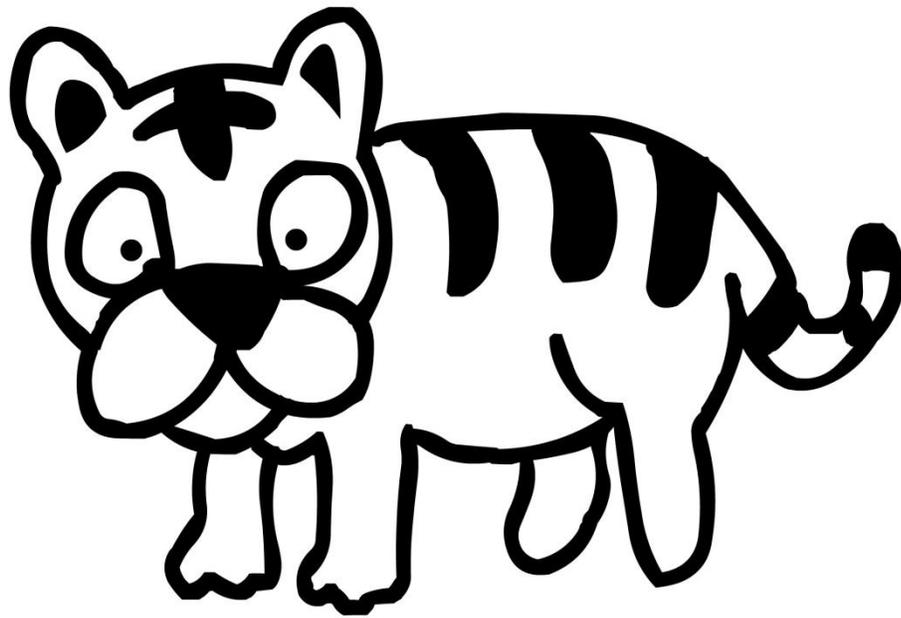


Spalding Drive Elementary

Student/Family Handbook
2018-19



This handbook belongs to _____



STUDENT/PARENT HANDBOOK

Spalding Drive Elementary School
130 W. Spalding Drive
Atlanta, GA. 30328
470-254-5880
470-254-4090 Fax

School Hours: Arrival and Dismissal

School hours: 7:40 AM - 2:20 PM

Students may report to class beginning at 7:10 AM

Dismissal to buses is at 2:20 pm

Car riders & walkers are dismissed after buses depart

MISSION STATEMENT

Spalding Drive – Committed to providing an excellent education with the belief and expectation that all students will learn, achieve and succeed.

SCHOOL COLORS

Blue and Orange

SCHOOL MASCOT

Tiger

UNIFORM AND DRESS CODE

Boys and Girls: White, navy or light blue collared shirts. (Shirts worn under a collared shirt must be one of the uniform colors. Collared shirts must have at least five fingers of shoulder fabric width.) No open toe or open heel shoes will be allowed. Only solid gray, white, navy or light blue sweaters or sweatshirts may be worn inside the school. Spirit wear sweatshirts will be sold through PTO and are in line with the dress code requirements. Jackets must also meet these specifications if worn inside the building.

Boys: navy or khaki slacks or shorts (no denim or black slacks/shorts allowed). Sock color is not required to be in line with uniform colors.

Girls: navy or khaki slacks, shorts, skorts, dresses or jumpers. Plaid #76 skirts, jumpers, skorts. (no denim or black slacks/shorts/skorts/dresses/jumpers allowed). Leggings and tights must be in line with uniform colors. Sock color is not required to be in line with uniform colors.

FULL RELEASE DAYS (NO SCHOOL FOR STUDENTS)

August 31, 2018
November 16, 2018
February 19, 2019

ATTENDANCE

Consistent school attendance is one of the keys to academic progress and success. House Bill 1190 (section 10-Minimum Number of Unexcused Absences – 20-2-690.1) that passed during the 2004 legislative session, adds responsibilities for parents and guardians of school-age children who have five or more days of unexcused absences in a school year. This is a misdemeanor and the parent could be subject to one or more of the following penalties at the discretion of the court:

- (1) a fine not less than \$25.00 and not greater than \$100.00,
- (2) imprisonment not to exceed 30 days, or
- (3) community service.

Each additional unexcused absence from school is considered an additional violation of the state mandatory attendance policy and must be reported as a separate offense. The attendance information will be reported to the School Social Worker.

Excused Absences

The Georgia Board of Education states that students may be excused from school for:

- a. personal illness
- b. a death or serious illness in the family
- c. recognized religious holidays
- d. absences mandated by government agencies
- e. conditions which render school attendance impossible or hazardous to their safety and health

All other reasons for absences are classified as unexcused. Students must be in attendance at least one-half of the school day (11:15 a.m. is considered the county's ½ day mark) to be counted present. If your child is absent for any reason, please send a note stating the reason for the absence to the classroom teacher when he/she returns to school. Parents have five days to send in an excuse. Please notify the school office if your child has a contagious disease or extended illness. Parents will be expected to follow these guidelines and ensure their child has no more than five unexcused absences during the school year. **Five unexcused absences results in a social worker referral.**

Tardiness

Students are tardy if they arrive after 7:40 A.M. Parents must sign their child in at the front office when arriving late. Five (5) or more tardies are considered excessive. When students arrive late they are starting the day behind and miss valuable instruction. Excessive tardiness may result in a social worker referral.

Make-up Work

Should you need to pick up work for your child due to absence from school, please call the school office **before 9:00 A.M.** each morning. Materials may be sent home with another student or you may pick them up at the end of the school day from the office. This gives the teacher adequate time during the school day to organize needed materials. For extended excused absences, assignments may be collected before, during, or after the absence. According to board policy, it is the parents' responsibility to request make-up work. For extended excused absences three days or more, please allow teachers two days to prepare this for students. However, availability of make-up work prior to an absence will be provided at the discretion of the teacher. The teacher determines completion time allowed for work.

ARRIVAL AND DISMISSAL INFORMATION

Parking

Parking is limited. It is suggested that you park on Spalding Drive and use the stairs to the building during dismissal and morning drop off. Parking in front of the building is prohibited before 8:00 AM or after 2:00 PM. This area must be kept open for school buses during arrival and dismissal of students. All other times parking in this area should be limited to 10 minutes. Double parking is prohibited. In addition, handicap parking is to be used only for those that have a handicap sign. All others will be asked to move, and may incur a ticket for illegal parking.

Bus Riders

Bus riders will be dropped off and picked up in front of the building. Bus dismissal will begin at 2:20 P.M.

Bus Transportation

Riding a school bus is a privilege contingent upon proper and courteous conduct. 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.

Students who ride the bus are expected to stay in their seats while the bus is in motion, speak in low voices, cooperate with the bus driver and act in a respectful manner. Students may be subject to disciplinary procedures when bus safety rules are violated. These may include suspension from riding the bus.

Students must get on and off the bus at their own stop. A student is NOT allowed to ride another student's bus unless it is for childcare purposes and the parent gets approval from the principal or his designee. **A written request must be submitted to the child's teacher and given to the front office by 10:00 a.m. Non-bus riders are not permitted to ride the bus.** For the safety of students, please keep dismissal changes to a minimum. Students will be sent home their "regular" way in the absence of a written request.

Day Care Riders

Day Care vehicles will pick up their students in front of the building after the school buses depart.

Car Riders

Children are dropped off and picked up at the front of the school. Cars should form a single line in front of the school where they will stop for children to enter or exit the car from the passenger side. Carpool drivers are to enter the one-way carpool lane when dropping off in the morning or picking up in the afternoon. No student "drop-offs" or "pick-ups" are allowed from any other areas of the parking lot. In order to facilitate the unloading of car riders in the mornings, we ask that you pull up to the farthest available opening before stopping to let your children out.

Students may not be dropped off in the mornings before **7:10 a.m. nor may students cross the bus/car rider lane without an adult.** In the afternoons Spalding utilizes a carpool numbering system. Students will not be allowed to get into a vehicle that does not have a carpool number. Those individuals will have to park, come inside and check their student(s) out.

As the school day ends at 2:20, all students must be picked up by 2:30. If you arrive after 2:30, you will need to enter the building and sign out your child. Excessive late pick-ups may initiate a referral to the social worker for additional parental support.

Walkers

Always use sidewalks, obey safety rules and promptly enter or leave the school grounds. Parents must wait outside near the cafeteria to pick up their students.

Early Check Out

If it is necessary for a student to leave school early, please send a note to the student's teacher. Any student leaving before the regular dismissal time must be signed out through the office by a parent/legal guardian. **Please do not attempt to check your child out after 2:00 p.m.** You may be required to provide a physician's note/appointment card upon check-out or on the next day's return.

Change in Transportation

If a student needs to leave school in a manner different from his/her normal routine, parents must send a letter of permission to the classroom teacher. This letter should be given to the teacher immediately upon arrival to school the day of the change. The teacher will forward the request to the front office for approval. For the children's' safety, **phone calls and emails to change dismissal plans are not accepted**. Please remember that non-bus riders are not allowed to ride the bus home and a change of bus assignments must be approved by the administration in advance. **Change in method of transportation should be for emergency purposes only.**

Emergencies and School Closings

If a decision is made to close school due to inclement weather or an emergency, local television and radio stations will broadcast this information. Radio Station WSB (750 AM) will broadcast emergency closings or early school dismissals and pertinent information for parent action. In the event an emergency necessitates removing students from the school, the students will be evacuated to an alternate site. Please do not contact or come to the school. School telephones and personnel will be needed to follow emergency procedures.

DISCIPLINE

Standards for student behavior are designed to create the expectation that all students will behave themselves in such a way to facilitate a learning environment for themselves and other students. The standards should be designed also to encourage students to respect each other, school system employees and any other persons attending school functions, and to motivate students to obey student behavior policies adopted the Board and to obey student behavior rules established at each school.

The faculty and staff of Spalding Drive Elementary School believe that each child is unique and worthwhile. Our discipline philosophy allows children to take responsibility for their behavior. They are encouraged to make good choices and learn from the logical consequences of their choices. We recognize the importance of maintaining dignity and nurturing self-esteem.

As a result, our discipline policy is consistent throughout our school building. Teachers should attempt to handle discipline problems arising in their classes. Communication with parents is necessary using notes, telephone calls, and personal conferences.

Board policy JD states that:

A teacher has the authority, consistent with Board policy and applicable law, to manage his or her classroom, discipline students, and refer a student to the principal or designee to maintain discipline in the classroom.

Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of such student's classmates to learn should file a report of such behavior with the principal or designee. The principal and teacher should thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A. 20-2-737-738.

Student Code of Conduct

Students are expected to follow the Student Code of Conduct. The Code of Conduct is electronically sent to each parent at the beginning of the year. Hard copies are available upon request. Failure to sign off on the Student Code of Conduct does not exempt a child from receiving their appropriate consequences in accordance with the Student Code of Conduct.

PBIS & PAWS

At Spalding Drive Elementary we utilize PBIS (Positive Behavior Interventions and Supports) school-wide to recognize students for following expectations and creating common school-wide systems. Students are rewarded with "points" for following expectations (PAWS Laws) in designated areas. Each quarter, students that earn the required points participate in a celebration. In addition, students can use points to purchase prizes from our prize cart. Prizes include items such as pencils, folders, and free dress passes to name a few. Be on the lookout for communications and updates regarding this program and ways in which you can support it.

 **PAWS LAWS**

	 <u>Be Prepared</u>	 <u>Act Respectfully</u>	 <u>Work Together</u>	 <u>Stay Safe</u>
Cafeteria	Have all necessary items before sitting down. 	Use a quiet voice. 	Clean up after yourself. 	Walking feet and safe hands. 
Hallway	Have materials ready before leaving your classroom.	Silent. 	Walk on the gray line.	Walking feet and safe hands. 
Playground	Dress appropriately for the weather. 	Use kind words and actions. 	Line up when called. 	Use playground equipment appropriately and stay in designated area.
Restroom		Give privacy to others.	Keep the bathroom clean. 	Wash and dry your hands. 
Dismissal (Car and Bus)	Have all your belongings. 	Listen to the directions of the adults.	Know your carpool number or bus color.	Walking feet. 

Discipline Forms

Short Form/Minor Referral

Teachers may choose to use a “short form” to communicate when a student makes a poor choice in following the school/class rules. This form is to communicate with the adults and child, but it is not an “major referral”. It is suggested that after three short forms, an office referral "long form" may be completed. However, this is at the teacher's discretion, and a long form may be used when deemed appropriate in accordance to Board policy JD.

Long Form/Major Referral

This is also called a Major Referral. Students are given an office referral if they have received three or more short forms for violating the Code of Conduct, or if they are involved in physical aggression or inappropriate language, including threats against students or staff. Once the Principal or designee receives an Major Referral, we are required to investigate it, proceed with appropriate consequences, and notify the parents.

Investigations:

- The school is not required to notify the parents prior to the Principal or designee speaking to the child.
- In order to maintain the fidelity of the information, the school is not required to, nor will they, have parents participate in an investigation.

Cell Phones/Electronic Devices

Cell phones are discouraged at school as children have access to phones with permission from an adult. However, if cell phones are brought to school they must remain silent and inside backpacks. Cell phones are never to be visible unless the child is given permission by an adult to use it. If a cell phone, or other device is seen, it will be taken by the teacher and given to the administration. A legal guardian will be required to come to school and pick up the device. The device will not be sent home with the student, and parent requests to send the item home will not be accepted.

Acceptable Use Policy

We are fortunate at Spalding Drive to have numerous electronic devices to be used for learning. Children are expected to use all computers, software, and other devices appropriately. This includes internet access. Using electronic devices and the internet is a privilege. Students misusing these items may receive a discipline referral and privileges revoked

Toys and Contraband Material

Toys should not be sent to school. Toys, electronic devices, spinners and cards will be confiscated by the teacher. Repeated offenses could result in further disciplinary action.

<i>INSTRUCTIONAL PROGRAM</i>

Continuous Achievement

Continuous achievement allows each student to progress through school at his/her own individual rate in reading and mathematics. Instruction is presented in steps of sequential skills called levels. At a given grade, students may be learning content from several continuous achievement levels, determined by the child's instructional needs.

Field Trips

Field trips are planned throughout the year to complement classroom instruction. Permission forms must be signed by parents in order for students to participate. Donations to defray transportation and admission costs are requested. If you cannot afford the full donation amount, partial payment is welcomed. In many cases, the space is limited and only a certain amount of chaperones, including teachers, may attend. Do not assume you may meet the class at the location without speaking with the teachers first.

Georgia Standards of Excellence (GSE)

GSE standards focus on skills the students must be able to demonstrate through end of unit Performance Assessments, rubrics, checklists and teacher feedback. Self-evaluations are key components. To view the GSE standards, go to <https://www.georgiastandards.org>.

Homework

Study at home can be part of each student's educational program. Students may be expected to spend some time on homework to achieve satisfactory performance, but this varies by grade level. Homework reinforces skills taught in the classroom, increases student success, develops student responsibility and provides opportunity for parent involvement. Below are some general "time" guidelines:

K & 1 st	10-20 minutes
2 nd	20-30 minutes
3 rd	30-40 minutes
4 th	40-50 minutes
5 th	50-60 minutes

Report Cards

Grades K- 1 are reported by the following scale:

S	=	Satisfactory
N	=	Needs to improve
U	=	Unsatisfactory
NG	=	Not graded

Grades 2-5 are reported by the following scale:

90 - 100	=	A
80 - 89	=	B
70 - 79	=	C
0 - 69	=	F

Effort, Social Skills, Work and Study Skills and Conduct are reported with S, N or U.

Grading – 2nd through 5th

Minimum Grades - Per Quarter- Per Content

ELA and Math

- 9 Grades
- 1 Test
- 2 quizzes (minimum of 10 questions)
- Remainder can be divided between homework and classwork

Science/Health and Social Studies

- 4 Grades
- 1 Test
- 1 quizzes (minimum of 10 questions)
- Remainder can be divided between homework and classwork

Maximum Grades-Per Quarter-Per Content

- 13 Grades per quarter- per content area
- This includes grades that have been dropped

Grading Weights:

- Homework -10%
- Classwork - 25%
- Quizzes - 30%
- Tests - 35%

Grade Recovery:

All students, grades 2-5, will have the opportunity to improve a test score. This does not apply to projects, quizzes, or writing. This opportunity will occur through test corrections. After receiving the graded test, the window for corrections can occur immediately but not beyond one working week. Students must provide evidence showing their new understanding to receive credit. Each corrected item will receive half the original points. The new grade will replace the original grade.

Maintenance of Grades:

- When we ask students to complete work, we should honor their work and provide both them and their parents' timely feedback.
- Grades should be uploaded to grade book weekly for parent review on the Home Access Center. Extensive Projects or writing pieces should be graded and uploaded within two weeks so that teachers have adequate time to grade these lengthy assignments. Tests should be graded within 48 hours so that parents and students receive prompt feedback regarding their progress.

As always, should you have any concerns regarding your child's grades, feel free to communicate with your child's teacher.

STUDENT SUPPORTS

Early Intervention Program (EIP)

EIP is an early intervention program taught in the regular classroom setting and in pullout groups. It is designed for kindergarten - fifth grade students in the areas of reading and mathematics.

English Language Learners (ELL)

ESOL is a program designed for students whose native language is not English. It is designed to assist students in learning the English language. The ESOL curriculum is founded on successful practices, the Georgia Performance Standards for ESOL, and the TESOL Standards with content links and appropriate curriculum materials to develop speaking, listening, reading, writing, and comprehension skills in English.

Guidance and Counseling

A counselor is available to provide individual or small group counseling for children. S/he also provides classroom guidance lessons on a regular schedule. The counselor works with school personnel to foster a positive learning environment for children. Our counselor is also available to assist parents in understanding children and in developing strategies essential for constructive child rearing. S/he may assist parents and children in obtaining special school and /or community services.

Media Center

The Spalding Media Center houses approximately 17,000 volumes. In addition, Accelerated Reader, a large collection of electronic books, magazines and multi-media materials are available for student, parent and teacher use. The Media Center Specialist works with students on an individual, small group or whole class basis to instruct them in the use of the Media Center, materials and equipment. Activities are planned with the classroom teachers so that students can meet curriculum objectives related to the use of the Center and its materials.

Services for Exceptional Children

Services are provided for exceptional students in resource, self-contained and team-taught models. Eligibility consideration is through the SST process. Children placed in these programs must meet state criteria. All program placement is based on a referral process, individual evaluation, and parent consent. The following programs are provided: Behavior Disorders, Learning Disabilities, Occupational Therapy, Speech Language Therapy, Physical Therapy, Mental Impairment and other health impairments.

Social Worker/Visiting Teacher

A social worker/visiting teacher is available to assist with situations that may involve the home such as attendance, tardiness, personal needs and family concerns. Our social worker is contacted through the counselors.

RtI/Student Support Team (SST)

RtI (Response to Intervention)/SST is a committee made up of administrators, counselors, teachers and other support staff, as needed. This team process focuses on prevention and intervention for students who may need additional instructional, and /or behavioral strategies to help them succeed. Parents are an integral part of this team. This process can be initiated by teachers and/or parents.

Talented and Gifted

The Talented and Gifted (TAG) program in the Fulton County School System provides enriching learning experiences for the intellectually advanced and exceptionally creative student. Gifted services are available in all Fulton County schools for students in kindergarten through grade 12. Specially-trained educators guide the gifted student in ways that maximize the child's unique learning characteristics, interests, personal needs and capabilities.

Technology

Computers are available in each classroom and the Media Center. They enhance instruction through the use of educational programs provided through Fulton County Schools. We have a full-time technology specialist who assists the staff and students in integrating technology and instruction.

COMMUNICATION

Open communication between parents and the school is crucial. We encourage parents to contact the classroom teacher regarding any questions or concerns they may have.

Conferences

Parent and teacher conferences are an integral part of reporting pupil progress. A parent and teacher conference is scheduled for the first quarter of the school year, and an additional conference will be scheduled in the second semester if there is a need. Parents may be asked to attend additional conferences at the request of the teacher or administration. Parents may also request additional conferences. Conference dates and times should be arranged with the appropriate teacher(s) via phone, email, or written request. Parents should not hold a “mini” parent conference during classroom events such as parties, centers, or musicals.

Parent – Teacher Communication

It is the administration’s expectation that all phone calls, emails and parents’ notes will receive a response within 24 hours except over holidays and weekends.

Work Samples

Samples of work are sent home bi-weekly to keep parents updated on their child’s progress. These papers should be signed and returned so the teacher will know that parents have seen them. These papers along with other communications will be sent home on Mondays. Parents are expected to sign the agendas nightly to indicate that the homework assignments have been completed.

Newsletters

A joint PTO/Principal newsletter called “Tiger Connections” will be sent home electronically weekly giving general school and PTO information. Teachers will maintain either a website or blog reporting classroom activities and areas of study. Additionally, PTO and the school will send out Constant Contact messages as needed.

TESTING

Our testing program is in accordance with the State of Georgia Testing program. The following standardized tests are administered during the year:

Kindergarten	GKIDS (3 testing windows per year)
Grades 3 & 5	IOWA: October 22 – November 2, 2018
Grades 3-5	Georgia Milestones End of Grade Assessment – April 11 – 25, 2019

Third grade students must pass the Reading component of the GA Milestones in order to be promoted to the fourth grade.

Fifth grade students must pass the Reading and Mathematics components of the GA Milestones in order to be promoted to sixth grade.

CAFETERIA

The cafeteria will serve breakfast and lunch for those who wish to participate. Breakfast will be served from 7:10 A.M. - 7:35 A.M. All students are encouraged to buy the school lunch, as it is a well-balanced meal. Hot choices and a salad are available. Milk is served with every meal. **In an effort to establish cafeteria routines, procedures and behavior expectations, parents are not allowed to join their child for lunch until after Labor Day.**

Menus

Monthly menus are online. Parents are welcome to eat lunch in the cafeteria with their children during their regularly scheduled lunchtime. We ask parents to only purchase food for their child, not other classmates, due to dietary and allergy reasons. After lunch we ask that parents say good-bye in the cafeteria rather than escorting students back to their classrooms. **Food from fast food vendors may not be eaten in the cafeteria.** Special

events such as cookouts and “family” meals are hosted by the cafeteria throughout the year.

Paying for Meals

You may pay for lunches and breakfasts daily or you may prepay for up to one month in advance at the local school level. Prepaid tickets are sold in the cafeteria. In addition, you may put money in your child(ren)’s cafeteria account via credit card using Meal Pay. Meal Pay is located at www.mealpayplus.com. Students who forget their lunch money may request one charge and should pay the charge the following school day. Students with excessive charges will be provided an alternate lunch. Charging for lunch or breakfast is discouraged.

Purchase of Snack Items

Students are allowed to purchase only one snack item each day. Ice cream treats are sold on Fridays only. A snack “opt-out” letter will be provided to each parent to complete at the beginning of the school year. This will inform the cafeteria staff which days, if any, a child has your permission to purchase an additional treat during lunch.

Snacks

Students may bring nutritious snacks for break time (i.e. fresh fruit, granola bars, cheese, peanut butter and crackers, pretzels, vegetables, raisins, popcorn and goldfish). The following items are not allowed at Spalding Drive as snack items: any kind of “chips”, candy, cookies, cakes, sodas, and gum.

CLINIC, MEDICATION, ACCIDENTS

Clinic

Our clinic is not staffed or equipped for serious injury or illness. When a student requires more than first aid, we will contact parents by using the information given to us on the student enrollment form, completed at time of registration.

Emergency Information

It is essential that student records be kept up-to-date. Please notify the school office immediately in writing of any change in address, telephone numbers, and emergency contacts.

Medication

If possible, all medications should be taken at home rather than at school. However, if medications must be taken at school in order to allow a student to attend, forms entitled “Authorization Prescription Medication” and “Authorization - Non Prescription Medication” must be completed. These forms 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 taken to the school clinic for central storage. If possible, the parent should bring the medication to school; however, if this is not possible, your child should be directed to take the medication and instructions directly to the school office. Under no circumstances can medication, prescription or non-prescription, be kept by a student or shown to other students.

Student Illness

In the event that a student becomes ill before leaving for school, parents should make appropriate arrangements for care of the student at home rather than sending a sick child to school. A parent should wait until all possibility of their child being infectious has passed before sending a recovering student back to school. When parents are contacted by school staff regarding a student who has become ill at school, the parent should make arrangements for the student to be taken home or to another appropriate location. We follow the American Academy of Pediatric guidelines designating that students not return to school within 24 hours of a temperature or vomiting.

MISCELLANEOUS

Parents are allowed to escort students PreK – 5th to class the first three days of school. After that time parents will not be allowed to walk their child(ren) past the front entrance area unless they have a pre-arranged appointment with a specific teacher.

After-School Programs

There are many after-school programs at Spalding Drive Elementary. Please check our website for a current, up-to-date list of programs.

Birthdays

Distributing birthday party invitations at school is discouraged. If a student brings invitations, all boys, all girls, or the entire class must receive an invitation. Students may bring food snacks for their entire class to celebrate birthdays after lunch or during snack time. Due to allergies and federal requirements, no outside foods may be consumed in the cafeteria and this includes birthday treats. Please coordinate this with the teacher. Drinks are not permitted.

Lost and Found

Lost articles may be claimed in the clinic hallway. Items will be held for 30 days. Articles that are not claimed will be donated to Sandy Springs/North Fulton County charitable organizations. All clothing, lunch boxes and personal items should be clearly marked with the student's name to avoid loss.

Proof of Residency

Persons enrolling a student shall submit two proofs of residency from the school system's approved list of verifiable residency documents: one from the approved utility list and one from the approved residency list, upon initial enrollment in Fulton County Schools or upon entry into Kindergarten, 6th, 9th grades, and when there is any address change.

School Parties

Two one-hour parties are allowed for each class during the school year: one in December and one at the end of the year in May. These parties are organized by Room Parents. **No other parties, including individual birthdays, are to be held during the instructional day to comply with state-mandated instructional hours.**

Social Networking Web Sites

FCBOE's firewall prevents access at school to social networking web sites, but these sites can be accessed on personal computing devices and/or home computers. While at school, students are sharing or acting on what they have read at home. This can create disruptions and negatively impacts peer relationships, as well as the learning environment. Some students create hurtful web sites and post negative messages about other students and adults. FCBOE considers such incidents a form of "cyber harassment".

School Telephone Use

Students may not use the phone unless it is an emergency. A written note from their teacher is needed before the student will be permitted to use the phone. Phone use by students is discouraged and will be limited to only important issues that cannot be addressed before or after school. We ask that parents help us by being sure students are prepared for school and understand after-school arrangements before leaving home. In an emergency, the office can deliver a message to your child.

Student Performances during School Hours

Spalding Drive provides many opportunities for students to perform and/or make formal presentations throughout the year. Parents are encouraged and welcomed to attend. **However, in order to protect valuable instructional time, SDE siblings of the students are not allowed to be pulled from class to attend these events.**

PARENT INVOLVEMENT

PTO

The Parent Teacher Organization is an organization that consists of parents, teachers and staff that is intended to facilitate parental participation at Spalding. The goal of all parent-teacher groups is to support their schools, encourage parent involvement, support teachers, and organize family events. The PTO board and supporting committees oversees dozens of events, programs and support functions at Spalding.

PTO membership at Spalding is highly recommended for all families, teachers and staff. All donations are tax deductible. Every person who joins Spalding's PTO automatically becomes a member of both the state and National PTOs. The PTO always welcomes support both monetarily and through volunteer hours. There are plenty of opportunities to be involved. The PTO is vital to the success of our school.

School Governance Council

The Spalding Drive SGC is a governing body made up of parents, school staff, and community members who agree to take a leadership role in the management of their school. There are five elected positions, three of which are chosen and filled by parents/guardians with children enrolled at the school. The two remaining elected positions are chosen by school employees and filled by teachers at the school. In addition to the five elected positions, there are several non-elected positions on the SGC made up of community members, school-based employees, and the school's Principal (non-voting).

Volunteers

Volunteer services afford the school the opportunity to keep costs to a minimum, to provide extended programs and to set positive examples for students. Volunteer services may be performed at home, in the classroom, at school during the week or weekend or at off campus school activities. Families will be given a list of volunteer opportunities at the beginning of each school year. Because younger siblings can be distracting to the learning environment, parents are not allowed to bring them into the classroom for volunteer events including Fall Centers or Valentine's Day Centers. **Per FCBOE policy, Volunteer Registration Forms need to be completed on a bi-annual basis. All volunteers must re-register after July 1, 2018.**

VISITORS

All visitors to the school are required to sign in at the office and wear a "VISITOR" badge while in the building. Parents may observe their child's classroom. Out of courtesy to the teacher, (FCBOE policy) we ask that this be scheduled at least 24 hours in advance through the school office. A classroom observation should not last more than one class period (45 minutes).

The District expects that all parents and visitors will treat school staff and students with courtesy. While we are very hopeful that this will not be an issue, you should be aware that Georgia law prohibits certain behavior on school property and in school safety zones. For example, it requires that visitors check in at the school's designated location. It also provides penalties for individuals who refuse to leave school property when directed. Additionally, the law prohibits individuals from upbraiding, insulting, or abusing public employees in the presence of students and minors.

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

Important Phone Numbers

Spalding Drive Elementary	470-254-5880
Spalding Drive Elementary – Fax line	470-254-4090
Lynn Johnson, Principal	470-254-5883
Janet Arias, Asst. Principal	470-254-8842
Ken Stevenson, Counselor	470-254-8848
Lisa Jeffcoat, CST	470-254-8843
Nia Colón, IST	470-254-8845
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