



# *Evoline C. West Elementary 2019-2020 Family Handbook*

**Hi! Welcome to E.C. West, home of the Wildcats. ☺ We are proud to have you as a part of our E.C. West family. This handbook explains school rules, general information, and safety procedures for our Wildcat families.**

**Evoline C. West is truly a great place to learn and grow. Our teachers are dedicated and passionate about education, and our parents support the education of their children. Our students enjoy learning, and we pride ourselves on being a kind and caring educational community.**

**If there is ever anything we can do to make your educational experience better, please stop in and let us know. If you are having a wonderful experience, we definitely like to hear that too!**

**Our doors are always open, and we love opportunities to meet with our parents.**

**We are going to work hard every day to create the ideal Evoline C. West for your child!**

**Go Wildcats!**

**Jennifer Burton, Principal  
Jill Meeker, Assistant Principal**

**Follow us on twitter!**   
**@jenniferwburton**  
**@meekerAP**

### Quick Reference

School: Evoline C. West Elementary School  
Address: 7040 Rivertown Road, Fairburn, GA 30213

School Phone: 470-254-3460  
School Fax: 470-254-3583

Fulton County Website: [www.fultonschools.org](http://www.fultonschools.org)  
Evoline C. West Website: <http://school.fultonschools.org/es/evolinewest>  
Evoline C. West Twitter: @ecwestwildcats

**Principal: Jennifer Burton**

**Assistant Principal: Jill Meeker**

**Data Clerk: Vanessa Baker**

**Parent Liaison: Gina Dorsey**

**Counselor: Deneatrice Harrison**

**Curriculum Support Teacher (CST): Aja McNair**

**Math Coach: Audrey Broomfield**

**ELA Coach: Ebony Betts**

**Instructional Support Teacher (IST): Crystal Cox**

**School Social Worker: Grady Davis**

**Cafeteria Manager: Helen Bailey**

**School Hours: 7:40 a.m. - 2:20 p. m. Students may enter the building at 7:10. Breakfast begins at 7:10 and ends at 7:30.**

#### **ACCESS TO STUDENT'S RECORDS**

The parent or legal guardian has the right to examine the student's records and to have them explained by appointment. Valid ID is required. Principal, counselor, teacher, or other authorized personnel who have responsibility for supervising, instructing, or helping a student shall have access to that student's records.

of contagion to other students.

Absences will remain unexcused until a written excuse is received by the teacher, stating the reason for the absence, the dates absent, and a parent signature. Fulton County policy states that written excuses should be received within 3 school days after the student returns to school. A doctor's note is required for every absence after 10 consecutive or nonconsecutive absences.

#### **ARRIVAL & DEPARTING SCHOOL - ATTENDANCE**

**Student arrival begins at 7:10 a.m.**

**Breakfast is served from 7:10-7:30 a.m.**

**Classes begin at 7:40 a.m. Students are tardy at 7:40 a.m.**

**Dismissal begins at 2:20 p.m.**

Children should arrive at school between 7:10 and 7:30 a.m. in order to be in class, ready to learn at 7:40 a.m. **SCHOOL STARTS AT 7:40 a.m.** Any child arriving after 7:40 a.m. will need to be signed in at the front office by an adult and will be marked tardy in the child's attendance record. **If a child arrives at school after 11:15 a.m., he/she will be marked absent for the entire day.**

**The State Board of Education lawfully excuses children for the following reasons only:**

Personal illness

Death in the immediate family

Special and recognized holidays observed by their faith

Arrival & Dismissal: Car riders should be dropped off and picked up at the front of the building. Pull all the way forward on the curb before allowing your child to exit on the sidewalk side of the car. PLEASE DO NOT allow your child to cross the street from the parking lot. If you park in a parking space, walk your child across the street at a crosswalk. All car riders should be picked up by 2:30 p.m.

*Irregular attendance in school is one of the most common causes of underachievement. Therefore, we encourage you to help your child get to school daily and on time. At the same time, we do not expect a child to be in school if he or she is sick or is a source*

Every student must have an After School Dismissal Instruction form on file with the teacher on the first day of school. If you need to change your child's transportation

for any reason, please submit the change in writing to the teacher or front office no later than 11AM

Afterschool care is available from 2:20-6:30 p.m. through APEC for a weekly fee.

All children should be picked up from school by 2:30 p.m. When a student is picked up after 2:30 p.m. three times, the parent will receive a written warning letter from the school. After the fourth late pick up a social work referral will be completed. There is no supervision before or after school unless a student is registered in after school care with APEC.

### **BAD WEATHER**

Please stay tuned to your local radio or television station for announcements of school closings. Official notifications of school closures are delivered through the Fulton County School Messenger System, WSB-TV or Radio AM750. It is the parents' responsibility to update the front office with current phone numbers and email addresses. The decision to close schools will be made by 6:00 a.m. Please do not check students out in the middle of bad weather, i.e. tornado watch or warning. It is safest for students to remain in the school shelter.

Once the decision is made to close school due to inclement weather, local television and radio stations will broadcast this information. The Office of Safety and Emergency Management serves as a resource and works with the Principals in the field of comprehensive planning and preparedness to lessen the impact of natural and man-made disasters. Each Fulton County School has a detailed disaster and evacuation plan which is reviewed and updated periodically. In addition, each school's emergency procedures are practiced to ensure adherence to plans and procedures. In case of an emergency, the Principal will evacuate the building and take appropriate action. Special efforts will be made to notify parents and the news media.

### **EMERGENCY SCHOOL CLOSING**

In the event of an emergency which necessitates removing students from the school, the students will be evacuated to an alternate location.

THE ALTERNATE LOCATION FOR EVOLINE C. WEST is CREEKSIDE HIGH SCHOOL, 7415 Herndon Rd. in Fairburn. The phone number is: 470-254-4300.

### **BEHAVIOR**

Students are expected to follow the Fulton County Code of Conduct at all times. A copy is provided to each child at the beginning of the year. Wildcat PAWS is our school-wide discipline plan, which focuses on catching students behaving appropriately and acknowledging positive actions. Students who are caught doing things well are given "PAWS" which can be collected and turned in for prizes and privileges at PAWMart. Students who need to improve behaviors may be given a "Wildcat Reminder" that communicates the area needing to be improved. If behaviors are consistently inappropriate and/or severe, a student will receive a Student Discipline Referral and will be sent to the office. Consequences may include parent conferences, counselor referrals, timeout, out-of-school suspension, or a tribunal hearing. If a child is suspended from school, they are not permitted to be on any Fulton County campus.



You can refer to Fulton County's Code of Conduct for specific rules.

### **BIRTHDAY PARTIES/CELEBRATIONS**

At Evoline C. West, we have two opportunities for celebrations, which are held in December and February. Some classes may also elect to have an end of the year celebration. During these times, we encourage students to participate by bringing store bought goodies. Please refrain from bringing homemade treats, as there may be allergens that could cause harm to a student. All items brought in must have the nutritional facts and ingredients label clearly displayed. For student birthdays, teachers can briefly recognize a child's birthday. **In order to maximize instructional time and minimize interruptions, birthday parties or special occasions should be held outside of the school day and on private time. Parents will not be permitted to bring in balloons, cakes, cupcakes or any other treats for birthdays.**

### **CAFETERIA**

#### **Breakfast and Lunch**

Please encourage your child/children to participate in our school breakfast and lunch program. Our excellent cafeteria staff prepares nutritious meals that provide approximately 1/3 of the total recommended daily amounts of vitamins and minerals.

Breakfast is served every morning from 7:10 - 7:30 a.m. Students who are car riders should arrive at school by 7:30 if they wish to eat breakfast. Every child may eat breakfast free of charge. Free or reduced lunch is available for families who qualify

financially. Each child is provided with a free/reduced form at the beginning of the school year. For further information about this program, log on to [www.fulton.schoolunchapp.com](http://www.fulton.schoolunchapp.com) or contact the cafeteria manager.

Student breakfast	FREE	
Student lunches	\$2.45 daily	\$12.25 weekly
Reduced lunches	.40 daily	\$2.00 weekly
Extra Milk or Juice	.50 (milk)	.50 (juice)
Guest / Adult Lunch	\$3.45 (Subject to change without notice)	

Students may pay for their lunch each day, week, or month. If you send a money order or cash, please place it in a sealed envelope with the child's name, teacher, grade, amount of money and date written on the envelope. You may pay for more than one child in a single payment, but include all information for each child on one envelope. No personal checks will be accepted. Mypaymentplus.com is available for parents wishing to pay online.

All students are to receive milk with their lunches unless they have a doctor's excuse stating that they are allergic to milk, in which case they will receive juice. These doctor's notices must be updated each year, which must be submitted to the school clinic and school nutrition department before changes to the standard lunch can be made.

#### Lunch Boxes

Students are allowed to bring a packed lunch from home. Student lunches will not be microwaved for health and safety reasons.

#### Special Diets

If your child has special dietary needs, the cafeteria manager will work with you to develop a suitable alternate menu. Medical documentation is required in most cases. Please also notify the school's clinic assistant of any dietary restrictions.

#### Outside Food

Restaurant food is not permitted in the cafeteria. A table is available in the front lobby for families that chose to bring in fast food for lunch. Meal delivery services will not be permitted to deliver food to the school for students, i.e. Uber Eats.

#### CELL PHONES

Elementary students are not permitted to use cell phones for personal use in school or on a school bus. If they do bring a cell phone to school, they must be

stored in a book bag and turned off. If a student is using or displaying a cell phone, without teacher permission, it will be confiscated and will be released to a parent/guardian. Staff members are not responsible for cell phones or other electronic devices brought to school.

#### CLASS PLACEMENT CHANGES

To request a class change, the parent must make a written request and follow the guidelines found in the Class Placement Change Request Procedures at the end of this handbook. Class changes will not be made until after the 10<sup>th</sup> day of school. **Forms may be requested in the front office.**

#### CLASSROOM VISITATION

Parents are welcome to volunteer in their children's classes provided that the required volunteer procedure has been completed and appropriate communication has been made with the front office and the teacher. All volunteers must complete the online volunteer registration 48 hours prior to the volunteer date. Additionally, parents and visitors must sign-in at the office with a valid driver's license, receive permission to visit, and obtain a visitor's pass. All visitors must always report directly to the office if they are in the building for classroom visitation, delivering articles and/or messages to students or reporting as a volunteer; this also includes the portables.

#### Meetings & Appointments

As a courtesy to the teacher, an appointment must be made for all classroom volunteering and visitation by contacting the teacher by note, e-mail, or telephone, **at least 24 hours in advance.** If an appointment is not made, visitation may be denied. **Please note, classroom visitations are not a time for teacher-parent conferences. Do not expect the teacher to conference with you at this time as it will interrupt instructional time.**

If parents would like to do a classroom observation, this must be scheduled in advance with the Curriculum Support Teacher. Classroom observations are no longer than 20 minutes.

#### CLINIC

All elementary schools have a clinic, however, we are not staffed or equipped for serious injury or illness. Children who are ill prior to school hours (ex: vomiting, diarrhea, or fever) must be kept at home. Parents will be contacted when children are injured or become ill at school. Please be sure we have current

phone numbers for you at home or work in the event that your child becomes sick at school. No medication will be given unless the proper forms are on file with the clinic assistant.

### **COMMUNICATION**

We send school information home via email and phone every Tuesday in the Tuesday Talk. Please keep your email address and all other forms of communication, i.e. phone, address, emergency contacts updated so you can stay in the loop.

### **CONFERENCES**

Parent-teacher conferences, are an integral part of our system of reporting pupil progress. Our reporting system emphasizes a close relationship between the home and school because we regard parents as partners in the education of their children. We consider it important to have regularly scheduled parent teacher conferences to share information concerning the child. Even though specific conference days are set each year, conferences may be scheduled at any time during the school year as needed. These may be initiated by the parent, teacher, or principal and held at a mutually agreed time.

### **DISRUPTION OF SCHOOL**

Georgia Code O.C.G.A. 20-2-1182 (2010)  
It shall be unlawful for any person to knowingly, intentionally, or recklessly disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated by local school boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature. Examples of disruptive behavior include profanity, yelling, display of aggression (verbal or non-verbal) or refusing to leave school property when directed.

### **Parent Conduct at Bus Stops**

Parents are not permitted to board a school bus, engage in confrontations at the bus stop, smoke or drink at the bus stop, or engage in disciplinary conversations with other people's children. All issues should be addressed through the school.

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 students and staff.

### **DRESS CODE/UNIFORMS**

**The required attire at E.C. West is a School Uniform. The school colors are royal blue, gray and white.**

#### **1. Pants, shorts, skirts, skorts, jumpers:**

- Khaki color or Navy pants
- Must be worn at the natural waist line
- No stretch knit material, no baggy pants, no sagging, no tight-fitting, no jeggings
- Skirts, skorts, jumpers and shorts are fingertip length

#### **2. Polo Style shirts:**

- Solid school colors: royal blue, gray, or white with or without the ECW school logo
- Must have a collar
- No other logos on shirt (Ex: Polo, names of stores, athletic signature, etc.)

#### **3. T-shirts:**

- **ONLY ECW** spirit wear with official school logo

#### **4. Hoodies and Sweatshirts:**

- Plain or with the ECW logo only in school colors. (Ex: No name brands should be visible)

#### **5. Socks & Tights:**

- Only in school colors or solid black

#### **6. Shoes:**

- Closed toe shoes only
- No sandals, flip-flops, bedroom slippers
- No high heels

#### **7. Out of Uniform Fridays:**

- Students must adhere to general FCS dress standards

**ALL clothing must be the appropriate size for the student. Parents and students will be notified of exceptions to the dress code. Halloween is not an exception. Uniforms with school colors are available from several stores i.e. Sears, Walmart, Old Navy, Target and can also be purchased through online retailers such as Amazon or French Toast.**

**Spirit Wear: T-shirts and sweatshirts with the E.C. West logo will be available at school throughout the year.**

**Students should remove hats and hoods when entering the building unless approved by the principal.**

**Tennis shoes and pants, shorts, or skorts should be worn on P.E. days.**

**GRADING AND REPORT CARDS**

Report Cards are means of communicating what students are achieving. Other important ways of communicating student progress include parent-teacher conferences, review of the courier, progress reports, letters, notes, and telephone conferences. Elementary Report Cards are sent to parents at the end of each nine week term. The following grading systems are used:

<b>Kdg and 1<sup>st</sup> Gr.</b>	<b>2<sup>nd</sup>-5<sup>th</sup> Grade</b>	<b>Conduct K-5</b>
S – Satisfactory N – Needs to Improve U - Unsatisfactory NG – No Grade	A = 90-100 B = 80-89 C = 70-79 F = 69 and below NG – No Grade	S – Satisfactory N - Needs to Improve U – Unsatisfactory NG – No Grade

**\*Numerical grades will be used on report cards for students in grades 2-5 along with a standards based report card format.**

**2<sup>nd</sup> -5<sup>th</sup> Grade Grading**

Our 2<sup>nd</sup> thru 5<sup>th</sup> grade students will receive a standards based report card. The standards-based progress report card was developed to provide more in-depth feedback regarding student academic performance and mastery of each core subject area (Reading, Language Arts, Mathematics, Science and Social Studies). The report provides more detailed, written communication about the learning progress of students for each nine-week grading period.

**Special Education Modified Curriculum Reporting**

Special education students served in modified, self-contained settings receive grades on the general education reporting instruments. Progress reports and report cards will indicate IEP support where appropriate.

Special education students served in the resource program also receive grades on the general education reporting instruments. These grades are determined cooperatively by the regular education and resource teachers.

**FIELD TRIPS**

Each student will have an opportunity to learn outside of the school building. When field trips are scheduled, parental consent will be required. A signed permission form must be on file at school prior to a student attending the trip. For planning purposes,

permission forms will be due several days in advance of the trip. If the form is not received by the noted deadline on the form, the student will not be able to attend the trip. Field trip refunds are not given after the noted deadline. Please understand that if a child exhibits chronically disruptive behavior at school, field trip privileges will be denied. Parents must complete the volunteer registration form 48 hours in advance of attending a field trip. [www.fultonvolunteers.org](http://www.fultonvolunteers.org)

**HOMEWORK**

Each student is expected to spend time outside of the classroom to reinforce skills learned in class. At the beginning of each year, teachers will send home their homework guidelines to help families and students organize their time. At E.C. West, students (with the exception of Pre-K) are assigned homework four days a week (Monday through Thursday). Homework will count for 5% of the overall grade for each subject. On certain occasions, homework may be assigned on other days or over the weekend.

**IMMUNIZATION& EAR, EYE & DENTAL FORMS**

Students must have up-to-date Immunization Form 3231 and Ear, Eye, and Dental Form 3300 on file with the office. Students with expired Immunizations will not be admitted to class.

**LOST AND FOUND**

**Please label hats, jackets, book bags, notebooks, etc. with student’s name, grade and teacher.**

Lost and found will be located on the coat rack in the rear of our cafeteria. Unclaimed items will be donated to local charities, seasonally.

**MEDICATION**

We ask that whenever possible medication time schedules should be set so that all medicines are taken at home. However, if medication must be taken at school, the following procedures must be followed:

**PRESCRIPTION MEDICATION - The parent and physician must complete a form entitled**

**Authorization- Prescription Medication.** This provides written certification by a licensed physician that medication must be taken during the school day or school hours detailing time, dosage, expected duration, side effects and suggested basic first aid procedures for handling possible side effects.

**NON-PRESCRIPTION MEDICATION- The parent must complete a form entitled** Authorization- Non-Prescription Medication. This provides written

authorization that medication must be taken during the school day or school hours. It also provides written certification detailing the time it is to be taken, the dosage to be given and the expected duration. The medicine, in the original container, must be taken to the office for storage. If possible, a parent should take the medication to the office; however, if this is not possible, your child should be instructed to take the medication and instructions to the office as soon as they arrive at school. Also, please put the child's name on the container.

**PLEASE UNDERSTAND THAT WE WILL NOT BE ABLE TO ADMINISTER ANY MEDICATION WITHOUT THE PROPER AUTHORIZATION.**

**Classroom teachers and office personnel will not be responsible for reminding your child to take medicine.** The responsibility must be with the student. If your child must take liquid medication, please send a spoon along with the medicine in a plastic or paper bag.

**PARENT RESOURCE CENTER**

**The Title I Parent Resource Center is open for check out from 8:00 AM-11:30 AM, or by appointment each school day. It is operated by Ms. Gina Dorsey, our Parent Liaison.**

**STUDENT INSURANCE**

**The Fulton County School System is not liable for accidents or injuries that occur on school property or during school events.** Group accident insurance is available for students through the Fulton County School System. **Student insurance may be purchased by parents at a low cost.** Information about this insurance, its cost, and other details of the plan will be given to parents at Open House or on the first day of school and on [fultonschools.org](http://fultonschools.org).

**SCHOOL GOVERNANCE COUNCIL**

The purpose of the School Governance Council is to provide parents, school staff, and community members with a leadership role in the management of the school. The School Governance Council is a governing body that is representative of the community and the school, but operates under the control and management of the Board of Education. The Council is responsible for making decisions regarding the strategic direction of the school including:

- a.) Approve the school strategic plan and updates
- b.) Approve the annual budget recommendations and

resource allocations

- c.) Manage Request for Flexibility process
- d.) Participate in hiring of the principal (in the case of a vacancy)
- e.) Provide annual feedback on principal performance
- f.) Interface with the schools' Title I Committee

All meetings are open to the public. Meeting dates, agendas, and minutes are posted on our school website. Elections are held yearly for council positions. If you would like to know more, you can talk to the principal or any council member.

**TELEPHONE**

Children are permitted to use the school telephone, but only in case of emergency and with teacher or administrator permission. **Please make sure your child clearly understands his or her dismissal plans and obtains permission for field trips before coming to school.** Cellular phones must be kept off during the school day and in a backpack. They may not be kept inside a student's desk or pockets. Cell phones that are displayed, visible, or used during the school day without teacher permission will be confiscated and only retrieved by a parent or guardian from the Assistant Principal or Principal.

**TEXTBOOKS/ INSTRUCTIONAL MATERIALS AND SUPPLIES**

One set of instructional materials (textbooks, workbooks, etc.) are furnished free of charge to all elementary students. A list of suggested school supplies will be available from each teacher if you wish to purchase additional materials.

If a textbook, library book or workbook is damaged or lost, a written notice will be sent to parents/guardians to make restitution for the damaged or lost book or materials. Restitution is to be made within 10 days.

**Another book will be issued only after restitution is made.** If a lost book is found, a refund will be issued if the book is still in good condition. Report cards may be held if a book is not returned or paid for.

**TRANSPORTATION**

**Bus**

In general, bus transportation is provided for children who live in the Evoline C. West school zone. 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. Parents are not able to pick up students from the bus dismissal area at the school. The transportation

department can be contacted at 470-254-6060.

**Riding the bus is a privilege contingent upon proper and courteous conduct.** Students who ride the bus are expected to stay in their seats 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. Please see our Bus Conduct Policy for details on school rules. Specific regulations regarding bus transportation are given in detail in the Fulton County Transportation Department rules which you will receive at Open House or on your first day of school. Proper bus conduct is expected. Students may be subject to disciplinary procedures when bus safety rules are violated. These may include suspension from riding the bus for one or more days.

### Car Riders



Parents who deliver and pick up children should follow the rules as prescribed by the building principal. *These procedures have been implemented for the safety of our children.*

- Students who ride in cars will be escorted out the front door by a staff member.
- Cars waiting for riders should park along the right-hand curbing in front of the school. The first car in line should pull to the end of the side walk. The car rider number should be displayed for staff to see.
- Parents should not walk to the front doors to pick up their students. Please remain in your vehicle and wait while your car number is called.

**Please do not park your car in the front lane and block traffic at arrival (7:10-7:40) and dismissal time (2:20-2:40). Visitor spaces are provided for afterschool meetings.**

### Daycare Van Riders

Students who ride day care vans to school will be dropped off in front of the building with all other car riders. In the afternoon, day care van riders will be picked up in the day care van loading zone. School staff will supervise students until they are loaded in the daycare van. Parents are not able to pick up students from the daycare dismissal area.

### Transportation Changes

In order to ensure the safety of the students, the following rules for irregular departures from school will apply.

1. If a student does not plan to go home in the regular manner, the student must show a letter of permission from the student's parents or legal guardian before school begins on the date of irregular departure. Changing a student's mode of transportation in the middle of day, creates opportunity for confusion. Students that ride a Fulton County School bus cannot change buses without written permission from the transportation department.
2. If it is necessary for a student to leave school early, send a note to the student's teacher. The parent or legal guardian must come in and show ID to sign a student out from school early. Early dismissals are entered in the student's attendance record. Students leaving prior to 11:15 will be marked absent for the whole day. Students cannot be called to the front office before the parent/guardian arrives with ID.
3. **In order to assist us in providing a safe and orderly dismissal, early checkout ends at 1:45 p.m. each day.** This is the busiest time of our school day. From 1:45-2:20 students are completing their learning day, returning from other classes, and moving from classrooms to dismissal preparation areas. We are committed to getting all students home safely each day. When parents check out students after 1:45, it adds chaos to a well-timed procedure. Thank you for your cooperation and support.

### Walkers

Parents meeting walkers must have a walker tag. The safety of walkers is of great concern. Please discuss with your child the importance of walking near the curb or on the sidewalk and respecting the property of residents in the community. When your child walks to school, please advise him/her of safety rules for walking and crossing streets. All walkers must be approved by the principal due to the lack of sidewalks in our area.

### WITHDRAWAL PROCEDURES

Notify the office at least 24-48 hours before the child is to be withdrawn from school. A minimum of 24 hours is necessary to complete the paperwork. A Withdrawal Authorization Form should be completed at this time.

Records will be mailed upon receipt of a signed Release of Records Form from the transferring school.

### Evoline C. West School Bus Conduct Policy

Students shall follow all Behavior Policies and Regulations while on the school bus or at the bus stop. These policies include, but are not limited to:

1. Students must show respect for students and school bus drivers at all times.
2. Students must wait in an orderly manner at the bus stop at least 5 MINUTES prior to scheduled pick-up time.
3. Students must WAIT for instructions (hand signals) from the school bus driver EVERY TIME when crossing the street to board the bus or when exiting the bus. Students must be able to maintain eye contact with the school bus driver or cross in full view of the school bus driver.
4. Students MUST remain SILENT and STILL at ALL railroad crossings until the school bus crosses railroad tracks completely.
5. Students will be assigned a seat assignment on the school bus.
6. Students MUST remain seated properly at all times unless otherwise directed by the school bus driver
7. Unnecessary noise is prohibited. Students may talk quietly - NO loud voices.
8. Student shall not talk on a cell phone and no other electronic devices can be used. Students must be able to hear bus driver at all times.
9. Due to allergic reactions and the possibility of choking - food, gum, and/or drinks are not to be consumed or opened on the school bus.
10. Name calling, harassment, intimidation, threats and bullying is prohibited on the school bus.
11. Obscene language and gestures are prohibited on the school bus.
12. Fighting, pretend fighting, roughhousing or horseplay is NOT permitted.
13. NO objects (however small) are to be thrown on, in, out or at the school bus.
14. Destruction or defacing any part of the school bus is prohibited.
15. Emergency doors, windows, and hatches are to be opened ONLY by the school bus driver.
16. Students must keep all body parts inside the school bus at all times.
17. Students shall not use mirrors, lasers, flashing lights, flash cameras, or any other lights or reflective surfaces in a manner which might interfere with the operation of the school bus.
18. Weapons (or objects that look like and/or could be used as weapons) are NOT permitted at bus stop, on the school buses or school grounds.
19. Tobacco, illegal drugs and/or alcohol is NOT permitted at bus stop, on the school buses or school grounds.
20. Objectionable and/or dangerous items are NOT allowed on the school bus. (glass items, lighters/matches, animals, balloons, skateboards, perfume/cologne, aerosol cans, plastic bags, insects, straight or safety pins, sharp objects, large toys or objects that cannot easily fit on the student's lap or any other item of a questionable nature that might present a safety hazard)
21. Band instruments, sporting equipment and school projects can be transported ONLY if there is enough space for all students' seating requirements. Items may be placed in the seat or lap to whom they belong.
22. Students will be allowed to board or exit the school bus at a bus stop other than the assigned residence bus stop ONLY with school administrator approval (in writing). This written permission must be given to the school bus driver when boarding the school bus. (Bus Pass can be denied if school bus is at capacity or if the student has a history of bus behavior offenses or becomes an offender).
23. Parents / family members not attending E.C. West may not enter the bus, unless authorized by school personnel.

Riding the school bus is a privilege and the opportunity can be removed if the student does not comply and follow the direction of the driver and the bus rules at all times. Below are the consequences that will be followed to correct the misbehavior of students on the school bus.

**1st offense** - Driver has one on one student/driver conference about the behavior and student is placed on the probation seat for 1 week.

**2nd offense** - Driver has one on one student/driver conference about the behavior and student is placed on the probation seat for 1 week. School notified via student conduct referral, student given a warning.

**3rd offense** - Driver submits a student conduct referral, student given 2 days or 4 afternoons bus suspension

**4th offense** – Driver submits a student conduct referral, students is given 5 day or 10 afternoon bus suspension. (Parent/school conference required before returning to the school bus)

**5th offense** – Driver submits a student conduct referral, students in given bus suspension for the remainder of the school year.

**(Major offenses – i.e. fighting, bullying or dangerous misconduct will result in the jump to the 3<sup>rd</sup> offense level)**

**CLASS PLACEMENT CHANGE REQUEST PROCEDURES  
2019-2020**

**Mrs. Jennifer W. Burton, *Principal***  
**Mrs. Jill B. Meeker, *Assistant Principal***

At Evoline C. West Elementary School, our goal is to provide a high quality effective and engaging learning environment for all students. We also understand that each parent wants what is in the best educational and emotional interests of their child. We ask that parents recognize that all teachers at Evoline C. West Elementary School are highly qualified educators. Therefore, the following procedures are in effect if parents would like for the placement committee to consider a class placement change for his/her child. Placement change requests due to personal or family preferences do not meet the criteria for placement change consideration. Due to required reporting procedures around student enrollment and attendance during the first 10 days of school, no class placement change requests will be considered prior to the 10-day count (August 23, 2019). In addition, the deadline for submitting this request for consideration is: **Friday September 13, 2019.**

**PROCEDURES**

**Step 1:** Parents communicate concern to the teacher, via email and/or in-person meeting. Parent should provide teacher ample opportunity to demonstrate their response to the expressed concern.

**Step 2:** If parent still has the same concern after the teacher is provided ample opportunity to respond from Step 1, parent should request time to meet with Curriculum Support Teacher and Teacher to collectively discuss concerns and resolution. Parent should provide teacher ample opportunity to implement mutually agreed upon resolution from Step 2.

**Step 3:** If parent still has the same concern after the teacher is provided ample opportunity to implement the mutually agreed upon resolution from Step 2, and the parent wishes to request a placement change for their child, the parent should complete and submit the Class Placement Change Request Form via sealed envelope to the Curriculum Support Teacher. This can be submitted via the main office professional assistants.

The Curriculum Support Teacher will respond to parent within 3 business days with proposed times for parent to meet with The Placement Committee. The Placement Committee will not consider Placement Change Request Forms whereby Steps 1 and 2 were not completed.

**Step 4:** The Placement Committee will review the form and establish a mutually agreed upon time to allow parent to express concerns in-person with the committee and to discuss their rationale for class placement change request. The Placement Committee will consider parent request for placement change, and base final decision on factors including, but not limited to:

- Concerns noted in the written request for class placement change
- Compatibility between student learning styles, current teacher, and other possible teachers
- Space availability/limitations in current and other possible classes
- Continuous Achievement Levels of the student and those taught by the current and other possible teachers
- The best interests of the individual child and of the classes impacted by the requested placement change
- Personal or family preferences will not meet the criteria for consideration of a placement change
- The Placement Committee will not consider requests for a specific new teacher by name, only for a placement change

If the Placement Committee elects to grant the parent request for a placement change, The Placement Committee will make the determination as to which new teacher's class that placement change will be, while ensuring that all applicable Fulton County Board of Education policies are adhered to. **The Placement Committee consists of:** Principal, Assistant Principal, Curriculum Support Teacher, and Guidance Counselor.

**Placement Change Request Forms will be accepted and reviewed by The Placement Committee only after August 23, 2019 (Upon completion of County-mandated 10-Day Count and Review Process). The deadline for submission is September 13, 2019.**

**Step 5:** Parents will be notified in writing of The Placement Committee's decision by mailed letter within 3 business days of the committee meeting with the parent.