

Hapeville Elementary School

Student and Family Handbook

2019-2020

**Thomas Garrett, Principal
Pamela Hartley, Assistant Principal**

SCHOOL CALENDAR 2019-2020

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)

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
STAFF DIRECTORY	4
SCHOOL CALENDAR 2019-2020	5
BELL SCHEDULE	6
ACADEMICS.....	8
GRADING SYSTEM	8
HOMEWORK GUIDELINES	8
REPORT CARDS AND INTERIM/PROGRESS REPORTS	9
PROMOTION REQUIREMENTS	9
ATTENDANCE	12
ABSENSES	13
TARDINESS	14
WITHDRAWAL.....	14
BEHAVIOR SUPPORT/PBIS.....	14
BICYCLES/SKATEBOARDS/HOVERBOARDS.....	14
BIRTHDAYS.....	15
BULLYING AND HARASSMENT	15
BUS TRANSPORTATION.....	16
CAFETERIA.....	17
CELL PHONES/ELECTRONIC DEVICES/BYOD.....	18
CLUBS AND ORGANIZATIONS.....	20
CONFERENCES AND OPEN HOUSE	20
DELIVERIES	20
DISCIPLINE.....	20
DRESS CODE	20
DOOR TO DOOR SOLICITATION.....	21
EMERGENCY CRISIS INFORMATION	21
EXCEPTIONAL STUDENT EDUCATION.....	22
FIELD TRIPS.....	22
GUIDANCE.....	22
HEALTH SERVICES.....	22

LOST AND FOUND25
MESSAGE TO STUDENTS DURING SCHOOL HOURS25
MONEY... 25
TOYS AND JEWELRY..... 25
VISITORS...25
MEDIA CENTER.....26
PLEDGE OF ALLEGIENCE26
RESIDENCY VERIFICATION.....26
SCHOOL GOVERNANCE COUNCIL (SGC)..... 27
VOLUNTEERS.....28

STAFF DIRECTORY

Title	Name	Email
Principal	Thomas Garrett	Garrett1@fultonschools.org
Assistant Principal	Pamela Hartley	hartleypl@fultonschools.org
Curriculum Support Teacher	LaTrece Thomas	thomaslc@fultonschools.org
Curriculum Support Teacher	Audrey Broomfield	BroomfieldA@fultonschools.org
Professional School Counselor	Stephanie Flores-Publicover	Publicover@fultonschools.org
Instructional Support Teacher	Deanna Stupfer	stupfer@fultonschools.org
Math Coach	Justin Evans	Evansj@fultonschools.org
Literacy Coach	Catherine Vicens-Garcia	GarciaC@fultonschools.org
Bookkeeper	Angel Latimore	latimorea@fultonschool.org
Data Entry Clerk	Diana Fuentes	fuentesd@fultonschools.org
Media Specialist	Beth Valentine	valentineb@fultonschools.org
Cafeteria Manager	Patricia Ausborn	ausborn@fultonschools.org
Clinic	Isabel Rivera	riverami@fultonschools.org
Head Custodian	Maura Dilone	iloneM@fultonschools.org
Home/School Liaison	Guadalupe Valenzuela	Valenzuela@fultonschools.org
Home/School Liaison	Angel Ruiz	ruizchavezah@fultonschools.org
Extended Day	LaTrece Thomas	thomaslc@fultonschools.org

The purpose of the student handbook is to communicate the expectations, policies, procedures, and practices for the school year. Please refer to the district website for policies not included herein: School Board Policies, Student Progression Plan, and Student Conduct and Discipline Code.

BELL SCHEDULE

7:00 a.m.	FIRST BELL	Students allowed on campus
7:15 a.m.	SECOND BELL	Students report to classrooms
7:40 a.m.	LATE BELL	Instruction begins
2:10 p.m.	DISMISSAL BEGINS	Dismissal process begins
2:20 p.m.	DISMISSAL	Car Line begins & Buses leave campus

EARLY ARRIVAL

Students are not allowed on school grounds before 7:00 a.m. The school does not provide supervision prior to this time. Parents of students arriving prior to 7:00 a.m. will be asked to make other arrangements for their child's supervision.

LATE ARRIVAL

Students must be in class at 7:40 a.m. to be considered on time for school. The car line gate is locked at 7:35 a.m. For arrivals after 7:35 a.m., an adult must accompany the child to the school office. The office staff will provide the student with a late slip to admit to class.

At Hapeville, Students Learn from Bell to Bell

It is important that students be in their seats by 7:35 a.m.

The effects of tardiness are numerous:

1. The child who is late misses important information and directions.
2. Classmates lose instructional time because the teacher has to repeat information for the late student.
3. Teachers who have a number of students who are consistently tardy may delay the starting of a lesson causing a loss of instructional time. This is unfair to the students in the class.
4. Tardy students are learning bad habits, which may lead to being late for other activities.

DISMISSAL PROCEDURES

In an effort to provide for the safety of students, **we do not accept telephone calls to advise us of a change in the way your child is to go home for the day. We only accept written notification.** Please send a written notice to office to let the teacher and the office know the change in the way your child is to go home. Include the child's last name and date(s) the change will be in effect. In the rare case that you experience an emergency, you may speak personally with either the Principal or Assistant Principal to request a change for that day only. Administration may approve the change only for emergencies. For your convenience, we have forms available in the office for you to use to notify us of a change in the way your child is to go home.

EARLY DISMISSALS ARE NOT PERMITTED BETWEEN 1:50 AND 2:20 P.M. After 2:00 p.m. students are engaged in dismissal activities which may make it difficult to contact the teacher. For the safety of all students, early dismissal can occur only prior to 1:50 p.m. Continuous early dismissal may result in a student accumulating time that may transfer to days of lost instruction.

Rainy Day Dismissal: Please make a rainy-day plan with your child (particularly if your child walks or rides a bicycle home from school) and notify your child's teacher of this plan in writing. If your child knows in advance what he/she is to do when it is raining, this will help the school better meet his/her needs. In the event of heavy rain, lightning or a severe weather watch at dismissal, students will be kept at the school until the weather clears. Listen to your local radio station for any special information.

EMERGENCY DISMISSAL PROCEDURES

In case of an emergency, the Superintendent may find it necessary to close one or more schools. This could happen at any time during the day for one of the following reasons:

1. Severe or dangerous weather
2. Loss of water or electricity
3. Any generally unsafe condition

When such an emergency occurs, the Superintendent will notify local radio and television stations of the details of an early dismissal. This will include the status of the Extended Day Program.

Parents must assume the responsibility for providing safe home supervision if an emergency occurs. The following are suggestions for planning for this situation:

1. Parents should inform children of what to do if they are sent home early.
2. Parents should pre-arrange to have a neighbor meet children at the bus stop and watch them until the parents can get home.
3. Parents should establish a neighborhood phone network in the event school is dismissed early.

Early dismissals will occur only after careful consideration is given to the impact on the community and the safety and welfare of our students.

ACADEMICS

GRADING SYSTEM

Elementary progress reports in the first three quarters and the report card in the 4th quarter indicate a student's academic progress in each class in grades K-5 based upon performance criteria. A student's conduct and attendance are also evaluated. The final report card contains a statement regarding end-of-the-year status regarding performance or nonperformance at grade level. Parents receive notification of a student's eligibility for progression in the 1st, 2nd, 3rd, and 4th quarters.

Reporting Scale

- A The student demonstrates application and understanding that extends beyond the standard
- B The student demonstrates application and/or understanding of the standard
- C The student demonstrates partial understanding of the standard
- F The student demonstrates limited understanding of the standard

Student assessment program for public schools, each student must participate in the statewide assessment tests at designated grade levels. Assessments at the elementary level include:

- Georgia Kindergarten Inventory of Developing Skills (GKIDS) in Kindergarten
- i-Ready Mathematics and English Language Arts (ELA) in grades K-5
- Georgia Milestones Assessment System (GMAS) in ELA and Mathematics in grades 3-5 and 5th grade Science and Social Studies
- Students participating in the English Language Learners program may also take the World-Class Instructional Design and Assessment (WIDA)

HOMEWORK GUIDELINES

Homework plays a significant and integral role in the learning process. It is an extension of classroom instruction that reinforces concepts and learning goals. Overall, homework enhances the student's academic growth. Homework may be assigned to prepare the student for upcoming lessons, practice skills recently taught, and/or provide opportunities for enrichment. Homework assignments are purposeful and relevant to achieving Georgia state standards within school district instructional frameworks. It is used for a valid learning purpose and should never be used as a punitive measure. The assigned work should support inquiry, problem solving, application and analysis of essential concepts. The amount of time that is needed to complete homework assignments will vary and depend on the individual student's academic skills and rigor of courses.

Responsibilities:*Student:*

- Record assignments in student planner
- Ask teacher to clarify any questions so it is clear what is expected
- Make time for completing homework and studying
- Complete assignments in a timely manner
- Make up work missed when absent

Teacher:

- Assign meaningful, purposeful and relevant work that reinforces classroom learning
- Give clear and understandable instructions
- Provide feedback on assignment(s) in a timely fashion
- Set a clear homework policy, including any conditions regarding acceptance of late work in the course syllabus

Parent(s):

- Monitor assigned homework and finished products
- Stay in communication with child's teachers to remain well informed of progress

Thursday FOLDERS

- Every Thursday students are given a folder labeled, 'VIP Thursday Folder.' Most school notices and many of students' class work assignments are sent to you in the folder. Please sign in the designated place upon receiving the folder and return to school by Friday of the same week.

REPORT CARDS AND INTERIM/PROGRESS REPORTS

Progress Reports are issued twice a year at the end of each nine-week grading period: October 17th and March 27th.

Report Cards are issued at the end of the semester on January 14th and May 29th.

PROMOTION REQUIREMENTS

Student progression from one grade to another is based on proficiency in English Language Arts, mathematics, social studies, science, computer literacy, health and physical education, music, character education, and art. Reading, language arts, writing, and mathematics are considered essential skills and are emphasized. Students in elementary schools may attain progressively higher levels of skill in the use of digital tools and applications. Students in grades 3 and 5 must pass the reading and math portions of the GA Milestones for consideration of promotion to the next grade.

PROGRESS MONITORING PLANS/STUDENT PROGRESSION

The Georgia Department of Education has adopted the Georgia Standards. The Standards identify the knowledge and skills a student is expected to know at certain stages. The Standards give parents, students, teachers, and administrators a clear picture of what is to be expected in school. All students are expected to achieve these high standards. Students enrolled in Exceptional Education (ESE) are provided with Individual Education Plans and/or modifications to assist them in achieving these standards.

- Provide for student's progression from one grade to another based on the student's mastery of the standards, specifically in English language arts, mathematics, science and social studies.
- Include criteria that emphasize student reading proficiency in kindergarten through grade 3.

A student who is not meeting the school district or state requirements for satisfactory performance in English Language Arts and mathematics must be covered by one of the following plans: A federally required student plan such as an IEP; a school wide system of progress monitoring for all students, except a student who scores a Level 3 or above on the ELA and mathematics assessments may be exempted by the principal; or an individualized progress monitoring plan.

Participation in the assessment program is mandatory for all school districts and all students attending public schools. The statewide, standardized Reading assessment shall be administered annually at least once at the elementary level. The English language arts (ELA) assessments shall be administered to students in grades 3 through 11. The statewide, standardized Mathematics assessments shall be administered annually in grades 3 through 11. The statewide, standardized Science and Social Studies assessment shall be administered annually at least once at the elementary level (Grade 5).

Each student who does not achieve a Level 3 (satisfactory) or above on a statewide, standardized assessment must be evaluated to determine the nature of the student's difficulty, the areas of academic need, and strategies for providing academic support to improve the student's performance. To be promoted to grade 4, a student must score a Level 2 or higher on the statewide, standardized English language arts assessment for grade 3. To be promoted to grade 6, a student must score a Level 2 or higher on the statewide, standardized English language arts and math assessment for grade 5.

Definitive levels of proficiency must be reached before a child can be considered for promotion. Absenteeism is a factor used in determining promotion.

Promotion will be considered for students who have met the following criteria:

Kindergarten, Grade One, Grade Two, Grade Four

- Successful demonstration of basic objectives for the reading/language arts/writing program as indicated in the Georgia Standards.
- Successful demonstration of basic objectives for the mathematics program as indicated in the Georgia Standards.
- Receive a yearly passing grade in science/social studies unless in a remedial program.
- Satisfactory performance on assessments.

Grade Three/Five

- Successful demonstration of basic objectives for the (3rd and 5th grades) reading/language arts/writing program as indicated in the Georgia Standards.
- Successful demonstration of basic objectives for the (5th grade) mathematics program as indicated in the Georgia Standards. Successful demonstration of basic objectives for the (3rd grade) science program as indicated in the Georgia Standards.
- Satisfactory performance on state assessments.
- If a student's reading deficiency is not remediated by the end of grade 3, as demonstrated by scoring at level 2 or above on the statewide assessment testing reading for Grade 3, the student must be retained.
- Receive a yearly passing grade in science/social studies unless in a remedial program.

POSITIVE PARENT/TEACHER RELATIONSHIPS

In an effort to promote positive Parent/Teacher relationships the following would be helpful:

1. Speak to your child's teacher about concerns before going to administrators.
2. Respect the school policy of stopping at the office to be admitted on school campus.
3. Go to your child's classroom only if you have an appointment. Do not interrupt instruction.
4. Offer assistance on a field trip or upcoming project in advance.
5. Donate items to class projects/celebrations if requests are made.
6. Go through your child's backpack daily to review work or check for homework. This includes information sent in Wednesday Folders.
7. Be supportive of the teacher's rules.

It is not recommended that you volunteer in your own child's classroom. Volunteering in your own child's classroom can often cause disruptions to your child's learning. Often children don't know who they should focus on – their teacher or their parent.

A parent can support and endorse his/her child's teacher, through conversation and example. Regardless of teaching style, teachers are all working toward the same educational goals. Remember that if everyone has a positive attitude, the result will be a superior educational environment for your child.

SCHOOLWIDE PROGRESS MONITORING PLAN (Grs. K-5)

The Georgia Department of Education has adopted the Georgia State Standards, which are high levels of expectations for student achievement. The Standards identify the knowledge and skills a student is expected to know at certain stages. The Standards give parents, students, teachers, and administrators a clear picture of what is to be expected in school. All students are expected to achieve these new high standards. Students enrolled in Exceptional Education (ESE) and Limited English Proficient (LEP) programs are provided with Individual Education Plans and/or modifications to assist them in achieving these standards.

State law requires that a student who is not meeting the school district or state requirements for satisfactory performance must be covered under a plan which includes a school wide system of progress monitoring for all students. The plan includes school wide diagnostic assessments for students K – 5, as well as school wide strategies, interventions, and progress monitoring assessments for students.

Teachers may suggest using classroom materials, the media center, technology and other remedial strategies to achieve these goals. Other strategies may include, but are not limited to:

- Individual/small group
- Parent assistance
- Before/after school services
- MTSS /RtI (Multi-Tiered System of Supports, Response to Intervention)
- Flexible/guided grouping
- ELL services

ATTENDANCE

Students are required to attend school every day. Once a student arrives on campus, the student may not leave campus without the written permission of parent or administrator. Students must follow scheduled class locations. If a student is absent, the student's parent/guardian should call attendance to report the absence. Upon the student's return to school, a note written by the parent/guardian is required. The note must include the student's full legal name, reason for the absence, and the date(s) of the absence and signed by parent/guardian. The note must be turned into the front office.

Please note that absences are excused for the following reasons only: illness, hospitalization, death in the family, court appearances, school-sanctioned activities, and religious reasons.

ATTENDANCE ZONES

According to the school district, zones for school attendance are subject to change and cannot be guaranteed.

ABSENCES

It is the responsibility of each student's parent or guardian to notify and explain in writing to the school, a student's absence no later than three days after the student's return to school. The student's first and last name, teacher's name and absence date(s) must be included. Failure to provide the school with written verification for an absence by the tenth day of school will result in the absence being considered unexcused. Excused absences are for the following reasons only:

- Illness of the student. (A doctor's statement *may* be required by school officials.)
- An accident resulting in bodily injury to the student.
- A death in the immediate family of the student.
- An observance of a religious holiday in line with the recorded faith of the student.
- A subpoena by a law enforcement agency or a court appearance.
- Principal-approved participation in academic, vocational or non-instructional activities.
- Insurmountable conditions as defined by the state board and determined by the principal.
- ***All other absences are considered unexcused.***

Physician/Medical Provider Certification – A physician or other licensed medical provider's certification is required in the event that a student is absent due to illness, injury or other medical or physical condition for three or more consecutive school days or nine cumulative days within any ninety calendar days. Under the compulsory attendance laws, students and parents have the responsibility to provide the school with an adequate explanation and appropriate documentation indicating the reasons for an absence.

Unexcused absences of five or more in one month will result in a district letter sent home and a copy to the truancy department. Ten or more unexcused absences during any nine week period will be reported to the truancy department and may be reported to the Fulton County Court system and/or the Department of Children and Families.

For students who will be out for an extended period due to illness

TARDINESS

Tardiness to School – Students are expected to arrive at school on time. All students are required to be at their first period class and prepared to work when the bell rings. Students who arrive after 7:40 am must report to the office and have a parent or guardian sign them in.

Tardiness to Class – Students are to be physically in the classroom to which they are assigned at the appropriate time. Tardies, being out of area, and skipping class are all subject to disciplinary actions in a progressive manner. After campus wide warnings are given, students tardy to class will receive consequences.

WITHDRAWAL

No student will be allowed to withdraw from school without written permission from his/her parent or guardian. If you must withdraw from school, parent/guardian is asked to notify the school office several days before they plan to withdraw. **All textbooks and library books must be returned or paid for if lost at the time of withdrawal.**

BEHAVIOR SUPPORT/PBIS

What is PBIS?

Positive Behavioral Interventions and Supports (PBIS) is an approach to teaching and supporting **positive** behaviors and meeting the needs of ALL students. This school-wide approach to discipline focuses on building a safe and positive environment in which all students can learn. We focus on students **who display High Expectations, Accept Responsibility, Want to Succeed, Kindness Matters, and Show Respect. (HAWKS)**

What Can Parents do to help?

Become informed about the HAWKS expectations and discuss with your child frequently. Keep communication open between you, your child and your child's teacher.

BICYCLES/SKATEBOARDS/HOVERBOARDS

Students who ride bicycles to school are required by law to wear bike helmets. Bikes are to be placed in the bicycle racks provided for that purpose and should be locked at all times. The school is not responsible for stolen or damaged bikes. Bikes must be walked onto campus. Hoverboards and skateboards are prohibited on school property.

BIRTHDAYS

Classroom birthday celebrations are handled at the discretion of each teacher. **Please check with your child's teacher prior to planning a classroom celebration.** Please be aware that any food served to students need to be **commercially prepared**. If a parent wants to celebrate a child's birthday at school, the cake, cupcakes or cookies must be purchased or prepared by a **grocery store or restaurant**. **Students will not be allowed to celebrate until 30 minutes after their lunch. We do not celebrate birthdays in the cafeteria.**

Students may not distribute invitations to only selected classmates. In this case, parents must find an alternate means to distribute party invitation that is outside of school.

BULLYING AND HARASSMENT

It is the policy of the Fulton County School District that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

Bullying means systematically and chronically inflicting severe physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment; cause severe discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to: teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual, religious, or racial harassment, public humiliation and destruction of property.

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee, which is severe and pervasive, that it:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits
3. Has the effect of substantially disrupting the orderly operation of a school

Bullying and harassment also encompasses:

1. Retaliation against a student or school employee by another student or school employee

for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.

2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - a. Incitement or coercion
 - b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system
 - c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment

Cyberstalking means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

BUS TRANSPORTATION

School buses are maintained to transport students who live two or more miles from the school. Students who ride the bus:

1. Must occupy the seat assigned to them by the driver and refrain at all times from moving around while the bus is in motion
2. Observe classroom conduct (except for quiet conversation) while riding the bus
3. Are under the supervision of the driver

Students who fail to cooperate may be suspended from the school bus. Please refer to the bus rules as stated in the Fulton County Student Code of Conduct and Discipline Code.

BUS LOOP & PARKING AREA

Due to State of Georgia safety regulations, cars and pedestrians are not allowed to mingle with school buses. Therefore, the bus loop and main parking lot are closed daily during the following times: 7:00-8:00 a.m. and 2:00-3:00 p.m.

Parents dropping off or picking up children from Extended Day will have to park in the recreation parking lot near the office during those time periods.

CAR LINE

Due to the safety risk associated with the high volume of traffic coming through carline each day, parents and guardians MAY NOT park their vehicle and walk to the carline waiting area to retrieve their child. In the event of a personal emergency where a parent or designee must park and retrieve his or her child, they must first go to the front office, provide a photo identification card, and wait for the child to be sent to them in the office by staff. Parents are not permitted to take children from the carline waiting area.

CAFETERIA

The school participates in the federal/state school lunch program, a complete lunch including dessert and milk is offered at no cost. Any information you need can be found on fultonschools.org click on 'Parents and Students' section, then click on 'Food and Nutrition Services'.

EATING LUNCH WITH YOUR CHILD

For security purposes the following procedures will be in place:

Parents/Guardians listed on the yellow card will sign in at the front office and go down to the cafeteria with their signed badge. The parent will then sit with their child during breakfast and/or lunch. Strollers are not permitted in the cafeteria. The parent/guardian will sit with their respective child(ren) and will end their lunch when the child's lunch period is done. Please be sure to send a note with your child stating your intentions to have lunch and whether or not your child will need to be provided a lunch before joining you. As always, a picture identification card is required to enter campus.

A La Carte Snacks:

Students are permitted to use money from their account to purchase a second entree as well as "Smart Snack" approved snacks. Parents may restrict their student from purchasing snacks by submitting a written request to the school's cafeteria manager.

☉ Nutrition Standards for Snacks/ "Smart Snack" Guidelines

Any food sold in schools must:

- Be a whole grain-rich grain product; or
- Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or
- Be a combination food that contains at least ¼ cup of fruit and/or vegetable

Foods must also meet several nutrient requirements:

- Calorie limits: ≤ 200 calories
- Sodium limits: ≤ 230 mg
- Fat limits: ° Total fat: ≤35% of calories ° Saturated fat: < 10% of calories ° Trans-fat: zero grams
- Sugar limit: ° ≤ 35% of weight from total sugars in foods

Food Allergies & Menu Modifications:

At the beginning of each school year, or at the time of enrollment, parents are responsible for communicating any special dietary needs of their child, including food allergies, to the District and Food & Nutrition Services Department. Substitutions to regular school meals provided by the District will be made for students who are unable to eat regular meals due to a qualifying dietary need when that need is certified in writing by the student's physician. Please print out the most current Medical Request for Special Dietary Accommodations form from the MCSD Food & Nutrition Services Department webpage (or request a paper copy from the school's cafeteria manager). Once the form is submitted to the school, please allow **5-10 business days** for processing. During this timeframe, please provide a safe meal for breakfast and lunch.

CELL PHONES/ELECTRONIC DEVICES/BYOD

Cell Phones/Electronic Devices

Cell phones must be TURNED OFF, stored away and not used during school hours unless under the direction of the teacher for instructional use only. Cell phones may be used only after school. If there is an emergency, student must go to Student Services and they will be allowed to use their cell phone. Cell phones found in the "on" mode (including text messaging) during school hours will be confiscated until a parent can recover it from a school official.

Personalized Learning Devices

Personalized Learning Devices Responsible Use Guidelines for Students Technology is one way of enhancing the District's mission of teaching students to be productive, college and career-ready members of the 21st century. In order to increase the use of technology in the classroom, Fulton County Schools is implementing a Personalized Learning Initiative which provides a technological learning devices to every student in grades 3-5. We want students to embrace appropriate use of technology so they may become responsible digital citizens.

Definition of Personalized Learning Devices

Personalized Learning Devices allow students to use their assigned personal technology device to connect to the District wireless network and Internet for use during classroom instructional activities directed by instructional personnel. For the purpose of this program, the word "device" will include: Wi-Fi enabled devices including but not limited to iPads, iPod Touches, laptops, e-readers and Android tablets.

Internet Access and Use

The District will provide secure and filtered access to the internet through the District wireless network. Usage of the District wireless network account is encouraged. The District is not liable for content that is accessed or charges that may be incurred if a student chooses to use his/her persona data plan to access the internet.

Security and Damages

Each user is responsible for his/her device and is expected to use it appropriately. Responsibility to keep personal technology secure rests with the individual owner. Fulton County School District is not liable for any device stolen or damaged on campus. Fulton County School District will NOT replace or provide financial restitution for any stolen or damaged personal electronic device. If a technological device is stolen or damaged, the issue will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations.

Personalized Learning Student Agreement

The use of technology to access educational material is a privilege. When abused, privileges will be revoked and disciplinary consequences will be issued. When respected, these privileges benefit the learning environment as a whole. Students and parents/guardians participating in the Personalized Learning program must adhere to the Student Code of Conduct, as well as all Board policies, particularly the Student Responsible Use agreement. Additionally, all mobile devices:

- Must be in silent mode while on school campuses and while riding school bus
- Students are not allowed to use any device to photograph or record (either in audio or video format) another person on school property at any time without that person's permission.
- Devices may not be used for any purpose that promotes academic dishonesty.
- Students will not participate in behavior utilizing their personal device on or off campus that "materially or substantially interferes with school operations" and/or creates a "substantial disruption to the educational process". If such behavior occurs, disciplinary action will be issued as deemed appropriate by the FCS Code of Conduct and School Student Handbook.

Students and Parents/Guardians acknowledge that:

- The school's network web filter will be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited.
- Students are prohibited from processing or accessing information by "hacking", altering, or bypassing Fulton County School District network security policies.
- The District has the right to collect and examine any device if a student is suspected of violating the BYOD guidelines.
- The charging of devices is the responsibility of the student and teachers may allow or disallow that privilege at their own discretion.
- The District is not responsible for lost, stolen or damaged personal technological devices.
- The District is not responsible for maintenance or repair of any personal technology.
- The District is not responsible for any costs incurred due to use of personal technology.
- Printing from personal devices will not be supported at school.
- Each school has discretion to allow and regulate the use of personal devices in the classroom and on.

NOTICE: "When it is determined that use has occurred in violation of this policy, then the

device will be confiscated, sent to Student Services and returned to the parent upon their request. Use of wireless communication device in violation of this policy includes the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act.”

CLUBS AND ORGANIZATIONS

There are several clubs and organizations offered to grades 3-5. The following are: Safety Patrol, Fun Run, Book Club, Rock Painting, Robotics, Chorus, Green School, K-Kids, Step and Dance, Student Council, and Soccer.

CONFERENCES AND OPEN HOUSE

- Parents are encouraged to conference with their child’s teachers to discuss their child’s school progress. The teachers, guidance counselor and administrators are glad to assist students with their needs. The student, parent and/or guardian should feel free to consult any teacher or administrator about problems, which arise and may arrange for private conferences. Conferences can be scheduled with a teacher or administrator as needed during the school year.

DELIVERIES

Balloons, toys, flowers, etc. are not permitted on campus or buses. Flowers or gifts for students should not to be delivered to school and may not be accepted.

DISCIPLINE

Students are afforded the opportunity to receive a free appropriate public education and have the right to be treated with respect and dignity. Students have the responsibility to treat other persons and property with respect and dignity. Student misconduct which jeopardizes the health, safety, or welfare of other people or which disrupts the educational environment will not be tolerated.

Please refer to the Fulton County School District Student Conduct and Discipline Code located at the district and school websites for a comprehensive description of discipline procedures.

DRESS CODE

- Uniform clothes (khaki pants and collared shirts) are required.

- Clothing with questionable messages is not acceptable.
- All shirts must be longer than (cover) the top of pants/shirts/skirts/shorts.
- Skirts/skirts/shorts/dresses will be no shorter than 2” above the knee and must be worn no lower than the hip with no underwear showing.
- No ripped or torn clothing is permitted.
- No see-through or skin-tight clothing is permitted.
- Words and/or pictures printed across the behind of pants/shorts/skirts will not be permitted.
- Closed toe shoes must be worn. Shoes must be secured so that the student’s foot does not slip.
- No hats may be worn inside the building without a doctor’s note.
- No tattoos (temporary or permanent) are permitted.
- No unusually styled or colored hair is permitted.
- Clothing, cosmetics, and accessories, which distract from instruction as per the teacher and administration, are not permitted. Jewelry that is at risk of getting pulled or tangled will be considered a safety risk and will not be permitted.
- For further information refer to the Fulton County Code of Conduct booklet.

DOOR TO DOOR SOLICITATION

- Several times a year the Hapeville PTA will sponsor fundraising events. Door to door solicitation is not encouraged nor permitted for school fund raising activities.

EMERGENCY CRISIS INFORMATION

In the event of an emergency, parents/guardians will be notified via the Message System, which will provide the most up to date information, as it becomes available. It is critical that any changes in contact information be provided to the school, so that in the event of an emergency, the Message System will reach all families.

In a major crisis situation, such as a campus lockdown, the Fulton County Sheriff’s Department will take charge of the school, until any/all threats have subsided. During such a time, parents may not enter the campus. Failure to abide by this policy could result in an arrest. Please do not come directly to the school, unless advised via the Message System.

Drills

During fire, tornado, and lock-down drills students should follow the directions of the teacher closely. No talking, running, or misconduct of any kind is allowed. The following signals are used:

1. A continuous bell for fire
2. An intermittent bell for tornado

3. Intercom announcement for lock-down
4. Bus evacuation drills are practiced according to instructions from the bus driver

EXCEPTIONAL STUDENT EDUCATION

Exceptional student education programs are designed for students with special needs. For most programs, students receive a psychological evaluation to determine eligibility. Following a psychological evaluation, a staffing involving ESE consultant, parents and sometimes the student, is held to determine eligibility and appropriate placement. If placement is decided, an individual education plan (IEP) is developed to meet the student's needs. For more information please contact the school's IST or CST.

FIELD TRIPS

Field trips are one method of improving learning and enriching the curriculum. All trips are chaperoned. All students going on field trips must have a note granting permission from the parent or guardian. Without this written permission, students will not be permitted to go.

GUIDANCE

A Professional School Counselor is available to provide individual, group and classroom developmental counseling to all students. Additionally, the counselors provide personal/social, behavioral, and academic counseling to identified students. Other available services include the following:

- Character Counts instruction
- New student orientation
- Parental assistance
- Identification and referral of students with particular needs
- Standardized testing
- Multi-tiered Student Support (MTSS)

HEALTH SERVICES

The Fulton County Health Department nurse visits the school one day a week and is on call for emergencies. Examinations upon referral are made for communicable diseases, rashes, sores, etc. Screenings for height, weight, and vision will be held during the school year as well.

ILLNESS

The clinic is staffed by a Health Assistant. A Fulton Health Department Nurse visits all schools in the district at least one time per week.

Parents or guardians will be notified to pick-up a child who becomes ill at school. In order to notify parents, we must have telephone numbers on file so that we may contact you. Please advise the office staff of any changes in your work, home, or emergency telephone numbers. Should your child acquire a communicable disease, please call our Health Assistant at 470-254-8220 so we can determine if there are any trends among students.

If the student has a fever of 100 degrees or greater, a parent/guardian will be notified to come pick up their child. A student is not allowed to return to school until they are fever free for 24 hours (without medication). Parents of students who continually become ill at school will be notified to see outside medical advice.

Should your child become infested with any parasite such as head lice or nits, you will be asked to pick the child up from school to remedy the matter immediately. Following treatment for live lice or nits, a student must be brought to school by the parent /guardian and checked by the Health Assistant before returning to class. The child may return to school when the student has been treated and is lice free.

Clinic

The school health clinic is staffed with one health assistant. Please note the following:
Each student must have a pass to enter the clinic.

- Parents or an emergency contact person will be notified by phone when possible.
- The school must have the telephone number (home, office, emergency, etc.) of every child's parent and the name and phone number of the family doctor.
- Call to have your emergency contact card (Fulton County School District Form) updated when changes occur.
- Students may not remain in the clinic for more than fifteen minutes unless the illness or injury is serious and the parent cannot be reached OR if a fever is indicated. The district recognizes a fever as being 100 degrees or greater.
- If the student has a fever of 100 degrees or greater, a parent/guardian will be notified to come pick up their child. A student is not allowed to return to school until they are fever free for 24 hours (without medication).
- Parents of students who continually become ill at school will be notified to see outside medical advice.

- Any illness or injury occurring in a classroom or PE must be reported to the specific teacher immediately.
- The health assistant will register each student as they enter the clinic with the nature of his/her illness.
- Students **MAY NOT** use their cell phones to call or text their parents if they are ill. Failure to comply with this policy may result in disciplinary consequences.

Guidelines for Medication

Any medication (prescribed or over the counter) must have an authorized Form completed by the attending physician and parent. These forms are required by law for ANY medication including aspirin and cough drops.

Any medication (prescribed or over the counter) must have an affixed pharmacy prescription label and be stored in the clinic in the most recent, original container.

Note: Any student in possession of a prescribed medication or over-the-counter medication may be subject to disciplinary action.

INJURIES REQUIRING CRUTCHES OR WHEEL CHAIRS

Students who need to have crutches or a wheelchair are required to present a doctor's note specifying how long they will need to use the assistive device. The doctor or physical therapist should fit the child for correct crutch size and ensure proper training for gait and use. The student must report to the clinic before entering the classroom. The note from the doctor alerts the school to make the necessary accommodations for the student.

ACCIDENTS

When a student is injured on school property, the teacher or person in charge may give such help as circumstances permit. The principal and parent will be notified as soon as possible providing we have the proper phone numbers to contact the parent. When serious injury is apparent, or possible, and a parent cannot be located, a school staff member must take the responsibility of immediate medical assistance.

Student Accident Insurance – A brochure and application to purchase accident insurance for student(s) is sent home every year at the beginning of the year. Please read the brochure carefully and give serious consideration to this insurance. It is important to know that the **School Board's insurance does not cover students for accidents that occur at school or during school sponsored activities.** All accident and medical claims are the responsibility of the parents or guardians. If you choose "Full Time 24 Hour Accident Coverage" it will cover accidents that may occur during weekends, vacations and the summer months. If you have any questions regarding this coverage, please contact the plan administrator.

COLOGNE/ PERFUME

Children often like to copy their parents and older siblings/friends by wearing cologne and perfume. There are a number of children and adults who are allergic to fragrances. In addition, the use of strong colognes and perfumes can cause a distraction in the learning environment. It is for these reasons that the use of cologne and perfume **will not** be permitted at school.

SUNSCREEN

Students are allowed to possess and use sunscreen on school property without a prescription. Sunscreen must be self-administered by the student and may not be administered by a FCS employee.

LOST AND FOUND

All items found will be located in the front office. If it is something of value it will be kept in the front office.

MESSAGES TO STUDENTS DURING SCHOOL HOURS:

In order to assist us from disrupting instruction; please avoid calling the school office to have a message delivered to your child unless it is an emergency.

MONEY

Students should bring only the amount of money necessary for lunch, breakfast and/or supplies. Please see that your child's money is in a wallet, pocketbook or other suitable container.

TOYS and JEWELRY

Students are not permitted to bring toys to school or wear distracting jewelry. Toys include, but are not limited to: electronic games, trading/game cards, spray bottles, and laser pointers. Distracting jewelry is: any jewelry item that presents distraction or disruption to students and/or poses a threat to our positive learning environment. Possession of these items while on school campus will result in the items taken away and parents notified.

VISITORS

Visitors must sign in through Raptor in the front office and wear a visitors badge at all times on campus. Raptor is a visitor management and screening technology that helps protect children from sex offenders and domestic dispute offenders. Visitors on campus scan their driver's license or Georgia ID card in to get a visitor's pass.

If a parent or guardian feels the need to observe in a classroom, a request must be submitted at least twenty-four hours in advance and will be subject to approval by the Principal. In this way we can make sure that your observation does not conflict with special activities in and out of the classroom and that the teacher and students are available.

When on campus all visitors are asked to silence their cell phones. This prevents distraction for other students and affords parents extra quality time with their children.

SCHOOL PROGRAMS & ORGANIZATIONS

EXTENDED DAY PROGRAM (Prime Time)

The Extended Day Program is available for PreK-5 students who are in need of supervision between 2:45 p.m. to 6:00 p.m. Information concerning the cost of this service may be obtained from Linda Holt, Coordinator. The Extended Day Program is conducted on school property.

MEDIA CENTER

MEDIA CENTER

Our Media Center is open to students and teachers. A variety of instructional materials are available. Pupils are encouraged to check out books for pleasure and reference work. Most books are checked out on a weekly basis. Many reference books are checked out for overnight only. Although there are no fees for overdue books, students must pay for lost books. If a book is lost or damaged, the child and parent are responsible for replacement. Hapeville's Media Specialist will issue additional library guidelines and rules.

PLEDGE OF ALLEGIENCE

Students are hereby notified of the following:

1. The pledge of allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle, and high school in the state.
2. When the pledge is given, students must show full respect to the flag by standing at attention, men removing any headdress, except when such headdress is worn for religious purposes.
3. The pledge of allegiance to the flag, "I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all," shall be rendered by students standing with the right hand over the heart.
4. Students have the right not to participate in reciting the pledge. Upon written request by his or her parent, the student shall be excused from reciting the pledge, including standing and placing the right hand over his or her heart.

RESIDENCY VERIFICATION

The Superintendent or his/her designee shall require proof of residency at the time of registration, and may require proof of residency at any other time. Two (2) proofs of residency indicating the address at which the student resides with his/her parent(s) or legal guardian are required to register a student. Examples of acceptable documents are as follow, and all evidence must coincide:

1. Current utility bill with service address indicated;
2. Current year property tax bill;
3. Mortgage or deed of home;
4. Lease agreement with name of tenant, landlord, and contact information for all parties. Agreement must contain expiration date. A renewed lease must be provided to the school registrar;
5. State of Georgia driver's license or identification card.

A school may deem the documents provided are not sufficient for enrollment or verification if the Principal/designee has reasonable suspicion of inaccurate document presentation as to the residence of a student or legal guardian or other relevant factors.

Any time a student's address changes, the parent is responsible to notify the School District in writing.

PTA- PARENT TEACHER ASSOCIATION

Our PTA is a vital part of the school program. It serves to unite the efforts of parents and teachers to provide the best education for our children. A membership drive will be conducted in the fall. Interesting, informative meetings are planned. The success depends on your support! Visit our web site for meeting dates and more information.

SCHOOL GOVERNANCE COUNCIL (SGC)

Parents, community members, students and school staff meet monthly to discuss school events and activities. These meetings are held in the cafeteria at 5:30 every third Tuesday of each month.

VISITORS

Any visitor on campus must be on the yellow card and must sign in through Raptor in the front office. Raptor is a visitor management and screening technology that helps protect children from sex offenders and domestic dispute offenders. Visitors on campus must scan their driver's license or Georgia ID card in order to get a visitor's pass. The visitor's pass must be worn the entire time you are on campus.

If a parent or guardian feels the need to observe in a classroom, a request must be submitted at least twenty-four hours in advance and will be subject to approval by the Administration. In this way we can make sure that your observation does not conflict with special activities in and out of the classroom and that the teacher and students are available.

When on campus all visitors are asked to silence their cell phones. This prevents distraction for other students and affords parents extra quality time with their children.

VOLUNTEERS

Online volunteer registration for the 2019-2020 school year begins on August 2, 2019. Many volunteer opportunities are available...

- Read with a child who is struggling to read
- Work in the media center, cafeteria or office
- Serve as a classroom volunteer or a mentor
- Help with homework in our after-school program

We will work with you to find the right placement for your unique talents and interests. Volunteering is a Two-Way Street: It can benefit you as much as the students.

All volunteers are checked against the Georgia Department of Law Enforcement's Sexual Predators and Offenders Registry prior to being placed in any volunteer position.

LEVEL 1: Service on campus during school hours only

- Complete e270 registration form every year
- No additional background check is necessary

LEVEL 2: Any service on campus during non-school hours and all off campus service

- Complete e270 registration form every year
- Level 2 requires a background check every two years

For more information and to complete the e270 form visit www.fultonschools.org and click on 'Volunteer Services' under Quick Links.

GEORGIA STATEWIDE ASSESSMENT SCHEDULE 2019-2020

