

Northwood Elementary School

10200 Wooten Road
Roswell, Georgia 30076

470-254-6390
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www.Northwoodelementary.com



Family Handbook

2016-2017

Ritu Ahuja, Principal
Kerri-Ann Williams, Assistant Principal



Northwood Elementary School *Where Reaching for the Stars is Elementary*



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Roswell, GA 30076
470-254-6390**

W e l c o m e

Welcome to Northwood Elementary! As we begin the 2016-2017 school year, it is our mission to provide project based and personalized learning opportunities for your child that will foster his/her love of learning. Our number one goal is that of improving student achievement and meeting individual student needs.

This Family Handbook is filled with important information about school policies and procedures to help our school run smoothly and safely. We suggest that parents and students review the handbook together. If you have questions after reading, please call the school office.

We believe that a collaborative partnership between parents, community members, and business partners is a must for student success. Educating your child is a mutual venture—together we make a difference!

Ritu Ahuja, Principal

Northwood Symbols and Traditions

Naming Northwood Elementary

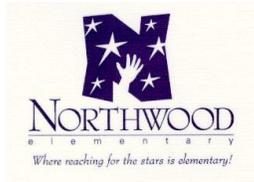
Our name was chosen from three names: Northwood, Arbor Ridge, and Pinecrest.

School Colors

In the fall of 1996, the children and faculty and staff voted on our school colors. Red, white, and blue were chosen. These three colors have led Explorers to show patriotism over the years.

Mascot - Explorer

The Explorer is our school mascot. The Explorer could be either a boy or a girl. The Explorer could be any race. Because the Explorer could go into space, explore the woods, explore the unknown it is a mascot without boundaries! The Biplane became a secondary symbol carrying the Explorer.



Northwood Logo

The Northwood Logo was designed in 1996 by Ken Mack-Solden, a Northwood parent and graphic designer. The “N” is not square like a traditional capital letter N. It bends on both sides, showing flexibility. Mr. Solden came up with the motto, “Where reaching for the stars is elementary!” Six stars are inside the N, each star representing each grade level from kindergarten through fifth grade, and a hand reaches upward inside the N toward the stars.

Northwood’s Mission Statement

Northwood...A caring community where a passion for learning inspires student to reach for their BEST!

Northwood’s Vision Statement

We will be a school of global thinkers who connect learning with future success.

Northwood Pledge

Northwood children recite this pledge every day!

NORTHWOOD Pledge

**Today I pledge to do my best. I will respect others.
I will look at ways to grow and improve.
My life makes a difference at Northwood Elementary.**

Walk of Stars

During our first year the community painted the blue stars (graduated sizes) all the way around the school and down the sidewalks to lead the way to the school. Periodically, these stars are re-painted.

Hallway Names

In our second year, our art teacher, Lisa Gould, designed three themes for our three wings. These scenes represent three areas of Georgia.

- River Walk (scenes from the rivers and waters of Georgia)
- Seascape (scenes from the coastal areas of Georgia)
- Mountain View (scenes from the mountains of Georgia)

In 2013, an additional hallway was named called College Avenue which featured pennants from colleges our families attended. Our commitment to the environment was commemorated in 2014 by naming the hallway outside the cafeteria Eco Alley. In 2015, Community Circle (the front atrium), Parent Parkway (hallway leading from the clinic to the cafeteria) and Enrichment Way (hallway from Riverwalk to the Gym) were named so we could celebrate our stakeholders and educating the whole child.

Art in the Media Center and Cafeteria

Our outstanding hand-painted, three-dimensional art work in the media center and the cafeteria were done by Icon, Inc. (Artist Mary Jane Stone). The precise painting and intricate details of the artwork are breath-taking. One could sit and gaze at the paintings for hours on end!!

School Dedication Song-“School of Faith”

This song was adapted from the song, “Household of Faith” by Steve Green. Ed Sanker, the husband of Ginny Sanker (one of our former secretaries) wrote the words for this song for Northwood.

Here we are at the start
Committing to each other
By our words and from our hearts.
We will be a family
In a school that will be a home,
And with faith we'll build it strong.

We'll build a school full of faith
That together we can make,
And when the strong winds blow
It can't fall down.
As each of us will grow,
And the whole world will know
That we are a school full of faith

Now to be a family
We've got to help each other
At any cost, unselfishly.
And our school must be a place
That fully abounds with grace
A reflection of each face.

We'll build a school full of faith
That together we can make,
And when the strong winds blow
It can't fall down.
As each of us will grow,
And the whole world will know
That we are a school full of faith.

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ACCIDENTS

Safety precautions are always taken at school; however, accidents will happen. Minor scrapes may be treated with first aid in the classroom; however, you will be contacted by clinic aides for serious situations. Please reinforce with your child that any accident not witnessed by an adult should immediately be reported to a teacher, the clinic or the office. See “CLINIC” for additional information.

AFTERSCHOOL PROGRAMS

While afterschool programs which are not school-sponsored are housed at Northwood, they are independent contractors and operate independently of Fulton County Schools. They are not governed by Fulton County Code of Conduct and all concerns should be directed to the director of these programs. These programs include, but are not limited to: Prime Time, Tennis, Drama, etc.

ARRIVAL

The school day for students begins at 7:40 a.m. Students are permitted to enter the school building at 7:10 a.m. after the school bell rings. If you are carpooling, students are expected to remain in cars with their parents until the bell rings at 7:10. Parents are not permitted to drop off their children unsupervised outside/inside the school any time before 7:10. These procedures are in place for the safety of all students.

ATTENDANCE

Regular and punctual attendance is essential for school success. Students who are absent from school are deprived of a variety of valuable educational experiences. Students attend school 178 days per year. A student must be present for at least half of the instructional day to be counted present. This means that they must arrive by 11:10 am or be checked out after 11:10 am. Absences are reported through a centralized communication system. You will receive notification if your child is not present by 10:45 am.

Absences

The Fulton County School Board supports rigorous enforcement of Georgia’s Compulsory School Attendance Law that makes school attendance the responsibility of the parent and the student. The Georgia Board of Education lawfully excuses students for the following reasons:

- ◆ Personal illness of the student.
- ◆ Attendance at school would be detrimental to the health of the student or others.
- ◆ A serious illness or death in the student’s immediate family necessitating absence from school.
- ◆ Observance of religious holidays necessitating absence from school.
- ◆ Conditions rendering attendance impossible or hazardous to the student’s health or safety.

A student’s absence from school or class for any reason other than those listed above will be considered an unexcused absence. **E-mail excuses will not be accepted.** If an absence meets these requirements, a student must bring a written excuse signed by a parent or guardian the day the student returns to school. If a note is not received within 5 calendar days, the absence is recorded as unexcused. Excessive absences of five or more unexcused absences will result in a letter of **Notification of Excessive Absences** from the school, and continued absences will result in a referral to the school social worker. Please refer to www.fultonschools.org for more information.

Tardiness

Northwood believes in bell to bell instruction. Students are expected to be in their classrooms ready to learn by 7:40 am. In order to start the day smoothly and minimize interruptions caused by late arriving students, please see that your child is on time. **Late students arriving after the bell has rung, (7:40 am) must be checked in by a parent.** Cars must be parked in the parking lot, and students and parents must enter the office, sign in, and get a pass to class stating the reasons for tardiness. Students riding Fulton County Board of Education buses will not be counted tardy if the bus arrives late. Excessive tardiness will result in a letter of **Notification of Excessive Tardiness** from the school. Continued tardiness will result in a referral to the school social worker.

Make-Up Work for Daily Absences

If a student is absent due to illness, you may request make-up work at the school office by 9:00 a.m. each morning. Material will be ready to be picked up by 9:00 the next school day.

Extended Absences

Upon returning from an extended absence, it is the student’s responsibility to request makeup work. When returning to school, a work folder containing missing assignments will be provided to the student upon request. **Teachers are not expected to prepare make-up work in advance of extended absences/trips.** Make-up work must be completed by the student in the time specified by the teacher. Please notify your child’s teacher in advance of extended absences.

Attendance – Accept the Challenge – Five or Below

The 2016-2017 school year heralds a new challenge for Northwood families. We challenge our students to have no more than five absences in the school year and to aim for perfect attendance. Students will be recognized and celebrated for meeting this challenge.

BIRTHDAYS

Your child will be recognized on his/her special day, with an announcement on Explorervision and a special birthday pencil. **Please do not send cake, cupcakes, balloons, party favors, or party invitations to school as these will not be distributed.** If you would like to celebrate your child's birthday at school you may purchase a special treat from our cafeteria for your child's class. More information and pricing will be available on Northwood's website or you may contact our Cafeteria Manger Lisa Sutton at Suttonlf@fultonschools.org.

BUS TRANSPORTATION

Safe school transportation is considered an important part of the total educational program. Riding the school bus is a privilege contingent upon proper, courteous conduct.

Bus Conduct

Students are subject to disciplinary procedures when bus safety rules are violated. These may include assigned seats and/or suspension from riding the bus for one or more days. The following rules must be followed:

- ◆ Students are to behave appropriately on the bus as well as at the bus stop and must follow directions of the bus driver.
- ◆ Students are expected to display respectful behavior to each other and the driver at all times. Bullying, fighting, teasing, horseplay, play fighting, name-calling, etc. will not be tolerated.
- ◆ Students must sit in their assigned sections on the bus. Bus drivers will seat students as they arrive, the front being reserved for kindergarten students.
- ◆ Students may not eat or drink on the bus.
- ◆ Students are to remain in their seats while the bus is in motion, facing forward at all times. Hands and feet are to be kept out of the aisle.
- ◆ All body parts must remain inside the bus windows at all times.
- ◆ Students may not complete homework on the bus.
- ◆ Live animals or insects are not permitted on the bus.
- ◆ **Glass objects are NOT permitted on the bus.**
- ◆ **Radios, electronic equipment (iPods, games, cell phones, etc.) should be powered off and kept in backpacks while on the bus.**
- ◆ Anything that cannot be held in the lap is not permitted on the bus.
- ◆ Students must adhere to a "whisper silence" policy while buses are in the school zone.
- ◆ Additional information is provided in the Fulton County pamphlet, "School Bus Safety Rides with You." Please read this pamphlet and discuss bus behavior expectations with your child. If your child's

driver believes that your child's behavior is inconsistent with Fulton County expectations, you will receive a Bus Behavior Report.

The Fulton County Board of Education recognizes that safe school bus operation is only possible with the full cooperation of our parents, students, and school staff. Call the North Transportation Department (470-254-2970) with questions or concerns regarding bus routes, times, and bus supervision.

Bus Changes

- ◆ Students must get on and off the bus at their own stop. Students may not ride another bus for the purpose of visiting a friend.
- ◆ If it is necessary to change buses due to a long term childcare situation, written authorization must be obtained from the Fulton County Transportation Department at 470-254-2970.
- ◆ Children may only ride the assigned bus or exit at their assigned bus stop. Bus stop changes can be made for child care purposes only. One day changes must be approved by a building level administrator and long term changes must be approved by Transportation North.
- ◆ **IN EMERGENCY SITUATIONS ONLY**, a building level administrator may grant bus changes. Parents must send a written request to an administrator. **The method of transportation will not be altered without a written request from a parent and approval from the administration.**

CARPOOL

Northwood maintains a busy carpool schedule and local traffic can be overwhelming. This is compounded during inclement weather. Please help us keep our students safe and your commute stress-free by allowing your child to ride the bus as often as possible.

During morning carpool, cars form a single line around the circular drive in front of the building. All children carpooling must travel through this line. Carpool begins at 7:10 a.m. Cars travel in a single line and pull all the way up to the beginning of the walkway as carpool gets very heavy between 7:25 and 7:40 a.m. Even if you arrive at 7:35, chances are your child may not be able to enter the building before 7:40 a.m. If students are not **in their classroom** before the bell rings at 7:40 a.m., they will be marked tardy.

Afternoon carpool begins at **2:20** following the designated traffic pattern and ends at **2:40**. Cars form a single line behind the daycare vans in front of the school and pull all the way to the end of the walkway at the carpool sign as directed by duty personnel before letting children in or out. Please remember children will only be dismissed to cars with a visible Northwood carpool number.

Anyone picking up students without a number will be asked to park, come to the front office and to show ID. ***For safety reasons, children are not permitted to enter or exit driver's side doors. Children may not be dropped off or picked up in the parking lot - they are not permitted to cross through the parking lot without an adult. Cars must not park in the pickup or dismissal area along the front curb. Cell phone use is strictly prohibited. Use slow speed at all times. Please be kind to staff members on duty; they work hard to ensure the safety of all students.***

*For Walker information, see *Walkers* below.

CELL PHONES

Cell phones need to remain powered off and in backpacks while on school grounds. The school is not responsible for personal cell phones which are on school property and per Fulton County Board Policy, cell phones may be confiscated by the school administrator or designee if a student fails to comply with reasonable directions or commands of school staff regarding responsible use. Students may not bring their phones on field trips and must leave them at home or at school in their backpacks.

Any phones that are confiscated must be picked up by the parent or guardian.

CLINIC

Northwood Elementary is concerned about the health and well-being of each child. Please keep the school informed about allergies, diseases, your child's medicine or other medical conditions affecting your child. **It is imperative that when students are diagnosed with a communicable health issue the school is made aware so that we may take necessary precautions to minimize the impact. Issues including, but not limited to lice, strep, flu, and pink eye should be reported to your child's teacher as well as the school clinic.**

Our clinic, staffed with a clinic aide, is not equipped for serious injury or illness. When a student requires more than first aid, parents are contacted using the numbers on file at the office. It is essential that contact numbers be kept up-to-date. Please notify the school office immediately of any change in address, telephone numbers, and emergency contacts. Notify the teacher and school office in writing if you are out of town and your child will be under the supervision of another adult.

COMPUTERS

Internet is available to students upon the teacher's receipt of the Northwood Elementary internet use agreement signed by the student and parent. Failure to use the internet in accordance with guidelines stated in the signed agreement may lead to revocation of the privilege and/or disciplinary action.

CONFERENCES

Parent/teacher conferences are an important part of reporting and monitoring pupil progress. The school and teachers are partners with you in the education of your children; therefore, it is important to share information regularly. **Please be mindful that teachers are responsible for their students from 7:10 a.m. until the last bus leaves. Therefore, they cannot conference with parents during the school day unless arrangements are made ahead of time.** These conferences may be initiated by the parent, teacher, or administrator and held at a mutually agreeable time.

COUNSELING AND GUIDANCE

The guidance counselor works with children through classroom guidance, small groups and individual counseling. The counselor also serves as a resource person for teachers and act as liaisons with outside agencies. The counselor assists parents in understanding children and in developing positive attitudes, techniques, and strategies essential for constructive child rearing. Contact our guidance counselor; she may assist you in any way.

CURRICULUM

Georgia Standards of Excellence

Fulton County Board of Education Policy IHE states, "Each student must be accepted on the level at which he/she is functioning and should be challenged to move through the curriculum at a rate commensurate with the student's total capabilities."

Differentiated instruction promotes high-level and powerful curriculum for all students, but varies the level of teacher support, task complexity, pacing, and avenues to learning based on student readiness, interest, and learning profile.

The CST is actively involved in working with teachers to plan instruction and learning strategies for students. If you have questions involving curriculum, please contact our CST.

DAY CARE RIDERS

Students riding day care vehicles will load in the car pool area of the school at 2:20. **If a student is absent from school or will not be attending day care for any reason, the parent must notify the day care provider.**

DISCIPLINE

The Northwood staff believes in a school environment in which students are able to learn and teachers are able to teach. Optimal learning takes place in an atmosphere of mutual respect, high expectations, encouragement, positive motivation and academic honesty. Discipline is defined as a process of helping students understand what they have done that is inappropriate and learning how to correct the inappropriate behavior.

Northwood is a PBIS school; our focus includes “Being Engaged, Being Respectful and Being Responsible.” Students are expected to take responsibility for their behavior, to accept the consequences for inappropriate behavior and to change/adjust their behavior for the future. Students are expected to display respectful behavior to each other at all times. **Bullying, fighting, teasing, horse-play, playfighting, name-calling, etc. will NOT be tolerated.** Student discipline is a joint responsibility of the school and home. Your support for good discipline enables the schools to maintain a wholesome environment for learning. **Please refer to the Fulton County Code of Discipline Handbook for further clarification.**

Minor Offenses – Teachers deal with minor offenses as they occur during the instructional day. They use interventions such as verbal reminders, parent conferences, time out, reflection forms, individual action plans, referral to school counselors, etc.

Major Offenses – Administrators deal with major offenses and chronic minor offenses. They use interventions such as, but not limited to, administrative time out, parent conferences, in-school suspension, out-of-school suspension, referrals to school counselors, and referrals to the Fulton County Disciplinary Tribunal.

Discipline Plan Guidelines – A detailed copy of the Fulton County Student Discipline Guidelines is provided to each student and to his/her parents at the beginning of each school year via electronic link. You are required to sign for receipt and are requested to read and review discipline policies with your children. A hard copy may be obtained at your request.

Special Note: Georgia law requires school officials to report incidences of weapons being brought to school to law enforcement officials. Students who bring weapons to school may be subject to arrest. To avoid any possibility of unintentional violations, do not allow your child to bring any item that resembles a weapon or may qualify as a weapon. This includes items such as steak knives, lighters, pocket knives, mock weapons, replicas, or toys. Students do not have permission to bring any such items to school for any reason, not even as part of a school assignment, show and tell, or for use as a cutting instrument for food. Special permission with strict procedures may be granted by the principal for bringing certain items. If you have any questions regarding weapons, please contact an administrator for further clarification.

DISMISSAL

The school day ends at 2:20 p.m. Please avoid early checkouts as teachers use the last class minutes to review homework assignments; however, if your child **must** be

checked out early, do so before 2:00 p.m. After 2:00, students will be sent using normal dismissal procedures so as not to interfere with the school-wide dismissal process.

DRESS CODE

Overseen by parents, students are expected to groom themselves in such a way as to reflect neatness, cleanliness, and good taste. Students shall be modestly groomed so as not to distract the attention of others or to cause disruption or interference with the educational program or the orderly operation of the school. The principal or other authorized school official shall determine whether any particular mode of dress or grooming results in violation of the spirit and intent of this rule.

Northwood/FCBOE School Dress Policy

- ◆ No short shorts, mini-skirts or cut-offs are to be worn. Shorts and skirts must be fingertip length. Baggy pants that are falling down must be worn with a belt.
- ◆ Students should not wear clothing with holes.
- ◆ No hats, sweat bands, sunglasses, or gloves are to be worn in the building except on specially designated days. This applies to both male and female students.
- ◆ Bare midriffs, spaghetti strap tank tops, racer back tops, halter tops, T-shirts or pants with ripped openings, tight fits (leggings with short tops) see-through clothing or any dress that is disruptive to the educational process should not be worn.
- ◆ T-shirts must be in good taste with no suggestive wording, illustrations or advertisements for drugs, alcohol, or tobacco products.
- ◆ Make-up is inappropriate at the elementary level. This includes, but is not limited to: lipstick, colored hair gel or spray, extremes in hair color, and face or body paint.

Students are expected to honor the dress code so that valuable school time is not spent examining attire to determine appropriateness. Students will be notified of any exceptions to the dress code (Field Day, Spirit Days, etc.). Teachers will reinforce the dress code standard and report any infractions to the administrator. Parents will be contacted to bring appropriate clothes.

DRILLS

Safety and security are top priorities at Northwood Elementary School. In order to provide a safe learning environment for our students, fire, tornado, emergency evacuation drills and intruder drills are practiced on a regular basis in order for staff and students to know the procedure in case of a real emergency. Visitors and volunteers are asked to participate in setting a good example for our students.

EARLY CHECK-OUT PROCEDURES

All check-out changes must be in writing. You may find our change in transportation form on our website. You can send a note with your child in the morning or drop off the note during the day before 1:50. **No changes will be accepted through email or phone call. Faxes will be accepted only in case of an emergency and have to be approved by an administrator. Faxes will require a photo id along with the request.** Any student leaving before the regular dismissal time may only be signed out through the office by a custodial parent or an adult listed as an emergency contact.

Do not go directly to your child's room—teachers are instructed not to dismiss students to adults at their door. **Be prepared to show your driver's license when checking out students.**

EARLY INTERVENTION PROGRAM (EIP)

The Early Intervention Program provides additional instruction in Reading and Math to help students who are performing below grade level and who meet eligibility criteria so they can obtain the academic skills needed to reach grade level performance. Supplementary instruction is provided by additional certified teachers in a regular classroom or in a small group setting.

EMERGENCY INFORMATION

Please keep the school informed of all changes regarding phone numbers, addresses, emergency information, medication the child may be taking, etc. Please contact the school office or your child's teacher for a "Student Information Update Form."

EMERGENCY SCHOOL CLOSING

Please have an emergency plan in place for your child should school be dismissed early due to inclement weather. Discuss the plan with your child so that he or she is prepared.

The most up-to-date information will be provided on local radio and TV stations. **Please do not contact or come to the school.** A centralized emergency messaging system will be utilized to communicate if any emergency situations were to occur. School telephones and personnel will be utilized in order to follow emergency procedures to ensure the safety of the children. Northwood has developed a detailed emergency evacuation plan that is annually reviewed, updated, and practiced routinely during the year. The plan will be followed should any emergency occur during the school day. Please be sure to have a completed emergency school closing form on file for your child.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

ESOL is a program designed for students whose native language is not English. Eligible students participating in this program will be served by a full time ESOL teacher at Northwood.

EQUAL OPPORTUNITY

It is the policy of the Fulton County School System not to discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practices, educational program, or any other program, activity, or service.

If you wish to make a complaint or to request accommodation or modification due to discrimination in any program, activity, or service, contact Compliance Coordinator, 6201 Powers Ferry Road, Atlanta, GA 30339, or phone 470-254-4585. TTY 1-800-255-0135.

FIELD TRIPS

Field trips are planned to supplement and enrich units of school work. In an effort to ensure student safety, local transportation is provided by Fulton County school buses. A donation is requested to help pay for the trip. No child will be denied permission to attend field trips due to inability to pay; however, every child must have written permission from a parent or legal guardian before he/she can go on a field trip.

Students may not bring their cell phones on field trips and must leave them at home or at school in their backpacks.

FOOD SERVICE

- ◆ Nutritious, well-balanced meals are served in our cafeteria.
- ◆ Breakfast will be served from 7:10 a.m. until 7:30 a.m.
- ◆ Meals may be bought daily or prepaid. A weekly menu is provided in the "BEST" and on our website. Please send the correct amount for each child. Checks should be made payable to Northwood School Cafeteria and placed in an envelope labeled with the teacher's name and grade.
- ◆ Meals may be charged in an emergency situation only, however charges must be paid the following day, and no more than three charges can be allowed. Charges are not allowed for juice and extra milk or any extra food. No charges will be allowed during the last two weeks of school.
- ◆ We encourage nutritious lunches; therefore, sodas, canned drinks, fast food, candy, etc. are not appropriate. If you come to lunch, please do not bring fast food. You may bring a home packed meal or buy a school lunch for yourself and your children.

- ◆ If you are sending lunch from home, please be sure to include utensils, condiments and napkins with your child’s lunch.
- ◆ Substitutions in foods will be made for students who are unable to consume the regular lunch because of medical and other dietary needs. Substitutions are made on a case by case basis only when supported by a physician’s annual written statement of the need for substitutions which includes the recommended substituted foods. Juice will be offered to those students who have a documented allergy to milk. These students will receive ½ pint juice in place of milk at no extra charge. In addition, a water station is available to all students.
- ◆ **Except during the first two weeks and special occasions (e.g. testing), you may eat lunch with your children. A visitor table is designated for parents who wish to lunch with their children. Please do not bring fast food into the school for lunch.**
- ◆ When having lunch at school, please follow our “Greet and Good-bye” procedures. Check in at the office and obtain a visitor badge. “Greet” your child at the cafeteria and say “good-bye” at the cafeteria door. In no case are visitors to go to the classroom to wait for the child or return to the classroom after lunch unless pre-arranged with the teacher. This constitutes an interruption to the instructional day of all students in the class.
- ◆ If your child forgets his/her lunch, you may drop it off to the school no later than 10:15. Items dropped off before 10:15 will be placed on a cart and will be brought to the cafeteria for student pick-up during their lunch time. If a lunch is dropped off later than 10:15, parents will have to sign in and bring the lunch to the cafeteria.

School meal prices:

Elementary Student Breakfast	1.05
Elementary Student Lunch	2.35
All Adult Breakfast	1.55
Adult Lunch	3.35

Prices subject to change by FCBOE

FREE AND REDUCED-PRICE MEALS/SCHOOL LUNCH PROGRAM

Children need healthy meals to learn; therefore, Fulton County schools offer healthy meals that are reasonably priced. Families meeting specific income requirements may be eligible for Free and Reduced-Price Meals and can apply for this program through applications available at the school.

The Process:

- Parents/guardians complete one application per household indicating the school attended for each student.
- The application is returned to the school cafeteria manager of the youngest student or it may be completed online.
- New students to Fulton County will pay for meals until the household application is approved.
- Returning Fulton County students will maintain last year’s meal status until the application is approved.
- The approval process will be completed within 10 days.
- Online applications are available through the FCS School Nutrition website.

For more information about Free and Reduced-Price Meals or the new application process, contact the Fulton County School Nutrition Program at 470-254-8960.

GRADING

Students in Fulton County attend school for 178 days, divided into two semesters.

Grading Scale for Grades K – 1

S	-	Satisfactory
N	-	Needs to Improve
NG	-	Not Graded
U	-	Unsatisfactory

Grading Scale for Grades 2 – 5

Numeric and letter grades (A, B, C, and F*) will be used on report cards and transcripts. No Grade (NG) will be used for students enrolled fewer than twenty days.

**by state rule, any grade below 70 is failing*

Marks for effort, social skills, work/study habits, and general conduct are recorded as:

S	-	Satisfactory
N	-	Needs to Improve
U	-	Unsatisfactory

HOME/SCHOOL COMMUNICATION

Every effort is made to ensure open communication between home and school. Teachers and parents should communicate regularly regarding questions or concerns that arise during the school year. To stay connected, please read all correspondence that comes home with your child and/or is sent electronically.

- ◆ **Northwood BEST** is the school newsletter from the administration containing general school information, important dates, school activities and other related events.
- ◆ **Principal's Letter** is direct communication from the principal.
- ◆ **PTA Newsletter** on PTA website.
- ◆ **Grade Level Weekly Email Blasts** are written by the classroom teachers and focus on upcoming dates and classroom curriculum and activities.
- ◆ **Samples of Work** are sent home to keep you updated on your child's progress. Please ask your child's teacher about the schedule of papers going home.
- ◆ **Home Access Center (HAC)** is available for you to monitor your child's grades. We encourage you to utilize this system to stay current with your child's progress. It can be accessed by going to Fulton County and Northwood's websites.
- ◆ **Written Notes:** Most communication can be handled through written notes. Please be sure to let your child know that he/she has a note for the teacher. **All notes regarding transportation home must be approved by the office.**
- ◆ **Email:** All teachers have county-provided email addresses. Please note that teachers are not able to check email during instructional time. In most cases, you will receive a response within 24 hours. **Transportation changes may not be emailed due to a possible system shutdown or teacher absence.**
- ◆ **Phone Calls:** Teachers are unavailable to take phone calls during instructional time. Please be aware that it may be late in the afternoon before your message is picked up and your call returned. In most cases, you will receive a response within 24 hours.
- ◆ **Conferences:** We encourage regular communication to discuss your child's progress at school. Conferences may be initiated by the parent, teacher, or administrator and held at a mutually agreeable time.

HOMEWORK

Homework is a necessary part of each student's educational program to reinforce skills taught in the classroom, increase student success, develop student responsibility, and provide opportunity for parent involvement. It is the student's responsibility to know what the homework assignments are and to complete them on time. Teachers

will communicate expectations through weekly email blasts, Open House, and Curriculum Night.

Kindergarten – Homework lasting 15-20 minutes 3-4 days each week. Students are encouraged to read at least 15 minutes each day with their parents.

Primary (Grades 1 – 2) – Homework lasting approximately 30 minutes is assigned Monday – Thursday nights.

Intermediate (Grades 3 – 4 – 5) – Homework lasting approximately 45 minutes is assigned Monday – Thursday nights. Assignments are varied according to the nature of the concepts that are to be reinforced.

In addition to grade level homework, all students are expected to read nightly, study for upcoming tests and/or work on class projects.

HONOR ROLL

Honor Roll is for students in grades 2 through 5. Students will be honored 3 times during the year.

- **All A's on Report Card for first 9 weeks**
- **All A's on Report Card for 2nd 9 weeks**
- **All A's on Report Card for 3rd 9 Weeks**

ILLNESS

If you keep your child home, please send in a note stating the cause. Students are allowed up to ten medical absences after which a written notification from a doctor is required.

Please follow these guidelines when your child is ill.

1. Do not send your child to school unless he/she has been without a fever for 24 hours. (Below 100 without using any fever reduction medicine)
2. If your child complains about an upset stomach, stomachache, or nausea, please consider with whom he/she may have come in contact, especially during flu season.
3. Please make sure your child has some breakfast before coming to school. Many stomachaches are a result of not having had breakfast.
4. Please notify the school office if your child had a contagious disease or an extended illness.

Please see "Attendance-Absences" for procedures to follow when your child returns after an illness.

INSURANCE

School insurance is offered to each child who is enrolled and may be purchased at the beginning of the year. Forms will be provided to your child via the beginning of the year packet. Students attending overnight field trips must show proof of personal or school insurance prior to participation.

LOST AND FOUND

Parents and students are encouraged to check regularly for lost items in the Lost and Found which is located at the intersection of Parent Parkway and Eco Alley. Please mark all student belongings clearly with the child's name. Boxes of unclaimed items are periodically donated to local charities.

MEDIA CENTER

The Media Center is equipped with a carefully selected collection of books, magazines, and instructional resources for teachers. A trained, certified METI and media paraprofessional work with students on an individual, small group, or whole class basis to instruct students in the use of the library media center materials and equipment. Activities are planned with classroom teachers so that students can meet curriculum objectives and develop an appreciation for media resources. Throughout the school year, the media center coordinates book fairs, guest speakers, storytellers, authors, and other reading incentive programs. Kindergarten may check out 1 book for 2 weeks; grades 1-4 may check out 2 books for 2 weeks. 5th Grade may check out 3 books for 2 weeks. Students should keep track of their library books and return them undamaged and on time. Books which are lost or damaged beyond repair must be paid for within 30 days or students may not check out additional library books. Parents may also check out up to 5 books for a 2 week period. Please call the media center for more information.

MEDICATION

If possible, all medication should be consumed at home rather than at school. However, if medications must be consumed at school, an authorization and instruction form entitled "Authorization to Give Medication at School" must be completed. This form will be sent home with students at the beginning of the year. The medicine, in the original container, along with the instruction and authorization form must be brought to the school clinic for central storage. Under no circumstances should medicine be transported by students. Parents should bring the medication to the school clinic with the appropriate paperwork. **Under no circumstances should medication, prescription or non-prescription, be kept by a student or shown to other students.**

PARKING

The curbs around the school are fire lanes and must be kept clear at all times. Reserved handicapped spaces are available.

PARTIES

Two classroom parties are provided for students by PTA room parents—Winter and Spring. Parties are coordinated by the room parents. Do not send cake, cupcakes, party favors, or party invitations at any other time to be distributed.

PHYSICAL EDUCATION

Sneakers or appropriate fitness shoes and attire should be worn for Physical Education. All students receive Physical Education for forty-five minutes twice a week. In addition, a fifteen minute recess is provided on non-PE days with the classroom teacher. Students must have written permission from a parent or guardian to miss Physical Education class.

SCHOOL RECORDS

Parents or legal guardians have the right to examine their student's records and to have them explained. Principals, counselors, teachers, and other authorized personnel who have responsibility for supervising, instructing, or helping a student will have access to that student's records. No third party releases will occur without written permission from the parent.

SECURITY LOCK DOORS

The safety of children is very important to us. An intercom/buzzer system has been installed and will be used beginning at 8:00 am each day. All parents, visitors, and volunteers in the building **must** report to the office and show valid identification in order to obtain a visitor badge. **DO NOT** go directly to the classroom. Visitors are to enter the main school door during the day. The cafeteria and all other exterior doors will not be utilized for entry/exit.

SOCIAL WORKER/VISITING TEACHER

A social worker/visiting teacher is available to assist with situations that may involve the home (i.e. attendance, tardies, personal needs, and family concerns).

SPECIAL EDUCATION

INSTRUCTIONAL SUPPORT TEACHER

Special education programs, services and educational testing for eligible students are coordinated by the Instructional Support Teacher (IST). If you have questions about the special education process, please contact the IST for information.

TIER 3/STUDENT SUPPORT TEAM (SST)

The Tier 3/SST is a multi-disciplinary team consisting of teachers, counselor, administrators, specialists, and parents who work together to develop methods for helping the child. The Tier 3 process includes the following stages: identification of needs, formulation of an action plan, implementation of strategies, and monitoring of progress. The team's efforts may include some or all of the following activities:

- ◆ Review and analysis of the student's records;
- ◆ Observation of student in the classroom;
- ◆ Development of written plan of strategies and modifications to assist the child;
- ◆ Review of progress after the designated intervention period;
- ◆ General screening in the areas of hearing and vision.
- ◆ The Tier 3 committee may consider an academic achievement and/or ability evaluation as a further means of gathering information.

Any parent or school staff member may initiate a referral to the counselor.

TELEPHONE USE

Students may use the office telephone only after receiving a written note from their teacher. Phone use by students is discouraged and will be limited to important issues that cannot be addressed before or after school. We ask you to help us by being sure your children are prepared for school and understand after-school arrangements before leaving home.

TEXTBOOKS

Textbooks are furnished to all students. Students are expected to take care of all books and return them undamaged at the end of the year or before he/she withdraws from school. If a textbook is lost or damaged, a fee will be charged.

TRANSPORTATION CHANGES

Parents are to designate a single method for their child's dismissal. To ensure student safety, please keep changes to a minimum. **All transportation changes must be in writing.** Please send in a note, signed and dated by the custodial parent, for all transportation changes. **For child safety purposes, the school cannot accept phone calls or emails.**

***Please see Early Checkout for procedures for more information.**

UNPAID FEES

Any unpaid fees for lost text books or library books, or lunch charges at the end of the year will result in students not receiving report cards or test scores until all fees have been paid.

UPDATING INFORMATION

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

VISITATION

For the protection of our children, all visitors to the school sign in at the office and wear a "VISITOR" badge at all times while in the building. No visitors are to enter the building except through the main office door.

- If you are visiting to drop off items left at home, please know that you will leave them at the drop off table to be picked up by your child. In order to avoid unnecessary interruption of instructional time, we will not be calling into classrooms for pick-up; children will be responsible for their own items.
- If you are visiting to meet with your child's teacher, appointments should be made at least 24 hours in advance. If it is not possible to contact the teacher before or after school hours, please contact the office by telephone to deliver a message for you. Please remember, it may take up to 24 hours for your call to be returned.
- If you are visiting to observe in your child's classroom, all observations must be scheduled through the front office through the CST or Assistant Principal and are limited to a maximum of one class period and are not intended to be a time for teacher-parent conferences. The regular school program will continue during the visit.

VISITING THE BUILDING AFTER HOURS

Students and parents will not be allowed in classrooms after dismissal to pick up homework or other items left behind. Please speak to your child about being responsible and taking all needed belongings home with them.

VOLUNTEERING

Volunteers are important to the success of Northwood Elementary School. There is an application process for any parent wishing to volunteer. Please see Fulton County's website for additional information on how to apply. Should you desire to volunteer, please contact your child's teacher, the PTA, the media specialist, or an administrator to discuss the many options available. We welcome your help. Visit the Northwood website to learn more about volunteer activities.

WALKERS

Walkers to school are to arrive between 7:10 and 7:40 a.m. In the afternoon, walkers will be dismissed to their parents using assigned dismissal numbers. Parents who physically walk from their homes to pick up their children should wait in the designated walkers waiting area for them to be dismissed from the building. If you are picking up your child by car, please use the carpool lane and do not leave your vehicle. Students and parents must always use sidewalks, obey safety rules, and promptly enter or leave the school grounds. No loitering is permitted, and no student should return to school grounds after dismissal without adult supervision

WITHDRAWAL PROCEDURE

Please notify your child's teacher, as well as the data clerk, at least one week prior to student's last day of school. All textbooks and media center books must be returned and lunch fees paid

PARENTS' RIGHT TO KNOW

In compliance with the requirements of Fulton county Schools, parents may request information about the professional qualification of your student's teacher(s). The following information may be requested:

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

Parents can obtain certification information by accessing the Georgia Department of Education's website at www.gapsc.com/certification or by contacting the school's principal or Fulton County Schools' Office of Teacher and Staff Quality at 470-254-0368.

Thank you for taking the time to read this family handbook. We appreciate your support in helping us to provide a safe, fair, and academically sound environment for your child.

Thank you.

Ritu Ahuja, Principal