

We are collaboratively preparing students for their post-secondary options. We impact students' success by empowering and engaging students, parents, teachers, and the greater school community.



FELDWOOD ELEMENTARY SCHOOL

Trici Smith, Ed.D
PRINCIPAL

Family 2012–2013 NOTES

OUR SCHOOL'S OPERATIONAL PROCEDURES

www.schools.fultonschools.org/es/Feldwood

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Dear Parent(s)/Guardian(s):

In an effort to ensure your knowledge and support for our vision and goals, we are empowering you with *FamilyNOTES*. The purpose of this handbook is to assist you with the operational procedures that govern our school. The relationship between the school and the parent is extremely critical. Please review it with your child. Your uncompromising support will ultimately allow for the optimal development of your child. As you review this handbook, please keep in mind that it represents the best interest of your child. Effective school research notes that the climate and the culture of the school significantly impacts student achievement. To these ends, note very carefully the sections on the following:

- ATTENDANCE
- CONDUCT
- ACADEMIC ACHIEVEMENT
- DRESS CODE
- PARENT PARTICIPATION
- TESTING AND STUDENT ASSESSMENT

We look forward to a very productive school year.

Warmly,

Trici Smith, Ed.D
Principal

OUR PHILOSOPHY

The faculty and staff of Feldwood Elementary School believe that all children can learn and are motivated to learn when a team of dedicated individuals work together to create a positive school climate that is conducive to each child's physical, intellectual, emotional, and social growth. Teaching and learning are the pedestals of our mission as educators.

Effective discipline should be maintained at all levels of education through the cooperative efforts of parents and educators. It is the responsibility of the school administration and staff to provide leadership, teaching, and support to bring about good school discipline. The school leader must work collaboratively with the staff to set instructional direction. Secondly, the school leader must work collaboratively with teachers, parents, students, and community members to build a positive school culture. Lastly, the school leader must work collaboratively with the team (staff) to ensure that students and all stakeholders feel safe and secure within the school.

Excellence in teaching is the heart of quality education, and it is essential for the perpetuation of culture and civilization; therefore, the teaching profession is worthy of high esteem. Open communication, having an open door policy, team building, and continued collaboration will govern the work we do and bring our school to a higher level.

The faculty and staff of Feldwood Elementary School believe that the educational program is strengthened and improved through cooperation with the home, school, and community.

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Established 2010

ACADEMIC AWARDS AND STUDENT RECOGNITION

The celebration and recognition of student achievement is critical to supporting the work of teaching and learning. The combination of social and academic development is required for all awards. We will provide opportunities after each semester to acknowledge the success of our students. While there are many points of success and achievement that may occur throughout the year, the faculty and staff of Feldwood identifies the bi-annual recognition to include the following areas:

GRADES K - 1

- ★ **CUB-TASTIC AWARD:** All Satisfactory's in academics and all Satisfactory's in conduct.

GRADES 2 – 5

- ★ **PRINCIPAL'S LIST:** All A's in academics and all Satisfactory's in conduct.
- ★ **COUGAR HONOR ROLL:** All A's and/or B's in academics and all Satisfactory's in conduct.

ALL GRADES

- ★ **CITIZENSHIP AWARD:** Noted by the teacher to be exceptional in conduct and academic performance.
- ★ **PERFECT ATTENDANCE AWARD:** Only given Second Semester to students who have not missed any days of the school year. Excused absences do not support perfect attendance.

ATTENDANCE

The school day begins at 7:40 AM and ends at 2:20 PM.

Regular and punctual attendance is an important key to a student's success in school. Students who are absent from school are deprived of a variety of educational experiences shared with their peers, and though they can make up the missed work upon their return, there is no way to recapture or recreate missed classroom activities. To that end, students are expected to come to school and on time every day unless ill.

Tardiness is not acceptable. Students are considered tardy if they are not in their classroom at 7:40 AM. We recommend students arrive to school no later than 7:30 AM to provide them with sufficient time to eat breakfast and get to class on time. Students who are non-bus riders must be in the cafetorium by 7:30 AM if they intend to eat breakfast. **BREAKFAST IS FREE FOR ALL STUDENTS!**

Students are not permitted to arrive on campus prior to 7:10 AM since staff does not report to work until this time. All students must be under direct adult supervision when they are on our campus. Parents should never drop a student off prior to 7:10 AM nor should students be dropped off on the campus to wait for adults to arrive. The morning drop-off location is at the main entrance only. Car riders should never be dropped off at the bus entrance zone. The safety of our students is important. The liability attached to student safety belongs to all stakeholders, including parents.

The following guidelines related to absences/tardies must be observed:

1. EXCUSED ABSENCES

Fulton County Board of Education policy states that students may be temporarily excused from school for: personal illness; serious illness or death in the student's immediate family; observance of religious holidays necessitating absence from school; compliance with a court order; conditions rendering school attendance impossible or hazardous to one's health or safety; or situations in which attendance would be detrimental to the health of the student or others. For a more complete, comprehensive list, you may reference School Board Policy JBD – "Attendance and Absences" at www.fultonschools.org.

Within three days of returning to school from an absence, the student "must present the teacher with a written excuse providing the dates and the reason for the absence and signed by the parent or legal guardian. This note alone does not excuse the absence, however. The reason for the absence will be reviewed to determine if the absence can be excused or not, based on school board policy. We will accept emails from parents temporarily if they are followed by a handwritten, signed note within three days of returning to school. Please note that **vacation or family trips are not excused unless preapproved by the principal in writing** (see below).

2. UNEXCUSED ABSENCES

An unexcused absence is any absence not covered in the definition above or in the more complete policy of Fulton County Schools. A student accompanying a family member on a business trip or vacation during the regular school calendar is unexcused unless approved by the principal in advance due to special circumstances that are aligned with the board policy.

3. MAKE-UP WORK DUE TO ABSENCES

Parents may call the school before 9:00 AM to request make-up work on the second day of an absence (excused or unexcused). Requested assignments may be picked up at the Welcome Desk after 2:30 PM or sent home with another student (i.e. sibling) as designated by the parent. When students are absent, the teacher will make a list of all important work missed and give it to the student with a deadline for completion upon return to school.

4. LATE ARRIVALS

The parent is responsible for ensuring that the student gets to school on time, unless the tardy is due to a late bus. When a student comes to class late, classroom instruction is missed and a distraction to other students is created. **Students are officially tardy at 7:40 AM. After this time, parents must park their vehicle (in a parking space and not in the fire line – violators will be cited and/or towed at owner's expense), escort their child into the building, and sign their child in at the Welcome Desk. Tardy students will not be permitted to class without an adult present to complete the sign-in procedures.** In any twenty consecutive school days, a student who is tardy five times without a satisfactory excuse will be referred to the school social worker.

5. EARLY DISMISSAL

To maximize instructional time and minimize interruptions during instruction, parents are requested to refrain from checking their child(ren) out of school early, except in cases of emergencies. Early dismissals end at 1:45 PM. Requests for early dismissals must be presented in writing on the morning requested for verification purposes.

BUS CONDUCT

Safe school transportation is an important part of our school program. Riding the bus is a privilege based on appropriate and courteous behavior. The Fulton County Board of Education recognizes that safe school bus operation is possible only with the cooperation of students, parents, and school staff.

The bus driver is in charge of the bus at all times.

While students are riding the bus, students are expected to:

1. Cooperate and be respectful of the bus driver at all times.
2. Observe quiet conduct.
3. Stay in their seats while the bus is in motion.
4. Refrain from throwing any objects at any time.
5. Keep hands and feet to themselves.
6. Not have any food or drinks while on the bus.
7. Not operate any electronic devices while on the bus.
8. Act in a courteous and respectful manner at all times.

DISCIPLINARY ACTION:

Students who violate safety rules may be suspended from riding the bus for one or more days, or permanently, if need be.

Students must get on and off the bus at their own bus stops. Any change to regular transportation (car rider or bus) requires a written request from the parent or legal guardian of the student. **Permission for a child to ride a different bus and/or to be let off at a different stop is considered only for a special circumstance involving child care or a family emergency.** All requests must be approved by the principal or assistant principal.

CAFETORIUM

Breakfast is the most important meal of the day. All students are encouraged to eat breakfast and having a well-balanced breakfast gets students' brains ready for learning. This year, **breakfast is FREE for all students** and is served beginning at 7:10 AM in the cafetorium.

Breakfast and/or lunch meal tickets can be purchased any morning in the cafeteria. Students can purchase meal tickets for a minimum of two weeks (10 days). Parents may also prepay for student meals by credit or debit card online through MealPayPlus at www.mealpayplus.com or by calling 1-866-243-9535.

Feldwood's cafetorium conduct standards are intended to provide a pleasant environment for eating. Proper table manners, courtesy, and adherence to Feldwood behavior standards are expected.

CAFETORIUM RULES

1. We use the restroom before coming to the cafetorium.
2. We always walk to the cafetorium in a straight, quiet line.
3. We use our inside voices in the cafetorium.
4. We get everything we need before leaving the lunch line.
5. We respect ourselves and each other at all times.
6. We raise our hands if we need help.
7. We remain seated until we are dismissed by an adult.
8. We make sure our area is clean and neat before leaving the cafetorium.

CALENDAR

A parent calendar of important information and dates will be included in the CougarMonthly school newsletters. The school's calendar is also available on our website: www.school.fultonschools.org/es/Feldwood.

CAR RIDERS

The car rider entrance is supervised each morning from 7:10 AM – 7:40 AM. Parents are requested to remain in the car rider line and drop students off in supervised areas only. **In consideration of the safety for our students, unless parents are entering the school building, parents are not permitted to park their cars and walk students across the driveways. No students should be dropped off at the side of the school (the bus entrance) at any time.** Students are officially tardy at 7:40 AM. After this time, parents must park their vehicle (in a parking space and not in the fire line – violators will be cited and/or towed at owner's expense), escort their child into the building, and sign their child in at the Welcome Desk. Tardy students will not be permitted to class without an adult present to complete the sign-in procedures.

Afternoon pick-up is supervised by assigned staff members from 2:20 PM – 2:45 PM. Parents picking up students are to remain in their cars in the car rider line. **For the safety of our students, parents are requested not to park their cars and walk students across the driveways.** Students are to remain at the entrance under the direct supervision of assigned adults until the appropriate vehicle is in position. Passing cars in the car rider line is dangerous and, therefore, not permitted. Late arriving parents (after 2:40 PM) may pick up their child(ren) at the front office. **All driveways on the Feldwood campus are cell-free zones.**

The school is unable to accept changes in a child's afternoon transportation without **written** consent from a parent or legal guardian. Changes in transportation will only be accepted by telephone in extreme emergencies and must be cleared by the principal or assistant principal.

CELL PHONES

According to Fulton County Board of Education Policy and Procedure concerning Disruption and Interference with school: "Elementary students are prohibited from possessing cellular telephones at any time."

CHANGE OF ADDRESS / PHONE NUMBERS

School records must be accurate at all times to ensure access and communication with parents for general information as well as during emergencies. In addition, it supports accurate attendance zone information required for each student. Please notify the school (in person or in writing) of any changes to address and phone numbers.

SEE ALSO: SCHOOL MESSENGER

CLINIC

The clinic is staffed by a clinic aide to help with emergencies and to dispense medication. This person is trained by Fulton County Schools but is not necessarily a trained nurse and does not diagnose illnesses or conditions. The clinic aide will provide parents with relevant information about a child's health, however. If a student has been throwing up at home or has had a fever within the prior 24 hours, he or she should remain at home. Students must have a clinic pass signed by the teacher in order to go to the clinic.

SEE ALSO: MEDICINE

COMMUNICATION

Our goal is to keep parents engaged in the operations of our school. We will continue to provide the following mediums for "keeping parents in the know":

- # CougarMonthly Newsletters
- # Interactive Website
- # Principal CHATS
- # Voicemail / Email Access to All Faculty and Staff
- # Open Classroom Visitation Practice
- # Instructional-Focused Parent Nights

We expect all parties (inclusive of school personnel) entering our campus to respect the order, expectations, policies and practices of our school at all times. Although some concerns may raise emotional responses, we expect courtesy, appropriate decorum and attire, appropriate language, and full cooperation when addressing concerns in the school and on the campus.

Georgia Code - Education - Title 20, Section 20-2-1181 supports the local school's expectations via the following:

"It shall be unlawful for any person to 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."

DISCIPLINE

Fulton County discipline guidelines are sent home with every student during the first week of school. **Parents and students are required to sign and return the form in the Student Code of Conduct Handbook stating that they have reviewed the discipline policies of Fulton County Schools.** Additionally, each teacher sends home classroom expectations on the first day of school. Students and parents should read and review the guidelines of both Feldwood Elementary School and Fulton County Schools. We believe that students should develop responsibility for their behavior and academic success. It is our duty to help them make good choices. Parental support and open communication enable us to maintain a positive learning environment that promotes success for all students.

DRESS CODE

According to Fulton County Administrative Procedures JBD – Student Dress, students are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness and safety. Students are to dress in such a manner that does not interfere with the educational program or the orderly operation of the school. Extremes in dress will not be permitted. Examples are: lack of cleanliness in person or dress, shoelessness, "short-shorts", "running shorts", "bike shorts", bare midriffs, tank tops, "see-through" clothing, or apparel which designates gangs or similar groups. All clothing, shirts, and T-shirts must be in good taste. **Shorts and skirts must be at least fingertip length even with leggings. No flip-flops.** Hats are not permitted inside the building unless a special event has been authorized. Parents and students will be notified of any exceptions to the dress code, such as field days, special event days, etc. **We are a uniform practicing school. Please join us in creating a climate that promotes the whole student. Students are expected to wear their uniforms on Monday through Thursday.** Students may wear appropriate general school clothing on Fridays.

FIELD TRIPS

Field trips are planned to supplement and enrich units of study. In an effort to ensure student safety, transportation is provided by Fulton County school buses. No child will be denied permission to attend field trips due to inability to pay. Every child must have a signed permission form or written permission from a parent or legal guardian before going on a field trip. No verbal permissions will be accepted. Students arriving to school after the bus has left will be placed in another teacher's classroom until the class returns from the field trip. Parents are not allowed to transport the student to the field trip site. Students can lose the privilege of attending field trips due to discipline reasons. Parents will be notified beforehand and appropriate arrangements will be made.

HOMework

It is the student's responsibility to know what the homework assignments are and to complete all homework assignments on time. Homework is assigned Monday through Thursday. Some assignments are long-range and require additional planning time at home for completion. Teachers will communicate expectations with students and parents through frequent communication, as well as at Open House and Curriculum Nights. Homework, while initiated by the teacher, represents the relationship between the student and their parent with respect to student's linking daily instructional focus to home expectations and best practices. Students must be engaged beyond the traditional school day to be effective. Parents and students are the owners of this expectation.

INTERNET PROTECTION

Internet access in support of the instructional program is available at Feldwood. The Fulton County School System complies with the Children's Internet Protection Act. Filtering is in place that blocks access to materials that may be inappropriate for children. Websites are permitted or denied upon review by the CyberSafety Team at Feldwood. Acceptable use of the Internet is established in Board Policy/Procedure IFBGA – "Electronic Network Access". The Policy and Procedure may be viewed in the school media center or on Fulton County's website.

LOST AND FOUND

All clothing and personal items should be marked clearly with the student's name to assist in returning them to the proper owner. Lost and found articles are located at the Welcome Desk. Unclaimed lost and found items are taken to local charities at the end of each school year.

MEDICINE

Students who need to take medication during the school day must follow these guidelines:

1. **Fulton County School System policy states that no student is allowed to hand-carry medications to or from school; parents are required to deliver medications to the office in person.**
2. **Prescribed medication in the original container and the Authorization for Prescription Medication Form, signed by both the prescribing doctor and the parent, must be taken by the parent to the office immediately upon the student's arrival at school.** An authorized school employee will assist in administering all medications. Students may not keep any medications in the classroom, and teachers are not permitted to dispense medications to students. A copy of the required form is sent home at the beginning of the school year. Additional copies are available in the clinic. **The completed form must accompany the medication.**
3. **Non-prescription medicines and the Authorization for Non-Prescription Medication Form, completed by the parent, must be taken by the parent to the office immediately upon the student's arrival at school.** Again, no medications are to be kept in the classroom. A copy of the required form is sent home at the beginning of the school year. Additional copies are available in the clinic.

OUTSIDE FOOD

Outside food is limited to classroom-coordinated parties. The liability associated with feeding students without the permission of their parents is greater than the school can allow. Homeroom parents and teachers will coordinate communication regarding special celebrations. Parents are always welcome to enjoy lunch with their child. We do request that outside food not be brought in for lunch. This protects the order, flow, and climate of our lunch program. Students may, however, bring their own lunch to school.

SEE ALSO: PARTIES / FOOD IN THE CLASSROOM

PARENT / TEACHER COMMUNICATION

Open communication between school and home is essential. Parent conferences, phone calls, grades, newsletters, samples of class work, student planners, and progress reports are all ways that parents are kept up-to-date with the progress of their children. **When student work is sent home for review, parents are requested to go over the work with their child, sign the packet, and return it the following day.** Parent signature verifies acknowledgment of all papers attached. Parents who have concerns or questions are encouraged to contact their child's teacher.

PARTIES / FOOD IN THE CLASSROOM

Feldwood celebrates a winter holiday party and an end-of-year party in each classroom. Arrangements for these events will be coordinated by the teacher and room parents. Healthy snacks are strongly encouraged. The teacher has the ultimate responsibility for final approval of all activities and snacks. Snacks should accommodate the dietary needs of all students in the classroom.

Birthday parties are not school functions. However, parents may contact their child's teacher concerning refreshments and/or recognition of these events. **No personal party invitations may be distributed at school.**

REPORT CARDS

Report Cards are issued every nine weeks. In addition, a progress skills checklist will be sent home at least three times each year (Fall, Winter, and End of Year). Grades of Satisfactory, Needs Improvement, Unsatisfactory, and Not Graded will be used for students in Grades K-1; numerical grades will be used for students in Grades 2-5.

SCHOOLMESSENGER

Parents can now receive text messages about inclement weather, safety alerts, school closings, or other important information impacting the Fulton County School System. To sign up, just text “YES” to 88544. To opt-out from alerts at any time – reply with “STOP” to any message. For assistance, reply with “HELP”. Parent’s privacy is important and information will not be sold or provided to third parties. Message and/or data rates may apply.

IMPORTANT: The text alerts only work with the information loaded in eSchoolPlus, the student information for Fulton County Schools. Please make sure we have up-to-date-contact information in our system!

TELEPHONE USAGE

Students are not allowed to use the phone unless the teacher or principal deems the request an emergency, e.g. clarification of dismissal. Students may not use the phone to request forgotten items (e.g. books, homework, signed papers, planners, instruments, field trip permission forms, contracts, etc.). Our goal is to assist our children in the development of responsibility.

TEXTBOOKS / LIBRARY BOOKS

Textbooks and library books are the property of Fulton County Schools. They should be used with care and returned in good condition. Students are financially responsible for books which are lost, stolen, or damaged beyond use. Report cards will be withheld until payment is received.

TOYS / GAMES / VALUABLES

Students are not to bring toys, games, cards, portable CD players, radios, or any other such items to school at any time. Additionally, students are requested not to bring anything considered “valuable” to school and be put at risk of losing or misplacing the item. Parents are asked to be aware of what students bring to school, and if in doubt as to acceptability, contact the teacher. School personnel cannot be responsible for lost or broken personal items.

VISITORS / CLASSROOM VISITATION

In order to protect instructional time and the logistics involved in getting students ready for the order of the school day, classroom visitation begins at 8:10 AM. Classroom visitation is not permitted during test and common assessments. We do invite and encourage visitors; however, we must ensure the safety of our students and protect against disruption of instruction. To that end, **we ask that visitors check in and out at the Welcome Desk and wear a visitor sticker that identifies them by name while they are in the building. Parents may observe classes by arranging these visits with the teacher in advance. Classroom observations are limited to one-hour and should not interrupt instruction. This is not a time for a private conference with the teacher.**

WEATHER CONDITIONS / EXTREMES

1. At all times, information from the National Weather Service is monitored by office staff. A weather radio provides the most current information and special weather alerts.
2. The safety of all students is our primary concern. Please understand that communication with the school may be difficult, if not impossible, in emergency situations.
3. Students will be moved to designated areas in the building for safety during a tornado.
4. Bus drivers are trained in procedures to ensure the safety of children during inclement weather.
5. Parents should listen to local radio and television for current information.

SEE ALSO: SCHOOLMESSENGER

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