

# Conley Hills Elementary School

## Home of the Cubs

2580 Delowe Drive | East Point, Georgia 30344 |  470.254.8170  470.254.8175  [www.fultonschools.org/school/conleyhills](http://www.fultonschools.org/school/conleyhills)



**Jami Pettway, Principal**  
**Arthur Davis, Assistant Principal**

THIS SCHOLAR PLANNER BELONGS TO:

Name:	Grade:	Teacher:
-------	--------	----------

# TABLE OF CONTENTS

## Contents

<b>A NOTE FROM PRINCIPAL PETTWAY .....</b>	<b>4</b>
<b>DISTRICT CALENDAR .....</b>	<b>5</b>
<b>CONLEY HILLS ELEMENTARY PARENT INVOLVEMENT POLICY .....</b>	<b>6</b>
<b>CONLEY HILLS ELEMENTARY SCHOOL 2019-2020 PARENT COMPACT .....</b>	<b>8</b>
<b>ARRIVAL &amp; DISMISSAL .....</b>	<b>9</b>
<b>EMERGENCY SCHOOL CLOSING.....</b>	<b>9</b>
<b>ATTENDANCE.....</b>	<b>9</b>
<b>THE INSTRUCTIONAL PROGRAM.....</b>	<b>10</b>
<b>GUIDANCE COUNSELING.....</b>	<b>11</b>
<b>HOMEWORK.....</b>	<b>11</b>
<b>PROGRESS REPORTS/REPORT CARDS.....</b>	<b>11</b>
<b>TESTING AND SCREENING PROGRAM .....</b>	<b>12</b>
<b>INSTRUCTIONAL MATERIALS AND SUPPLIES .....</b>	<b>12</b>
<b>FIELD TRIPS.....</b>	<b>12</b>
<b>COMMUNICATION WITH PARENTS .....</b>	<b>12</b>
<b>CLASSROOM VISITATION .....</b>	<b>13</b>
<b>PARENT VOLUNTEERS .....</b>	<b>13</b>
<b>HOW DO I BECOME A VOLUNTEER? .....</b>	<b>13</b>
<b>IRREGULAR DEPARTURE FROM SCHOOL.....</b>	<b>14</b>
<b>TRANSPORTATION.....</b>	<b>14</b>
<b>CLINIC.....</b>	<b>14</b>
<b>ILLNESS &amp; MEDICATION .....</b>	<b>14</b>
<b>SCHOOL MEAL PROGRAM.....</b>	<b>15</b>
<b>BIRTHDAY PARTIES AND SPECIAL DAYS .....</b>	<b>16</b>
<b>TELEPHONE USAGE .....</b>	<b>16</b>
<b>SCHOLAR DISCIPLINE .....</b>	<b>16</b>
<b>BEHAVIOR MANAGEMENT STRATEGIES.....</b>	<b>17</b>
<b>BUS CONDUCT DISCIPLINE PROCEDURES .....</b>	<b>21</b>
<b>DRESS CODE .....</b>	<b>21</b>
<b>DENIAL OF SCHOLAR RIGHTS .....</b>	<b>22</b>
<b>TRANSFER POLICY.....</b>	<b>22</b>
<b>IMMUNIZATIONS.....</b>	<b>22</b>
<b>PARENTS' RIGHT TO KNOW .....</b>	<b>22</b>
<b>SCHOOL VISITORS.....</b>	<b>23</b>
<b>A NOTE FOR PARENTS REGARDING TECHNOLOGY USE .....</b>	<b>23</b>



## A Note from Principal Pettway

Greetings!

My name is Jami Pettway and I am both honored and delighted to serve as Principal of Conley Hills Elementary School for the 2019-2020 school year. At Conley Hills, we recognize you have a choice in determining where your child attends school. As such, the trust you have placed in our team is not taken lightly.

**Our goal** each day is to celebrate and support the diverse academic and social needs of all children we serve.

**Our approach** will include exposing every scholar to rigorous bell to bell instruction in safe 21<sup>st</sup>-Century learning environments that are complementary of research-based teaching strategies and multiple learning styles.

**Our commitment** to all Conley Hills families and community members is to partner with you to instill a love of learning in each Conley Hills scholar.

All our practices will be implemented in a spirit of love to support these efforts. I sincerely hope you will actively partner with us on an exciting journey to assist each Conley Hills scholar pursue their college or career path of choice. We look forward to seeing you throughout the year!

Again, thank you.

Educationally Yours,  
J. Pettway  
Principal  
Conley Hills Elementary School  
[pettwayj@fultonschools.org](mailto:pettwayj@fultonschools.org)

# District Calendar

The information outlined in this agenda will provide every parent and guardian with guidance on local school and district policies. Please thoroughly review with your child to ensure a successful school year and parent/school partnership.

## 2019-20 School Year

AUGUST 2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2020						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

JUNE 2020						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



**BOARD OF EDUCATION**  
 Linda Bryant, *President*  
 Julia Bernath, *Vice President*  
 Gail Dean • Kimberly Dove • Linda McCain  
 Katie Reeves • Katha Stuart  
 Mike Looney, Ed.D., *Superintendent*

○ First/Last Day of Semester    
 ■ Holiday—schools closed    
 ● Teacher Workday—students off

### First Semester

August 2-5 ..... Professional Development Days  
 August 6-9 ..... Preplanning for teachers  
 August 12 ..... **First Day of School**  
 September 2 ..... Labor Day (schools closed)  
 October 11 ..... **Teacher Workday (students off)**  
 October 14 ..... Columbus Day (schools closed)  
 November 5 ..... Professional Development Day (students off)  
 November 25-29 ..... Thanksgiving Holidays (schools closed)  
 December 20 ..... **Last Day of First Semester**  
 December 23-31 ..... Winter Break (schools closed)

### Second Semester

January 1-2 ..... Winter Break (schools closed)  
 January 3 ..... **Teacher Workday (students off)**  
 January 6 ..... **First Day of Second Semester**  
 January 20 ..... Martin Luther King Jr. Holiday (schools closed)  
 February 17\* ..... President's Day Holiday (schools closed)  
 March 13\* ..... **Teacher Workday (students off)**  
 April 6-10 ..... Spring Break (schools closed)  
 May 22 ..... **Last Day of School**  
 May 25 ..... Memorial Day Holiday (schools closed)  
 May 26-27\* ..... Post Planning for teachers  
 \* Denotes an inclement weather make-up day (if needed).

### Who To Call

Central Administration .....	470-254-3600
Bus Transportation .....	
North Fulton .....	470-254-2970
South Fulton .....	470-254-6060
School Attendance Zones .....	470-254-5540
Student Records .....	470-254-0030
Curriculum Information .....	470-254-4943
Special Education Information .....	470-254-0400
Gifted/Advanced Studies Information .....	470-254-6811
Systemwide Testing .....	470-254-1751
Pre-Kindergarten Programs .....	470-254-4574
Talent (Human Resources) Division .....	470-254-4585
School Nutrition Program .....	470-254-8960

### Weather-Related School Closings

Local radio and television stations, along with the system's website and social media sites, will report school closings or delays due to weather. Decisions are based on factors such as transportation, the condition of the schools, weather forecasts and street conditions.

### 2019-20 Breakfast & Lunch Prices

	Breakfast	Lunch
Elementary School	\$1.10	\$2.45
Middle and High School	\$1.25	\$2.70
Reduced Price	\$0.30	\$0.40
Adults	\$1.60	\$3.45



6201 Powers Ferry Road  
 Atlanta, Georgia 30339  
 470-254-3600 • [www.fultonschools.org](http://www.fultonschools.org)  
[Twitter.com/FultonCoSchools](https://twitter.com/FultonCoSchools) • [Facebook.com/FultonCountySchools](https://facebook.com/FultonCountySchools)  
 Equal Opportunity Agency. Compliance Coordinator: 470-254-4585 • TTY 1-800-255-0135

# Conley Hills Elementary PARENT INVOLVEMENT POLICY

## Title I Advisory Committee Members and Title I parents

### **PART I. GENERAL EXPECTATIONS**

Conley Hills Elementary is committed to the goal of providing a quality education for every child in this school. Consistent with the School's "Vision" statement and Board Policy BA, KD (2), KD (1) and LEBA, parents will be included in all aspects of the School's Title I Program. A partnership will be established with parents, school and the community. Everyone gains when the school, parents, and community work together to promote high scholar achievement. Neither the school nor parents can do the job alone. Parents play an extremely important role as children's first teachers. Parental support for children and for the school is critical to the success of each child.

The Elementary and Secondary Education Act (ESEA) as amended by the No Child Left Behind Act has strengthened and expanded the requirements for involving the parents of Title I scholars. Accordingly, ED may not waive the requirement that an LEA spend a minimum of one percent of its Title I, Part A, and Subpart 2 allocation on parent involvement activities. In Section 1118 of the ESEA, these requirements add parent consultation and information by explicitly requiring the District and schools to develop a written Parental Involvement Policy. For purposes of the District's structure, the District calls this "policy" a "statement".

### **PART II. GENERAL REQUIREMENTS**

At a minimum, the School agrees to implement the following statutory requirements:

- The School will put into operation programs, activities and procedures for the involvement of parents. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the School will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- The School will involve the parents of children served in Title I, Part A in decisions about how the minimum of one percent of Title I, Part A funds reserved for parental involvement is spent.
- The School will be governed by the following statutory definition of parental involvement:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving scholar academic learning and other school activities, including ensuring—

- (A) parents play an integral role in assisting their child's learning;
- (B) parents are encouraged to be actively involved in their child's education at school;
- (C) parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.

The School will inform parents and parental organizations of the purpose and existence of the Parent Resource Center.

### **PART III. DESCRIPTION OF HOW SCHOOL WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT STATEMENT COMPONENTS**

1. The School will take the following actions to involve parents in the joint development of its school wide parental involvement plan under section 1112 of the ESEA:
  - No later than September of each school year, a letter will be sent to all parents. This letter will inform them of the ESEA, Title I funding and parental involvement opportunities scheduled throughout the school year.
  - All parents will be invited to attend a meeting during the first semester to discuss the total school program as well as to give input regarding updates to this plan.

2. The School will build the school and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve scholar academic achievement through the following activities specifically described below:

A. The School will provide assistance to parents in understanding topics such as the following:

- the State's academic content standards,
- the State's scholar academic achievement standards,
- the State and local academic assessments including alternate assessments,
- the requirements of Part A,
- how to monitor their child's progress, and
- how to work with educators.

B. The School will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by offering of workshop opportunities and activities.

C. The School will educate its teachers how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by: facilitating Principal and Parent Liaison workshops and learning opportunities to filter appropriate information.

D. The School will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.

# Conley Hills Elementary School 2019-2020 Parent Compact

## Fulton County School District Goals

- **GRADUATION RATE** 90% of Fulton scholars will graduate on time.
- **COLLEGE READINESS** 85% of Fulton's seniors will be eligible for admission to a University System of Georgia college or university.
- **CAREER READINESS** 100% of Fulton's graduates will be work-ready certified.

## Conley Hills Elementary's Commitment

- Host parent-teacher conferences (at least annually) during which this compact will be discussed as it relates to the individual child's achievement.
- Provide parents with frequent reports on their children's progress & reasonable access to staff
- Provide opportunities for parents to be involved in school activities and instructional programs
- Maintain a positive school climate by creating a safe nurturing and caring environment
- Ensure scholars are consistently provided with high quality curriculum and instruction

## **As the parent, I will**

- Ensure that my child attends school regularly, is on time and dressed appropriately.
- Monitor the amount and content of my child's television watching; particularly during school days.
- Assist with homework and read with my child a minimum of 20 minutes each day.
- Contact the school if there is a concern and/or make suggestions for improving the school.
- Attend at least one conference in the fall and make at least two other visits to the school as a volunteer or observing during the year.
- Foster two-way communication between home and school.
- Keep a current address and phone number on file at the school always.
- Support the school's instructional and discipline programs.

## **As a scholar, I pledge that I will**

- Attend school daily, on time, and appropriately dressed.
- Respect myself, my parents, teachers, administrators and peers.
- Spend time every night doing my best on my homework.
- Keep up with my books and other school materials/supplies.
- Spend time reading at least 20 minutes every day outside of assigned homework.
- Strive to do my best in class each day.
- Keep my hands, negative comments and thoughts to myself.
- Be the best person I can be every day.

Signatures:

\_\_\_\_\_  
Scholar                      Date

\_\_\_\_\_  
Teacher                      Date

\_\_\_\_\_  
Parent                      Date



## ARRIVAL & DISMISSAL

At Conley Hills, safety is our priority. In order to provide a safe arrival and dismissal for our scholars, parents, and staff members, we are adhering to the following rules and guidelines. It is important that all adults (parents and staff members) adhere to these rules in order to keep our scholars safe. If you have a concern about Oak Grove's procedures, please see the administration instead of voicing your concern with the staff members on duty, so they can maintain focus on scholar safety. Thank you for your cooperation in keeping everyone safe.

Arrival Time in the morning: 7:15-7:40 a.m. Scholars may not arrive prior to this time. All late arrivals must be signed in at the front office. Please enter at the front of the building.

## EMERGENCY SCHOOL CLOSING

In the event of an emergency such as fire, gas leak, explosion or bomb threat, which would require removing scholars from the school grounds, scholars will be evacuated to Sigma Zeta Foundation Center located at 2626 DeLowe Drive. The telephone number is 404-559-9022. Scholars will be released from the community center to parents, legal guardians or a responsible adult designated by the parent.

In case of fire, gas leak, explosions or bomb threat:

- Do not try to contact the school.
- Scholars will be evacuated to Sigma Zeta Foundation Center.
- Scholars will follow their regular dismissal procedures from Sigma Zeta Foundation Center.

In case of a tornado:

- Do not try to contact the school.
- Do not come for your child.
- Children will be moved to an area in the school building designated for safety during a tornado.
- Bus drivers are trained in procedures to ensure the safety of children during a tornado.
- A battery-operated radio will be used at school in case of electrical failure and will allow the school to follow the progress of a tornado.
- Parents should listen to the radio or watch television for all emergency broadcasts.

We have a comprehensive crisis plan that is updated regularly and practiced annually. Each staff member is familiar with these procedures and we continually review them and adjust as needed.

## ATTENDANCE

**The school day starts at 7:40a.m and dismisses at 2:20p.m. All scholars are expected to be in their classrooms no later than 7:40 a.m.** Any scholar arriving after 7:40 a.m. is tardy and must check in with the office before going to class.

According to House Bill 1190, parents/guardians of school-age children who have five or more 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.

The Georgia Board of Education lawfully excuses scholars for the following reasons: personal illness, death in the family, special and recognized holidays observed by their faith.

If a child is sick and/or running a temperature, he/she should be kept at home.

Excessive tardiness and/or absences will result in a referral to the school social worker/visiting teacher.

A scholar who is absent or tardy must bring a written excuse signed by a parent/guardian the day the scholar returns to school. The excuse should include the following information: the date or dates the scholar was absent; the reason for the absence(s); and the parent's/guardian's signature.

Calling the school office to say your child is sick does NOT excuse the absence. A written note from the parent or guardian explaining the reason for the absence is required within three days after the child returns to school. Continued unexcused absences and constant absenteeism will be reported to Fulton County Schools' Attendance Office for further action. You will receive a letter documenting unexcused, excessive absences as directed by the State of Georgia.

A scholar must be in attendance more than one half day for him/her to be counted present for that day. A half day is from 7:40-11:00a.m.

All scholars leaving school before the end of the school day must be checked out through the office by parent/legal guardian, or parent designee. To minimize interruptions during instructional time, scholars will not be dismissed before 2:05 p.m. except in the case of an emergency.

## THE INSTRUCTIONAL PROGRAM

Conley Hills Elementary includes scholars from Pre-K through grade five. In all grades, scholars are placed at their appropriate instructional level in areas of language arts, reading and mathematics. A continuous improvement model is followed to ensure each child progresses from one level to the next at his/her developmental rate. Classroom teachers provide instruction in the areas of language arts, mathematics, science, social studies, and health. Subject area specialists provide instruction in the areas of art, music and physical education.

Special programs for scholars in kindergarten through fifth grade include services for scholars with Special Needs, Early Intervention Program, Talented and Gifted, and ESOL (English for Speakers of Other Languages),

### **Special Education**

Conley Hills offers services to children with special needs through IDEA. A continuum of services from consultative to collaborative, resources, and self-contained is offered.

### **EIP**

The Early Intervention Program (EIP) is a state mandated reading, math, and writing instructional support program designed to serve K-5th grade scholars who qualify. Scholars may be served in pull-out and collaborative settings.

### **Gifted**

The Talented and Gifted Program (TAG) is comprised of high-level activities beyond the regular classroom. These activities are differentiated through the county's gifted curriculum and universal themes. Emphasis is placed on developing critical thinking, deductive reasoning, research skills, and technology related to these universal themes. Scholar identification for placement in the Gifted Program involves four areas: Mental Ability, Achievement, Creativity, and Motivation. Scholars may be referred for gifted testing by teachers, parents, or current test scores. Scholars may only be evaluated for placement every two years. More Information

### **ESOL**

An English for Speakers of Other Languages (ESOL) Program is offered at Conley Hills Elementary. This program is for scholars who do not know the English language well enough to profit from the regular, English-based classroom experience. Support services include collaboration within the regular classroom for meaning and resource activities for skill development.

Instruction is enhanced by technology and ongoing professional development for staff to assist scholars in each of the major subject areas. During the school year, your child may be involved in using the Internet as an educational resource. Restrictions have been placed on the school network to block or filter certain material from being accessed through the Internet. "Surfing" on the Internet is not allowed.

Scholars are taught daily by highly qualified teachers. If for any unforeseen reason a teacher is absent for four consecutive weeks or more, in most cases, a highly-qualified substitute will be assigned to the class.

## GUIDANCE COUNSELING

Conley Hills has a full-time counselor on staff. The counselor is here to aid scholars, parents, and staff members. Areas of responsibility include counseling, guidance, and consultation.

### Counseling

Scholars are encouraged to consult with the counselor if they need help with a problem. She conducts individual and group counseling sessions with scholars in areas of need such as divorce, relocation, shyness, etc.

### Guidance

The counselor may lead classroom discussions and activities to help children strengthen self-esteem and to improve interpersonal skills. The counselor also ensures that scholars receive appropriate life-development assistance such as help with transitions to middle school, etc.

### Consultation

Parents and teachers often talk with the counselor concerning issues and problems involving scholars. The counselor offers another, objective point of view. The counselor also consults with community resources and may make suggestions regarding their use as support for our families.

### Adult Mentors

We welcome adults who can provide emotional support and positive role modeling. If you are interested in volunteering, please contact our counselor.

### Parenting Classes

Please review the school's calendar for dates and times of sessions. For more information on parenting classes, please contact our school counselor.

## HOMEWORK

Homework is encouraged to support scholars to working independently, to reinforce skills already mastered, and promote good study habits. Scholars are assigned homework Monday – Thursday with Fridays being optional. Below are recommended times for completion of homework:

Grades K - 2:	20 minutes four times per week.
Grade 3:	30 minutes four times per week.
Grade 4:	40 minutes four times per week.
Grade 5:	50 minutes four times per week.

## PROGRESS REPORTS/REPORT CARDS

Report cards are issued four times during the school year and progress reports are issued a minimum of three times per year. Distribution dates are available on Conley Hills' calendar of events.

Notice of Failing Grades & Progress Skills Checklist	Report Cards
Thursday, September 26, 2019	Thursday, October 17, 2019
Thursday, November 7, 2019	Monday, January 13, 2020
Thursday, December 12, 2019	Tuesday, March 17, 2020
Thursday, February 13, 2020	Friday, May 29, 2020

## TESTING AND SCREENING PROGRAM

The Fulton County Board of Education has established a system-wide testing program designed to provide information concerning the extent to which scholars are acquiring knowledge and skills essential to further learning.

Scholars in grades 3-5 will be administered the Georgia Milestone Assessment System (GMAS) during the spring of 2020. Scholars will be tested on Reading, Language Arts, and Mathematics, Science and Social Studies. The Georgia Kindergarten Inventory of Developing Skills (GKIDS) provides teachers with ongoing diagnostic information about kindergarten scholars' developing skills in language arts, math, science, social studies, social/emotional development, and approaches to learning. Data collection system allows teachers to generate reports at any time during the year for: instructional planning, parent conferencing and report cards. GKIDS only serves as one component among many indicators of first grade readiness.

## INSTRUCTIONAL MATERIALS AND SUPPLIES

Textbooks, along with other materials and supplies are furnished free of charge to all elementary scholars. If a textbook or library book is lost or damaged, a fee will be charged.

## FIELD TRIPS

Field trips are planned to supplement and enrich units of school work. To ensure scholar safety, transportation is provided by Fulton County school buses for a reasonable fee. Scholars may be denied permission to participate due to inappropriate behavior. Every child must have written permission from parent/legal guardian before going on a field trip. **Parental permission for field trips must be in the form of a signature on the Fulton County Permission Slip form. Conley Hills Elementary School does not accept verbal permission for field trips.**

**If a scholar has three office referrals within 45 days (9 school weeks) of a planned field trip, then the scholar will not be allowed to participate in the field trip at the discretion of the school's administration. The scholar will remain at school where he/she will be given activities to complete that address the same curriculum standards. Administration may withdraw the privilege of a field trip from a scholar based on his/her behavior even if the scholar has not had three office visits.**

When a parent volunteers to chaperone a field trip, he/she agrees to assume the responsibility of supervising 4 or 5 scholars, depending on the grade level. Chaperones are very important to the safety of our children when they are away from campus. Since a chaperone must be free to devote all of his/her attention to our scholars, we require that younger siblings NOT be taken on field trips. Note: All school related activities are tobacco free.

## COMMUNICATION WITH PARENTS

Teachers will place a "welcome call" to parents/legal guardians of all scholars during the first two weeks of school. Each grade level will participate in a web-based communication application, as well as send home a monthly newsletter regarding specific grade level matters.

Parent/teacher conferences, as well as parent/principal conferences are an integral part of reporting pupil progress. We regard parents as partners in the education of their children, our reporting system emphasizes a close relationship between the home and the school. We consider it important to have regularly scheduled conferences for parents and teachers to share information concerning their child.

A parent/teacher conference is scheduled for the first and second semesters of the school year. Other conferences may be initiated by the parent, teacher, or principal and held at a mutually agreed upon time. Parents are asked to call the school to arrange conferences. Whenever a conference is scheduled during the school day, parents are requested to check in at the office to be escorted to the classroom.

School-wide Parent Conferences		
Date	Time	Participants
<b>Tuesday, October 1, 2019</b>	3:00 PM - 4:00 PM	Instructional Staff
<b>Tuesday, November 12, 2019</b>	3:00 PM - 4:00 PM	Instructional Staff
<b>Tuesday, December 10, 2019</b>	3:00 PM - 4:00 PM	Instructional Staff
<b>Tuesday, March 24, 2020</b>	3:00 PM - 4:00 PM	Instructional Staff

## CLASSROOM VISITATION

Parents are welcome to visit the school and their child's classes. For the protection of our scholars and the integrity of the instructional program, all parents and visitors must check in at the school office for classroom visits and volunteer work. A Visitor's sticker must be worn at all times during your visit. The following procedures are delineated to assure fair and equitable access to our school.

- All observations must be pre-arranged through the school principal or designee at least one day in advance.
- Observations are limited to two adult observers at a time.
- Younger siblings are not allowed during an observation.
- Observations should be scheduled one or two days prior to the visit and must be done with the consent of both the principal/designee and the teacher.
- Outside observers should respect the confidentiality of all scholars within the classroom setting; therefore, no personally identifiable information should be shared.
- Observers should not engage directly with the scholars.
- A staff member may be assigned to accompany the observer during the observation.
- Concerns observed in the class should be addressed with the principal or designee after the observation has concluded.
- Observations should be limited to twenty minutes and should occur no more than one time during any school week.
- Video/audio/photography devices are not permitted for use during observations.

**Classroom visitations are not a time for teacher/parent conferences.** As such, teachers will not be able to host conferences during this time. The regular school program must continue during your visit.

Please do not go directly to your child's classroom after 7:30 AM or before 2:45 PM to talk to the teacher (unless you have a scheduled appointment and have signed in at the front office). Even a brief, unscheduled walk-in can disrupt the learning process. ALL forgotten lunches, classroom materials (including assignments & homework), and all other items be given to the classroom teacher during non-instructional times. Homework that is dropped off will be placed in the teacher's mailbox.

## PARENT VOLUNTEERS

Fulton County Schools values and promotes active community engagement in all our schools. Thousands of individuals serve as volunteers in our schools each year. Volunteer opportunities may include:

- Serving as tutors, mentors, or guest speakers
- Providing assistance in classrooms, cafeteria, library or main office
- Organizing scholar enrichment and recognition activities
- Supporting special events, athletics, and school planning councils

---

### How do I become a volunteer?

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.

## IRREGULAR DEPARTURE FROM SCHOOL

To ensure scholar safety, the following rules regarding irregular departure from school will apply:

If a scholar does not plan to go home in the regular manner, the scholar must show a letter of permission to the classroom teacher from the scholar's parent/legal guardian, before school begins, on the date of the irregular departure.

If it is necessary for a scholar to leave school early, discuss this with the scholar and send a note to the scholar's teacher. Any scholar leaving before the regular dismissal time must be signed out through the office by a parent/legal guardian or parent designee. A picture ID may be required before the scholar is released to someone other than the parent and/or legal guardian.

Scholars will not be released from school at any unscheduled time without a written explanation of the reason from a parent/legal guardian. Scholars are released only from the office. Scholars can be released to a parent designee only after parent/legal guardian has notified the office. However, to minimize interruptions during instructional time, we encourage parents to allow scholars to stay in school for the entire school day. **Note: Scholars cannot be checked out of school between 1:45-2:15 PM.**

## TRANSPORTATION

In general, bus transportation is provided for children who live one and a half miles or more from the school. Children must get on and off the bus at their own stop unless the bus driver is provided with written permission from the director of transportation or the principal. Scholars under age 9 must be greeted by a parent, guardian, or designee at the bus stop. Scholars who are not greeted by a parent, guardian, or designee will returned to Conley Hills for pick up.

Riding the bus is a privilege contingent upon proper and courteous conduct. Scholars are expected to stay in their seat while the bus is in motion; speak in low voices; refrain from throwing objects; keep heads, arms, and hands inside the bus; keep hands and feet to themselves; cooperate with the bus driver; and, act in a respectful manner.

Scholars may be subject to disciplinary procedures when bus safety rules are violated. This may include suspension from riding the bus for one or more days.

Under special circumstances, the principal may give written permission to the bus driver for a child to ride a different bus and to be let off at an alternate stop. This will be done only in response to a written request by the parent/legal guardian, space permitting.

## CLINIC

The clinic is staffed with a clinic worker, but **not** equipped for serious injury or illness. Children who are ill must be kept at home. Parents/guardians will be contacted when children are injured or become ill at school; therefore, it is essential that scholar emergency information is provided and kept up to date.

## ILLNESS & MEDICATION

The main reasons for keeping your child home from school are he/she is too sick to participate comfortably at school or may spread a contagious disease to other scholars. If your child has been diagnosed with a contagious disease, please contact the clinic so other scholars' parents and school staff may be alerted of the symptoms.

### Reasons Your Child will be Sent Home from School

1. Fever >100.4 degrees F or 37.8 degrees Celsius\* Scholar should stay home until there is NO FEVER for 24 hours WITHOUT MEDICATION. Call your doctor if the fever is with pain, rash, weakness, vomiting or diarrhea. (\*Based on CDC Recommendations)

2. Vomiting or Diarrhea Scholar should stay home with ONE event of vomiting or watery diarrhea. Call your doctor if vomiting or diarrhea continues or with fever, rash, or weakness.
3. Drainage from a wound, rash, eyes or nose Scholar should stay home with drainage from a wound, rash, or eyes. Call your doctor for treatment.
4. Head Lice or Scabies Scholar should stay home until after treatment is complete and there are no live lice or nits. Contact the health department or your doctor for treatment. The scholar must be cleared by the Clinic to return to school.
5. Unexplained Rash Scholar should stay home with an unexplained rash. Call your doctor for treatment.

If your child goes home sick with a contagious disease, vomiting or diarrhea, he/she must not enter the school building for a full 24 hours. When there is doubt in your mind about sending your scholar to school, consult your doctor. Your school nurse or principal may ask for a "Release to Return to School" from your doctor before returning to school. Please make sure that your child's school knows how to reach you during the day.

### **Sick During School**

Once contacted by school because of a sick child, parents have ONE HOUR to retrieve their sick child from school. If you are unavailable by that time, you must arrange for an alternate adult contact to pick up your child.

Scholars who must take a prescribed medicine during the day must provide the principal or designee, such medicine and an authorization to take the medicine. The medicine will be stored until needed.

### **Medication**

If a prescribed medication is necessary to allow a scholar to attend school on a regular basis, a school employee may, under the following conditions, assist in administering the medication to the scholar:

1. The parent/legal guardian must provide the following:
  - a. written certification by a licensed physician that such medication must be administered to the scholar during school time.
  - b. written certification by a licensed physician that the scholar needs assistance for the administering of the medication.
  - c. written instructions from a licensed physician regarding the administering of the medication, including dosage, expected duration of administering the medication and side effects of the medication
2. The parent/legal guardian must take the following action:
  - a. provide written certification that, according to the doctor's instructions, a medication -must be administered to their child.
  - b. execute a release (in the form required by the school system) releasing the Board of Education, the school and any system employees from any liability for administering medication.
  - c. deliver medication to the school principal (or designee) in its original prescription bottle.
3. Scholars will not be allowed to have medication at school (prescribed or none prescribed) unless it is kept in the office.

## **SCHOOL MEAL PROGRAM**

Well-balanced meals for breakfast and lunch are served daily by the cafeteria staff under the supervision of an experienced dietitian. A choice of a regular lunch or a salad plate is available for lunch. Milk is served with all meals. If a child is allergic to milk and provides written certification from a licensed physician to that effect, the child may substitute juice for milk with the lunch without an additional cost. For other scholars who desire, a second drink is available at an additional cost. Children who bring their lunch may purchase milk and/or juice. Soft drinks are not allowed in the lunchroom.

All Conley Hills scholars are eligible for free or reduced-price lunch and/or breakfast. Additional meals must be purchased.

No personal checks, please. Although it is discouraged, scholars may charge up to three consecutive times, but charges should be paid the following day.

**Meal prices are as follows. Prices may be subject to change:**

Breakfast	\$1.05
Reduced Breakfast	\$0.30
Adult Breakfast	\$1.55
Lunch	\$2.35
Reduced Lunch	\$0.40
Adults	\$3.35
Additional Milk or Juice	\$0.50

## BIRTHDAY PARTIES AND SPECIAL DAYS

It is Fulton County's policy that birthday parties are **not** allowed to be conducted in classrooms. This is to protect all scholars from various allergies found in foods offered at birthday parties such as cakes and candies. However, parents may send invitations for an entire class to be distributed for their child's birthday party. Teachers are **not** permitted to distribute invitations to a few selected scholars. Also, candy for special days such as Halloween, Valentine, and Easter is prohibited. Therefore, please do not send or bring bags of treats or candy of any kind.

## TELEPHONE USAGE

All school telephones are used for school related business only. Please consider the following suggestions regarding the telephone:

1. Please do not call the office to deliver a message to your child or ask for your child to be called to the phone unless it is an emergency.
2. Please make sure your child clearly understands what he/she is to do after school (after-school care).
3. Scholars are discouraged from calling home for lunch money, lunches, musical instruments, homework, etc.
4. If you need to speak with your child's teacher, please leave a message. Staff is encouraged to return calls within 24 business hours.

## SCHOLAR DISCIPLINE

The Fulton County School System takes seriously its responsibility to educate its scholars in safe and drug free schools where they are free from fear of harm or intimidation by anyone. Therefore, weapons, drugs and gang activity will not be tolerated in Fulton County Schools. Scholars who violate Board of Education rules specified in the Fulton County Schools Code of Conduct or State laws related to these offenses will be subject to the consequences specified in the Fulton County Board of Education Discipline Cycle. These rules apply to all scholars

- at school or school-sponsored activities including field trips, and
- on buses, athletic fields, stadiums, parking lots, official school bus stops, and any other sites used for school-sponsored activities.

In addition to Fulton County Schools' Code of Conduct policy, all scholars are required to follow the CUBS rules:

- C** Choose responsibly
- U** Use good manners
- B** Be safe
- S** Show respect

**Violations and consequences include:**



Scholars found with a **DEADLY WEAPON** (pistols, knives with 3” or longer blade, pellet guns, martial arts weapons, razors, etc.) on their body or in their book bag, purse, or locker while on school property faces expulsion from school and will be reported to the police. Violators may be charged with a felony, which can result in a fine of up to \$5000 and/or one to five years in jail.

### **Bullying**

We define bullying is behavior that intends to cause harm, fear, or humiliation. It is usually repeated over time and involves unequal balance of power and strength.

Scholars found selling or distributing **ILLEGAL DRUGS** face expulsion from school. Those found in possession of or using illegal drugs will be suspended or expelled from school and will be reported to the police.

Any scholar who engages in an **ACTIVITY** that threatens, intimidates, or physically harms another scholar faces possible expulsion from school and the filing of charges with the police. Be advised that if this activity is gang related, additional criminal charges may be filed under the Georgia Street Gang Terrorism and Prevention Act.

Unless authorized by the teacher, scholars may not bring playing cards, video games, dice, radios, tape recorders, toys, or athletic equipment to school. All such items, if brought to school without permission, will be confiscated. The parent/legal guardian may personally get the item from the principal, assistant principal or teacher.

We, at Conley Hills, believe all scholars have the right to learn in a safe, non-disruptive, warm climate. In addition to our school-wide Positive Behavioral Interventions and Supports program, PBIS, incentives are provided throughout the year to celebrate scholars’ positive behavior.

Scholar discipline is the joint responsibility of the school and home. Parental support for good discipline enables the school to maintain a wholesome environment for learning. We are always working to develop self-discipline within each child. We feel it is the child’s responsibility to follow established school and class rules. Parents will be notified if their child is presenting discipline problems.

Upon enrollment, each scholar will receive a **Code of Conduct and Discipline Handbook**, a copy of **Conley Hills’ Local Discipline Plan**, and a copy of **Fulton County’s Bus Discipline Cycle**. Parents/legal guardians are strongly encouraged to read and become familiar with the district’s and school’s regulations.

## **BEHAVIOR MANAGEMENT STRATEGIES**

Children must be focused and on task to learn. Following is a list of behavior management strategies teachers regularly utilize:

- setting classroom rules and consequences at the beginning of the year collaboratively with the scholars,
- providing hands on activities
- communicating and modeling leadership behaviors
- identifying peer/adult buddies who are good role models
- developing and maintaining behavior charts
- providing praise for positive behavior
- providing teacher reminders
- being in close proximity
- maintaining point sheet
- developing teacher/child/parent/counselor relationships and conferences
- incorporating behavior contracts
- promoting self-correcting and self-checking
- using gestures to show you care
- providing opportunities to talk with the counselor
- participating in one-on-one conferencing with teachers
- providing alternative choices to scholars
- reflecting on incidents through a writing activity
- providing opportunity to express real feelings without consequences

- reinforcing through visual clues
- using timers and time out,
- using behavioral clip (happy, sad and straight faces),
- setting individual goals and expectations,
- following through with consequences consistently

### Tier I – MINOR ACTS OF MISCONDUCT

1f	PDA ( <i>Public Displays of Affection</i> )
6a	Teasing/Taunting
6c	Profane/Vulgar Language or Gestures ( <i>not directed toward an employee</i> )
7	Insubordination ( <i>verbal confrontation with another person, failure to identify self to a school employee, failure to follow directions or commands</i> )
9	Honor Code Violation ( <i>See Policy JCD, Student Academic Integrity and school's Honor Code for possible academic consequences</i> )
12a	Skipping/Tardies ( <i>Class cuts, Unexcused tardies (Starts over every 9 weeks)</i> )
12c	Failure to attend detention, Saturday school, or TO/ISS
13	Dress Code Violations
14	Smoking/Possession of Tobacco Products
15	Gambling
18e	Technology offenses ( <i>Refusing to comply with staff directives on use of technology</i> )

### Tier II – INTERMEDIATE ACTS OF MISCONDUCT

1a	Occupy or block building
1b	Disruption
1e	Horseplay
2a	Theft and Vandalism ( <i>Criminal Charges may also apply</i> ) Cause or attempt to cause damage to or deface school or private property
2b	Vandalism/damage/alteration of school or private property
2d	Theft or attempted theft of school or private property
2f	Possess or distribute school or private property without appropriate authorization
3a,b	Unauthorized Entry/Trespassing
5b	Fight ( <i>without harm</i> ) Mutually participate in a physical altercation
5d	Consensual hazing, initiation or bodily modifications
6c	Profanity towards an employee/Verbal abuse of an employee Use of abusive words, profane or vulgar language ( <i>written or oral</i> ) or gestures
6d	Offensive Material Possessing, displaying or distributing profane/vulgar/obscene/ pornographic/offensive materials, etc.
8	Misrepresentation Making false reports or statements ( <i>i.e. false emergency calls, false name, forgery, falsely accusing others of wrong actions, falsifying school records, alteration or unauthorized possession of school, county, state or federal forms/records, etc.</i> )
10	Weapons: Category II and Category III without intent Possession of a Category II or Category III weapon without intent to harm or use for protection
10	Dangerous Instruments/Unauthorized Items Possession of matches, lighters, stink bombs, pepper spray, mace, ammunition, BBs, paint pellets, CO2 cartridges, fireworks, or similar instruments/items
12b	Leaving campus without permission from parent and Principal/designee
16	Sexual Harassment
17A 1,2	Sexual Misconduct/Sexual Offenses ( <i>Criminal Charges may also apply</i> ) Sexual acts/offenses ( <i>without use of force</i> )/indecent exposure
18 a-d	Technology Offenses
20	Interference with School Bus Use of prohibited items which may interfere with bus safety
22	Encouraging Misconduct Provoking a fight /Encouraging violations of the code of conduct

### Tier III – Moderate Acts of Misconduct

1c	Bomb threat
1d	False Fire Alarm
2c	Arson or attempted arson of school or private property
2e	Theft or attempted theft by: force; threat of force, violence or fear
5a, b	Group Fight ( <i>Criminal charges may also apply</i> ) with no serious injury (3 + participants)
5a	Battery ( <i>Criminal Charges may also apply</i> ) Intentionally make physical contact which to another person ( <i>with or without harm</i> )
5b	Fight ( <i>with harm</i> ) Mutually participate in a physical altercation
5c	Assault Attempt to cause physical injury, threaten bodily harm or commit an act which places a person in reasonable apprehension of immediately receiving physical injury
6a	Harassment/Bigotry ( <i>Criminal Charges may also apply</i> )
6b	Bullying ( <i>See Rule for mandatory discipline on third offense</i> )
6e	Forcefully abduct, transport and/or detain a person against his/her will
10	Weapons: Category III/Dangerous Instruments Possession of Category III/Dangerous Instruments with intent to harm or use for protection
11A	Alcohol/Drugs Possession or use of drugs or alcohol
11B	Drug Paraphernalia
11C	False Drugs
11E	Inhalants
11F	Over-the-Counter Medication
11G	Prescription Drugs
17B	Sexual battery ( <i>must also be reported to School Police, Student Discipline and Area Superintendent</i> )
19a	Gang Activities ( <i>Criminal Charges may also apply</i> ) A student shall not engage in criminal gang activity
19b	A student shall not hold himself/herself out as a member of a gang ( <i>See Rule 13 for dress code violations</i> )
19c	A student shall not recruit or solicit membership in any gang

### Tier IV – SERIOUS ACTS OF MISCONDUCT

4a	Battery of an Employee (Physical and Verbal) ( <i>Criminal Charges may also apply</i> ) Intentionally make physical contact which causes physical harm to a school employee, unless such physical harm was in defense of himself or herself. Recommendation for permanent expulsion
4b	Intentionally make physical contact of an insulting or provoking nature with a school employee
4c	Assault Attempt to cause physical injury, threaten bodily harm or commit an act which places an employee in reasonable apprehension of immediately receiving physical injury
5a, b	Group Fight ( <i>Criminal charges may also apply</i> ) with serious injury (3 + participants)
10	Weapons: Category I – Firearm ( <i>Recommendation for expulsion for at least one (1) calendar year</i> )
10	Category II with intent to harm or use for protection
10	Category III/Dangerous Instrument Actual use of a Category III weapon or Dangerous Instrument
11D	Alcohol/Drugs/Paraphernalia ( <i>Criminal Charges may also apply</i> ) Sale, attempted sale or distribution of alcohol, controlled substance, prescribed medication, look-a-like drug or paraphernalia
17C	Sexual Molestation ( <i>Criminal charges may also apply</i> ) ( <i>must also be reported to School Police &amp; Area Superintendent</i> )
21	Off Campus Misconduct

# Student Responsibility Cycle 2017-2018

## Fulton County Schools

SUPPORTIVE DISCIPLINE MANAGEMENT TECHNIQUES

TIME OUT\*

IN SCHOOL SUSPENSION\*\*

OUT OF SCHOOL SUSPENSION

### Supportive Discipline Management Techniques

*In addition to conferencing with student & communicating with parent/guardian*

Reminders and Redirection

Replacement or payment for any damaged property (if appropriate)

Reflective Essay or other Reflective Activity

Written apology

Teaching of expectations and skills

Participation in a school-service project

Role Play replacement behavior

Conference with student, caregiver(s), and staff

School Counselor/Social Worker Intervention

Conference with School Police Officer

Saturday School

Before or after school detention

Restorative Practices

In class time out

Removal from class where infraction occurred to a supervised time out in another classroom

Change in Class Schedule

Revocation of privilege to participate in social/extracurricular activities/ceremonies

Peer mediation

Conflict mediation

Participation in counseling/mentoring session related to the infraction

Creation or review of a Tier II/Tier III academic/behavior plan

Refer to Counselor/Social Worker/Psychologist for risk protocol

Refer to SAVTE or INSIGHT Drug Intervention Program (Middle & High School students only)

Suspension from the bus. Students must attend school and the parent(s) must provide transportation

Modification of FBA/BIP/IEP (if applicable)

Refer to outside agency/provider

In-school suspension (ISS) that includes behavior supports and interventions

### Consequence Ranges

#### Tier I – Minor Acts of Misconduct

K-2



3-5



6-12



#### Tier II – Intermediate Acts of Misconduct

Unique, serious, or multiple offenses may result be considered a Tier III offense.

K-2



3-5



6-12



#### Tier III – Moderate Acts of Misconduct

Depending on severity, can be referred to a Disciplinary Hearing (except for K-2 students)

K-2



3-5



6-12



#### Tier IV – Serious Acts of Misconduct

Disciplinary Hearing Referral required

K-2



3-5



6-12



\*Time Out = removal from class for less than ½ day

\*\*ISS = removal from class for ½ day or more

## Bus Conduct Discipline Procedures

The principal or other designee at the local school can administer disciplinary action for bus misconduct. School buses are considered an extension of the school campus. All rules governing scholar conduct while on campus/school property apply while scholars are on the school bus. **Because of the additional safety factors and for the protection of the bus driver and scholars on the bus, school principals have the authority to impose an immediate suspension from the school bus for serious offenses as well as for minor violations.** School bus drivers do not discipline scholars, although they have the prerogative to assign seats or move scholars from one seat to another to solve a discipline problem or to assure safety for those on the bus. 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, public detention, in-school suspension, out-of school suspension, or bus suspension. Copies of all written bus reports will be sent to the parent/guardian. Depending on the severity of the offense, the administrator will place the scholar on the most appropriate step of the cycle. The bus discipline cycle does not preclude additional sanctions as provided in policy, procedures, school rules, or federal state and local laws.

<b>1<sup>st</sup> Bus Offense</b>	Scholar conference will be held with school administrator or official.
<b>2<sup>nd</sup> Bus Offense</b>	Scholar may be placed on bus probation and parent will be notified that on next bus offense scholar may be suspended from the bus.
<b>3<sup>rd</sup> Bus Offense</b>	Scholar may be suspended from riding the bus for one (1) or (2) days with parent contact or notification.
<b>4<sup>th</sup> Bus Offense</b>	Scholar may be suspended from riding the bus for two (2) or three (3) days with parent conference requested.
<b>5<sup>th</sup> Bus Offense</b>	Scholar may be suspended from riding the bus for three (3) days with parent conference requested.
<b>6<sup>th</sup> Bus Offense</b>	Scholar may be suspended from riding the bus for three (3) to five (5) days with parent conference requested before scholar returns to school and may be referred to an informal Disciplinary Hearing.

### **Scholars may be placed on step 3, 4, 5, or 6 for major or dangerous offenses such as:**

- Disruptive behavior-fighting, wresting, scuffling, hazing, harassment, intimidation
- Failure to identify oneself or giving false identification
- Ignition of lighters, matches, etc.
- Insubordinate/defiance of authority
- Leaving bus without permission
- Riding bus without permission including when suspended
- Obscene, inappropriate language, gesture, and or acts
- Sexual misconduct/offenses
- Activating of emergency alarm
- Placing objects or body parts out of the windows when bus is in motion
- Possession of a dangerous instrument
- Smoking, dipping, use of drugs/alcohol, or possession of related products
- Theft/vandalism of school or personal property

## DRESS CODE

Scholars are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and good taste. All scholars shall be modestly dressed and groomed so as not to distract unreasonably the attention of others or to cause disruption or interference with the educational program or the orderly operation of the school (no mid-drift shirts, shorts should be knee length for 3-5 grades, no see-through clothing, and no high heel shoes).

Scholars are encouraged not to wear clothing with inappropriate advertisements, or language or apparel that may be gang related; pants are to be worn with a belt so that they are at the waistline and not on the hips; the straps of overalls should be buttoned and worn over the shoulders.

## DENIAL OF SCHOLAR RIGHTS

If a scholar or parent believes the scholar is being improperly denied participation in any educational function of a Fulton County school or that the scholar is being subjected to an illegal rule or standard, the matter should be discussed promptly with the teacher and/or principal.

In instances where the scholar or parent feels that after contacting the proper and responsible local school individual(s), the question has not been fully answered or given proper consideration, the concern may be directed to the Fulton County Elementary Schools office.

Parents are always welcome to discuss problems and concerns with the Fulton County Schools official who is responsible for the activity in question. However, if the parent or scholar still feels there is a denial of a basic right, they should telephone and/or outline in writing the alleged denial to the Superintendent of Schools.

## Transfer Policy

A scholar is usually assigned to the school serving the geographic attendance zone in which the scholar resides. However, exceptions for school assignment may be considered for homeless scholars; majority to minority transfers; special instructional needs such as magnet programs, ESOL programs, open campus programs and programs for exceptional scholars; scholars moving into an attendance zone or out of an attendance zone; employees' children; and other circumstances as approved by the Scholar Hardship Committee or other policies/procedures. Under the direction of the Superintendent, administrative procedures shall be developed to regulate these exceptions for scholar placement.

## Immunizations

No child shall be admitted to or attend any school or facility unless the child shall first have submitted a certificate of immunization to the responsible official of the school or facility. For a justified reason, however, the responsible official of any school or facility may grant a temporary waiver of the certificate under conditions specified by Georgia law and Georgia Department of Human Resources rules and regulations.

For a child to be exempt from immunizations on religious grounds, the parent or guardian must first furnish the responsible official of the school or facility an affidavit in which the parent or guardian swears or affirms that the immunization conflicts with the religious beliefs of the parent or guardian.

To encourage immunization of children at an early age, the Board invites any parent or guardian of a child between two and six years of age to submit to the Office of Scholar Services a certificate of immunization documenting completion of all immunizations appropriate for a child of that age.

## PARENTS' RIGHT TO KNOW

In compliance with the previous requirements of the **No Child Left Behind** statute, Fulton County Schools informs parents that you may request information about the professional qualifications of your scholar'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 scholar is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualification, please contact the principal at (470-254-8170)

## PARENTS' RIGHT TO KNOW

En cumplimiento con los requerimientos del reglamento "Ni un niño dejado atrás" Escuela del Distrito Escolar de Fulton, se informa a los representantes que pueden solicitar información acerca de los estudios universitarios alcanzados por el profesor o profesora (es) de su hijo. La siguiente información puede ser solicitada:

- Si el profesor ha llenado los requerimientos de La Comisión de Profesionales del Estado de Georgia para el nivel y materias en las que provee instrucción.
- Si el profesor está enseñando por emergencia u otra situación provisional en las que el criterio de requisitos profesionales o certificados universitarios no han sido tomados en cuenta.
- La carrera universitaria y cualquier certificado de post-grado que el profesor ha obtenido
- Si el estudiante recibe clases de profesores no graduados, y si este el caso, cuál es su grado de capacitación profesional

Si usted desea información acerca de la preparación profesional del profesor de su hijo, por favor póngase en contacto con el director al siguiente teléfono: 470-254-8170

## School Visitors

The District expects that all parents and visitors will treat school staff and scholars with courtesy. While we are very hopeful that this will not be an issue, you should be aware that Georgia law prohibits certain behavior on school property and in school safety zones. For example, the law prohibits a person from loitering or being on school property without a legitimate need to be there. It requires that visitors check in at the school's designated location. It also provides penalties for individuals who refuse to leave school property when directed. The law also prohibits disruptive conduct on school property, including school buses and bus stops. Additionally, the law prohibits individuals from upbraiding, insulting, or abusing public school employees in the presence of scholars and minors.

If the educational environment is or could be negatively impacted, the District reserves the right to place restrictions on the ability of certain individuals to come onto campus, attend school events, or interact with staff. We may also place restrictions on individuals who have violated certain school policies or state law. We appreciate your understanding and cooperation as we strive to provide a safe and productive environment for scholars and staff.

## A NOTE FOR PARENTS REGARDING TECHNOLOGY USE

**Cell Phone Use:** Please review the District's cell phone use policy contained in the Scholar Code of Conduct, Procedure JD. While cell phones can be an important communication and safety device for families, their use during the school day is prohibited and can be quite disruptive.

**Cell phones that are visible or turned on during the school day are subject to confiscation. If a cell phone or other electronic device is found to contain evidence of criminal activity, including types of pornography, that device may be permanently confiscated and relinquished to law enforcement.**

**Social Networking Web Sites:** It has been brought to our attention that many scholars are logging on to social networking websites such as Facebook. These sites, when used safely, offer young people and adults a unique opportunity to interact. However, when used inappropriately, these sites can become a hurtful or dangerous place for scholars.

The School District's firewall prevents such access at school, but these sites are being accessed on personal computing devices and/or on home computers. While at school, scholars are sharing or acting on what they have read. This creates disruptions and negatively impacts peer relationships, as well as the learning environment.

Some scholars create hurtful web sites and post negative messages about other scholars and adults. We consider such incidents a form of "cyber harassment". **Please talk with your child about appropriate internet behavior and the importance of never posting something mean, hurtful, profane or obscene online.** Having access to your child's online networking account or internet use is a step in the direction of understanding your scholar.

Scholars sometimes share personal information that jeopardizes their safety. For instance, the following pieces of personal information can be found posted by scholars:

- Suggestive photos
- Home and telephone numbers
- Date of Birth
- Scholar's real name
- Classmates' personal information
- Personally identifiable journal entries
- School name
- School Location

When a scholar lists personal information, they are at risk for attracting the attention of online predators that may use this information to search for potential victims. Online predators may pose as teenagers or young adults in order to establish relationships with young people.

Please take time to review your family's safety guidelines for using the Internet wisely. Some helpful websites for Internet safety contracts and discussions with your scholar include [www.netsmartz.org](http://www.netsmartz.org) and [www.ikeepsafe.org](http://www.ikeepsafe.org) (for younger scholars).