

SHAKERAG ELEMENTARY SCHOOL FREQUENTLY ASKED QUESTIONS 2016 - 2017 SCHOOL YEAR

Resources:

Shakerag Elementary Website: www.ShakeragElementary.com

Student Handbook: Visit the Shakerag Elementary website, click on the Parent tab and select Family Handbook

Fulton County Schools Website: <http://www.fultonschools.org>

Transportation Information: <http://edulogweb.fultonschools.org/edulog/webquery/>

School Hours and Building Access:

OPEN:	Students are not to be dropped off prior to 7:00 a.m. as adult supervision is not available.
School Begins:	Students may start arriving in the classrooms at 7:10 a.m. The school day officially begins at 7:40 a.m.
During the Day:	As we welcome visitors and value our volunteers, we also want to continue to provide a safe and nurturing environment for all students and staff. All doors will remain locked during the school day. Please approach the front doors and ring the bell located on the wall on the right hand side of the doors. When a staff member answers the bell, please stand in front of the camera and state your name and the purpose of your visit. The staff member will then remotely unlock the door and allow visitors to enter. When entering, please do not allow others to enter behind you. When leaving the building, please do not allow anyone else to enter. Upon entering, please sign-in at the front desk as a visitor or use the Raptor kiosk to sign-in as a volunteer and print your visitor/volunteer badge. This sticker must be visible and worn at all times while visiting the building. Please do not knock on a door and ask a child or adult in the building to let you enter.
School Ends:	Dismissal begins at 2:20 p.m.
CLOSE:	Students are not allowed to return to the building for forgotten items after dismissal. The office will be closed at 3:30 p.m. If you have scheduled a conference with a teacher after 3:30 p.m., they will let you know where they will meet you so you can gain access to the building. If your child is participating in an after school program, the after school program will communicate their dismissal plan with you.
Early Check-Out Procedures:	We ask that you make arrangements for all early check-outs to be completed no later than 2:00 p.m. so we can prepare for and ensure a smooth dismissal process.

Carpool Procedures/Transportation:

All students are highly encouraged to ride the bus. If a child's afternoon transportation changes, please make sure you send in a "Dismissal Change Form" to your child's teacher. This form is available on the Shakerag Elementary website or in the front office. All Dismissal changes must be in writing with a parent signature. No dismissal changes will be taken over the phone or by email.

Morning Carpool:	<p>Students should not be dropped off prior to 7:00 a.m.</p> <ul style="list-style-type: none"> • We highly encourage all parents to remain in the car pool line. If there is ever a need to park, please walk your child to and from the building to ensure their safety. Children are not permitted to cross the parking lot without an adult accompanying them. In the mornings, to reduce congestion, no parking will be permitted in the parking lot at the front of the school. If your child needs assistance getting out of the car in the morning, please use the parking lot on the side of the building near the cafeteria and walk your child to the front doors. Please do not enter through the cafeteria doors. • Drive slowly, be attentive, and refrain from using the cell phone while driving through the car pool lane. • Please do not pass other vehicles.
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Morning Carpool (Cont.):	<ul style="list-style-type: none"> • Children are only permitted to exit from car doors on the right passenger side. If needed, staff monitors will assist your child from the car. Parents need to stay inside their vehicles. • To prevent accidents, please do not double-park and always park in a marked parking spot. • Always display your car pool number on the passenger side of your dashboard so it can easily be seen by our staff.
Afternoon Carpool:	<p>If you will be picking your child up in our carpool lane, you must sign-up for a carpool number during sneak peek or at the front desk. Carpool numbers should be displayed on the front passenger side window.</p> <ul style="list-style-type: none"> • Carpool begins promptly at 2:20 p.m. and ends at 2:30 p.m. • We highly encourage all parents to remain in the car pool line. If there is ever a need to park, please walk your child to and from the building to ensure their safety. Children are not permitted to cross the parking lot without an adult accompanying them. • Drive slowly, be attentive, and refrain from using the cell phone while driving through the car pool lane. • Please do not pass other vehicles. • Do not block the parking lot or car rider lane during dismissal. Parking spaces are available at the front and the side parking lots. To prevent accidents, please do not double-park and always park in a marked parking spot. • Always display your car pool number on the passenger side of your dashboard so it can easily be seen by our staff.

Attendance

Student attendance is an important factor in a child’s academic success. Fulton County Schools strictly enforces compulsory attendance laws. Please ensure you follow the appropriate attendance procedures. If you need any information regarding the Fulton County attendance policy and procedures, please do not hesitate to contact our school social worker, Myra Cornelius at corneliusm1@fultonschools.org.

After School Supervision Guidelines from the Department of Family and Child Services:

- Children under the age of 8 may never be left alone in self-care for any period of time, including walking home alone from the bus stop.
- Children between the ages of 9 and 12 may be left alone for brief periods of time (less than 2 hours). However, they may NOT be responsible for the care of younger siblings. Please know that DFACS is very firm on this guideline.

(The established framework below is subject to change based on new state and county guidelines.)

Excused Absences:	<p>Students can be excused from school for the following reasons:</p> <ul style="list-style-type: none"> • Illness, death in the student’s immediate family, court order, religious holiday, preapproved absences (college visit, travel opportunity with educational benefits, graduation or wedding of immediate family member, specialized educational experience, up to 5 days to visit with a parent who is on leave from or being deployed overseas), or instructional field trip • However, if there are 5 or more unexcused absences, leave may not be approved. <p>It is the responsibility of the student’s parent or guardian to provide a signed note to the child’s classroom teacher within three days following the absence. All preapproved absences must be submitted to the data clerk in writing at least five days prior to the absence. If your child has ten or more cumulative absences, then the request for a preapproved absence may be denied.</p>
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Excessive Absences:	If a child has excessive absences (10 or more due to medical reasons), the school may ask that a doctor's note be provided in order to excuse any further absences.
Unexcused Absences:	An absence that is not categorized as an excused absence, or where a signed note was not provided to the child's teacher within three days, will be marked as unexcused. The following procedures will be followed in communicating with parents regarding unexcused absences: <ul style="list-style-type: none"> • After 5 unexcused absences – administration will provide parent notification • After 7 unexcused absences – the school social worker may be in contact with the family After working with the school social worker, if unexcused absences do not improve, the case may be referred to court.
Tardies	Students are considered tardy if they are not inside the building when the bell rings at 7:40 a.m. Both excused and unexcused tardies hold the same weight. The following procedures will be followed in communicating with parents regarding tardies: <ul style="list-style-type: none"> • After 4 tardies within 20 days– administration will provide parent notification • After 10 tardies total– the school social worker may be in contact with the family

Medical Concerns

Prescription Medications:	In order for the clinic staff to administer prescription medications at school, an FCS Medication Authorization Form must be completed and signed by the parent <u>and</u> the ordering physician.
Over-the-counter Medication:	In order for the clinic staff to administer over-the-counter medications at school, an FCS Medication Authorization Form must be completed and signed by the parent. Handwritten notes from the parent cannot be accepted.
Medical Concerns:	It is critical to the health and safety of your child that medical concerns are communicated and updates provided with the teachers and clinic staff.

Forms are available on the Shakerag website, or in the clinic.

If a child is home sick, they should be fever-free and symptom-free, without medications, for at least 24 hours prior to returning to school.

Lunch Visitors

After the first two weeks of school, parents and visitors are welcome to join their student for lunch in the cafeteria during their student's regularly scheduled lunchtime. The following guidelines should be observed:

- If you are dropping off a student lunch, it must be dropped off by **10:30 a.m.** on the blue cart in the front of the building
- Parents are allowed to bring a child's lunch prior to their lunch time if they are joining their child for lunch. Please make sure you arrive on time.
- If a child does not have a lunch when the class enters the cafeteria, the child will be directed to go through the lunch line so they can purchase a meal. Once a meal is purchased, it cannot be returned. Students should not wait for their parents to bring a lunch for them in the event the parents are unable to make it.
- When the lunch period is over, please say goodbye in the cafeteria and proceed to the front office to sign-out. **Please do not accompany your child to the classroom unless it has been pre-arranged with the teacher** so instructional time can continue.
- Due to safety concerns, all strollers must be left in the hall outside the cafeteria
- Visitors must adhere to the cafeteria rules and model respect towards school personnel. Should you need assistance, please contact a staff member in the cafeteria.

- We have many students who have a variety of allergies. Please **do not share or purchase any food or drinks for any child other than your own.**
- We support our school nutrition program and thereby discourage **all outside vendor food** from being brought in during lunchtime. (I.e. Chick-fil-A, McDonald's, etc....)

Please be mindful that lunchtime is not a time to talk with the teacher about your child's progress. Please be sure to contact your child's teacher to set-up a conference.

Visitors/Volunteers

Visitors will need to sign-in at the front desk with a state issued photo ID to receive a printed visitor/volunteer badge throughout the day. **All Volunteers MUST renew this year.** To keep in compliance with State Law and best practices, for the 2016-2017 school year, we will require that all persons interested in volunteering in the Fulton County School District to re-register/register (even if you have completed an application in the past) by completing the new online volunteer registration/application process. The registration process can be found on the FCS District Website under Community/Partners & Volunteers or [Click Here](#). Applicants should be prepared to spend about 10-15 minutes for the training and application process. In accordance with State Law, all volunteers must be current with the Child Abuse Reporting Protocol Training before being allowed to volunteer in our schools. It is very important that volunteers enter their full legal name as it appears on their government issued ID (please do not use nicknames or "goes by" names on the application). All applicants must wait 24 hours after applying for application processing and approval. **If you have not completed the registration process, you will not be allowed to volunteer!**