consent. The Counselor and the Instructional Support Teacher can answer questions about this process.

## **FIELD DAY**

Field Day is held each year during the month of May. Days are set aside for outdoor games and field activities for children in kindergarten through fifth grade. Parent volunteers and teachers supervise each class as they participate.

## **FIELD TRIPS**

Field trips are planned to supplement and enrich the total instructional program. Every student must have written permission from a parent or legal guardian before he/she can attend a field trip. 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.

Parents who are interested in being a chaperone for field trips must have completed the online Volunteer Training and Orientation class. Siblings are not permitted to attend field trips. At the teacher's discretion, students with poor discipline records (2 or more office referrals) may be prohibited from attending field trips.

## **FINANCIAL ASSISTANCE**

Our school will never deny a child access to any school-related activity because of financial hardship. This includes field trips and any school-sanctioned enrichment programs. If you are in need of financial assistance in order for your child to participate in any Birmingham Falls Elementary program, please put your request in writing and address it to the school counselor (Ms. Burr). All requests for financial assistance are confidential and handled privately between the parent and the principal.

## **GRADING**

Students in Fulton County attend school for 180 days which is divided into two semesters.

The following academic grading scale shall be used in kindergarten and first grade.

S	Satisfactory
N	Needs to Improve
U	Unsatisfactory
NG	No Grade

Letter grades (A, B, C, and F) and numeric grades will be used on report cards and transcripts for students in grades two through five. The following academic grading scale shall be used:

A	90 and Above
B	80-89
C	70-79
F	Below 70
NG	No Grade

## **GUIDANCE AND COUNSELING**

Our guidance counselor provides individual or small group counseling to children; conducts classroom guidance lessons on a regular schedule; works with school personnel to foster a positive learning environment for students; assists parents in understanding children and developing positive attitudes, techniques, and strategies essential for constructive child rearing; and assists parents and children in obtaining specific school and community services. Regan Burr is the school counselor.

## **HEAD LICE PROCEDURES**

Birmingham Falls fosters a safe and happy school environment for our students and staff. Head lice are very common amongst school-aged children and are not a cause for alarm. To control the spread of head lice, we (school and parents) must be diligent with our efforts.

If head lice or nits **are** found:

- Notify the school.
- Complete the lice treatment before you send your child to school.
- Accompany your child(ren) to the clinic upon their return to school to be checked.
- Continue diligent treatment at home by combing out nits.
- Your child may not return to school until there are no active lice or no evidence of live lice.

## **HOMEWORK**

Homework can be a necessary part of each student's educational program designed 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 the student's responsibility to know what the homework assignments are and to complete all homework assignments on time. Some assignments are long range and require additional planning time at home for completion. Teachers will communicate expectations with students and parents through a variety of methods (email, Friday Folders, Newsletters etc.).

**Homework is no more than 10 minutes per grade level (1<sup>st</sup>...10 minutes, 2<sup>nd</sup>...20minutes...) including reading. If homework is lasting longer than this, please contact your child's teacher as sometimes adjustments must be made for students.**

## **INSTRUCTIONAL PROGRAM**

Fulton County Schools provide a continuous achievement educational model designed to meet the individual needs of all learners. In addition to the classroom teacher, all Fulton County elementary schools provide Music, Art, and Physical Education teachers as well as a Guidance Counselor and a METI to support the total instructional program for children. The curriculum reflects the Georgia Standards of Excellence. The Georgia Standards of Excellence provide a consistent framework to prepare students for success in college and/or the 21st century workplace. If you have questions regarding the instructional program, please contact our Curriculum Support Teacher.

## **INSURANCE**

School insurance is offered to every student who enrolls. A parent can choose accident insurance that covers school hours only (including the bus) or covers the entire 24-hour day, 12 months of the year. Coverage also applies to field trips both overnight and daytime.

## **INTERNET PROTECTION**

Internet access is available at Birmingham Falls in support of the instructional program. The Fulton County School System complies with the Children's Internet Protection Act. There is filtering in place that blocks access to material that may be inappropriate for your child. Acceptable use of the Internet is established in Board Policy/Procedure IFBGA, Electronic Network Access at:

<http://www.boarddocs.com/ga/fcss/Board.nsf/goto?open&id=8AHSN753516A> .

## **LOST AND FOUND**

All lost and found items are housed in the back custodial hall. Please help us get things back to students by putting names on all jackets, coats, sweaters, lunchboxes and backpacks. A few times per year all items not claimed will be donated to various charities throughout metro Atlanta.

## **MONEY**

All cash/checks sent to school should be placed in a sealed envelope and labeled with the child's name, teacher's name, and the purpose for which the money is being sent. Please send the exact amount, as neither the classroom teacher nor the office is able to make change.

## **ESSA – EVERY STUDENT SUCCEEDS ACT**

In compliance with the requirements of the ESSA statute, Fulton County Schools informs parents that they may request information about the professional qualifications of their student's teacher(s). The following information may be requested:

- Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- The college major and any graduate certification or degree held by the teacher;
- Whether the student is provided services by paraprofessionals, and if so, their qualification.

If you wish to request information concerning your child's teacher's qualification, please contact the principal.

## **PARENT TEACHER ORGANIZATION (PTO)**

The Birmingham Falls Elementary PTO supports the mission and objectives of the National PTO organization. The PTO encourages all parents, faculty, staff and community members to join our membership

organization. The PTO plays a vital role in the success of our school. Many parents volunteer their time, financial resources, and special talents in various ways, as they become partners in their children's education. Visit this website to find out more information: <http://www.bobcatfund.org/> You can also like/follow them on Facebook.

## **PARTIES**

Two parties are scheduled for the school year: Winter Holiday Party and End of the School Year Party. The parties are scheduled for one hour.

Valentine's Day will include a valentine exchange and allow for the room mom to coordinate one treat and/or goodie bag to be sent in and distributed by the classroom teacher toward the end of the day.

## **PHYSICAL EDUCATION**

All students receive P.E. twice weekly. In addition, a daily recess is provided with the classroom teacher. Students should dress appropriately for P.E., which should include athletic or tennis shoes and shorts/pants for girls. The P.E. teachers will not allow students to participate if they are not dressed out in proper P.E. attire. Students must have written permission from a parent/guardian to miss a P.E. class. Missing several P.E. classes requires a note from a doctor.

## **PICTURES**

Individual student pictures are taken during the Fall and Spring. Class pictures are taken in the Spring. There are no retakes of Spring pictures due to time constraints. Our vendor for school pictures is BPI Photography. Any questions or concerns should be directed to their office at (770) 887-3080.

## **PLEDGE OF ALLEGIANCE**

Within the first hour of each school day, students in each Fulton County School shall be afforded the opportunity to recite the Pledge of Allegiance. Students not participating in the recitation of the Pledge may stand and refrain from reciting the Pledge or remain seated. Immediately following the Pledge of Allegiance, both students and faculty shall be given the opportunity to observe a short period of time for silent reflection. The length of time should not exceed forty (40) seconds. Students or faculty who do not wish to engage in silent reflection will refrain from any act that would interfere with the reflection of others. The period of silent reflection shall not be intended or conducted as a religious exercise.

## **RECORDS**

Parents or legal guardians have the right to examine their child'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 that student's records. No third party releases will occur without written permission from the parent. When parents are requesting student records and/or applications to be completed for private schools, all requests should be delivered to the school office for processing. Records/transcripts will be mailed via U.S. Mail and not hand-delivered by the parent. Records for recommendation status from teachers will be mailed from this school to the requesting institution.

## **REPORT CARDS VS. PROGRESS REPORTS**

Progress Skills Checklists are sent home three (3) times during the school year. Report Cards are sent home every nine (9) weeks. If you have questions concerning your child's grades, please contact the classroom teacher.

## **RESPONSE TO INTERVENTION (RTI)**

The RTI is a tiered process that monitors student progress. The RTI process includes the following stages: identification of needs, formulation of an action plan, implementation of strategies, and monitoring of progress.

The process may include some or all of the following activities:

- Review of student records
- Analysis of student work
- Observation of the student in the classroom
- Development of written plan of interventions and data collection
- Review of progress after the designated intervention period
- General screening in the areas of hearing and vision

The SST committee may consider an academic achievement, and/or ability screening as a further means of gathering information. A parent or staff member may initiate a referral to the SST.

## **ROOM REPRESENTATIVES**

Social and Academic Room Representatives are selected for each class to help the teacher and coordinate volunteers and activities. All volunteers participating as a room representative must complete Volunteer Training. (**See Volunteer Training**)

## **SCHOOL GOVERNANCE COUNCIL**

Each Fulton County school has a School Governance Council (SGC) that will play a critical role in the success of each school. Each SGC will be comprised of

- 3 parents/guardians
- 2 teachers
- 2 community members
- 2 school employees
- the Principal (non-voting)

The SGC will work with school leadership and the community to help determine the Strategic Plan of the school, design innovative solutions to increase academic achievement, and serve as school ambassadors to the local community.

Each of the parent/guardian members of the SGC must be elected by the parents/guardians of Birmingham Falls Elementary School. As a parent/guardian of Birmingham Falls Elementary School, you will have the opportunity to run for a SGC position and/or vote for parent/guardian representatives to serve on our SGC for the 2019-20 school year in the Spring of 2020. Current members are listed at this link: <http://school.fultonschools.org/es/birminghamfalls/Pages/sgc.aspx>

## **SECURITY**

Birmingham Falls Elementary School is committed to providing a safe and secure environment for your children. A locked entry system has been installed which has visual and audio capabilities that allow our front office personnel to view visitors and volunteers on a monitor before granting entry into the school. All doors will be locked. The front doors are unlocked from 7:10-7:40 for student arrival.

When you approach our front entrance, you will see a small box that looks like a doorbell with a camera. You will press the call button and speak into the intercom. One of our school staff members will ask some questions about your visit prior to granting you entry into the school. Only one person may enter the building at a time. Upon entrance, you will then proceed to the front office to finish checking in.

Volunteers will now have the ability to register online and only once a year. Once registered, please wait 72 hours to be approved. You will not be sent a confirmation email. This system will keep track of your information which will enable you to volunteer at multiple schools.

First-time visitors will be required to present our front desk receptionist with their driver's license or another form of government photo identification.

We pride ourselves on being friendly and welcoming to everyone who enters our building. However, we have many students and family members which means we may not always recognize every person who visits our school, so please be patient and understanding if this process takes a little more time to determine who you are.

All visitors and volunteers must present a government issued photo identification to the front desk. Your photo identification will be scanned and verified against the Sex Offender databases in all fifty (50) states. Upon approval, a printed visitor or volunteer badge will be issued and must be visibly worn while you are in the building. Visitors or volunteers without a badge will be asked to return to the office.

Additionally, when checking out a student, please be prepared to show a picture I.D. This is for your child's protection.

## **SOCIAL WORKER**

A social worker is available to students to assist with situations that may involve the home: (i.e., attendance, tardies, personal needs, and family concerns). Birmingham Falls Elementary School takes seriously their responsibility to consider the safety of all of our students both during and after school.

Child Protective Services assists with these efforts by establishing the following guidelines for the amount of time and ages of children who may be left unsupervised or supervised by a child under 18 years of age.

- Children eight years and under should NEVER be left alone.
- Children between the ages of nine and 12 may be left alone for brief periods of time (less than two

hours when the child is determined to be mature by the parent/caretaker.)

- Children ages 13 and older may be left alone and may perform the role of baby-sitter as authorized by the parent/caretaker. It is advisable to limit this time to 12 hours or less and only when the child is determined mature by the parent/caretaker. It is also suggested that those children over the age 13 caring for others should have participated in a course on baby-sitting.

## **STUDENT PLACEMENT**

BFES makes every effort to ensure student placement in a class where his/her needs will best be met. A variety of items influence classroom placement including the number of boys and girls, the total number of students, test results, and Language Arts and Math levels. Due to the complexity of this process, parent requests for specific teachers cannot be honored. Any concerns regarding student placement should be directed to the CST.

Occasionally, in order to meet state class size guidelines, new classes need to be formed or existing classes need to be collapsed requiring the reassignment of students to a new teacher. We will make every effort to ensure that such transitions are smooth.

While parents are welcome to share general information regarding their child and their learning, specific teacher requests by name will not be accepted under any circumstances. Should a parent have a concern regarding a student placement, the following procedure will begin after the first 15 days, allowing the student time to settle into the new environment. This class placement process generally lasts 3 to 4 weeks to allow a success plan to be developed and implemented with fidelity.

- A minimum of 2 teacher-parent conferences directly focused on the area of concern with administrative support and presence.
- At that initial and follow up conference, a written plan to address concerns from that point forward will be drafted and agreed upon by all parties to protect the child and children from unnecessary transition.
- Follow up by administration over the coming weeks, via contact with both parents and teacher, to ensure the sustained efforts and success of the plan are moving forward.
- Final assessment of progress during this period regarding the area of concern will be completed the principal.

## **TALENTED & GIFTED (TAG)**

The Talented and Gifted Program identifies gifted students based upon State Board of Education Rule 160-4-2-.38. All Fulton County Students are screened for the gifted program twice a year (August / January). If a student is referred for the gifted program, the school must gather information in the areas of multiple criteria: mental ability, achievement, creativity, and motivation. Students must qualify in three of the four areas of multiple criteria in order to be eligible for gifted services.

Specific questions regarding TAG eligibility may be directed to Sherry Wiedman, Coordinator, at [wiedmans@fultonschools.org](mailto:wiedmans@fultonschools.org) or Beth Brock at [brockb@fultonschools.org](mailto:brockb@fultonschools.org).

## TARDIES

School begins at 7:40 a.m. and ends at 2:20 p.m. **Students who are not in their classrooms by 7:40 a.m. are considered tardy and should get a tardy slip from the office.** Students who are tardy must be accompanied to the office by a parent to be signed in. Students arriving after 11:20 a.m. are considered absent for the day. Students who ride the bus to school are not considered tardy even if their bus arrives after 7:40 a.m. Excessive tardiness of three or more per month in grades K-5 will result in a letter of Notification of Excessive Tardiness from the school. Continued tardiness may result in a referral to the school social worker.

## TESTING

Testing is an integral part of our educational system in helping us assess and meet students' needs. The tests are administered in accordance with the State of Georgia Testing Program. The following standardized tests are administered to the students during the year:

Oct. 21-November 1st, 2019	Iowa Assessments	Grades 3 and 5
April 20-24, 2020	Georgia Milestones (RELA and Math)	Grade 3 & 5
April 27-28 2020	Georgia Milestones (Science and SS)	Grade 5
May 4-8, 2020	Georgia Milestones (RELA and Math)	Grade 4
Aug. 12, 2019-May 8, 2020	GKIDS Assessment	Grade K

### \*Parents of 3rd and 5th Grade Students

As required by Georgia law, all 3rd grade students **MUST PASS** the reading section of the Georgia Milestones and all 5th grade students **MUST PASS** both the reading and math sections in order to be promoted to the next grade level.

## TEXTBOOKS

Our Curriculum is based on the Georgia Standards of Excellence. Textbooks are used as resources to support our standards. They do not reflect the exact curriculum. Textbooks are furnished to all students. Students are expected to take care of all books and return them undamaged at the end of the year or before he/she withdraws from school. If a textbook is lost or damaged, a fee will be charged. Parents are responsible for paying for lost or damaged books before receiving their child's final report card.

## TRANSPORTATION CHANGES

If you have a transportation change for your child, please submit a Change of Dismissal Form or a written note to your child's teacher. Requests may only be made by the student's parent or guardian. Changes in a child's regular method of transportation must be turned in to the office by 9:00 a.m. for approval. Written confirmation of a change of dismissal is required. **Unless the school is notified in writing, students will be sent home in their normal manner.** Do not verbally tell your child of a transportation change without following up with written confirmation sent to the front office.

**Please Note: Emailed transportation changes and notes written in a student's agenda will not be**

**accepted.** You may contact the Front Office Secretary at 470-254-2820 in the event of a last minute change and the information will be relayed to the student and teacher before the end of the day.

**IN EMERGENCY SITUATIONS ONLY**, the principal or assistant principal may grant a one-time bus change. North Transportation must be contacted at 470-254-2970 if an ongoing change becomes necessary.

## UPDATING INFORMATION

**It is important that in an emergency we are able to contact you.** Please keep your address, home and work phone numbers, and emergency contacts updated at all times. If you are out of town, the school must be notified in writing (teacher and office) of who will be responsible for your child during the absence.

## VOLUNTEERS AND VISITORS TO THE BUILDING

Each school year, anyone who volunteers or visits a classroom must complete the mandatory volunteer training on Child Abuse Reporting as required by the state of Georgia. Volunteers will now have the ability to register online. You may access this training through the Fulton County website at: <http://www.fultonschools.org/en/community/Pages/VolunteerRegistration.aspx>

Once training is complete, you will then be asked to complete the on line Volunteer Application. Please wait 72 hours before coming to volunteer. The school will then be notified of your training and will allow you to work in the classroom or other areas of the building (**beginning August 26<sup>th</sup>**).

All visitors and volunteers that enter the school are required to bring their government issued identification to sign in at the office. A printed visitor or volunteer badge will be issued and must be worn during your time at our school.

Confidentiality regarding students you are working with or have observed during your volunteer services is required. Contact the PTO, classroom teacher, Media Specialist, Technology Specialist or the School Governance Council to see where help is needed.

- **Chaperoning:** When acting as a Chaperone on a field trip or school sponsored activity, you will be responsible for a group of children. You must have completed the Volunteer Training in order to chaperone a field trip and use the school-provided transportation unless it is unavailable.
- **Copy Center:** All documents copied must be for classroom use only. Due to copyright laws, workbooks may not be copied in their entirety. Do not copy student work or official documents. Children are not allowed in the Copy Center.
- **Restrooms:** Volunteers may not use student restrooms. Please use the adult restrooms located throughout the building.
- **Student Discipline:** Volunteers are not permitted to discipline the students. Please ask a teacher for assistance.
- **Siblings:** Volunteers may not bring young children or other visitors to school when performing duties

in the building.

## **WALKERS**

Students who walk to school should arrive at school after 7:10 a.m. In the afternoon, walkers will be dismissed with car riders and daycare van riders. Please advise your children to follow the sidewalks, obey safety rules, and promptly enter or leave the school grounds. Students should enter and exit the building through the main entrance only and are to follow the directives of the staff on hand.

## **WITHDRAWAL PROCEDURES**

Families leaving the Birmingham Falls Elementary School district will need to contact the Data Clerk for procedures. All library books and textbooks should be returned to school and any cafeteria charges should be cleared. School records will be forwarded to the new school upon their request.