

# STATE BRIDGE CROSSING ELEMENTARY SCHOOL



# FAMILY HANDBOOK

2 0 1 9 – 2 0 2 0

5530 State Bridge Road • Johns Creek, GA 30022  
Phone: 470-254-3850 • Fax: 470-254-3856 • Cafeteria: 470-254-3857  
[www.statebridgecrossing.com](http://www.statebridgecrossing.com)

## WELCOME PARENTS AND STUDENTS



We are very excited to start a new school year at State Bridge Crossing Elementary School. It is a pleasure to be a partner with you in this wonderful experience of educating children. Thank you for caring so much about our students.

This Family Handbook has been prepared to help answer many questions about the activities and guidelines for the safe and successful operation of State Bridge Crossing Elementary. Please take the time to read each page, and then use it as a reference whenever a question surfaces. We strive to always make decisions that are best for the children. Thank you for your support. Have a super year!

# *State Bridge Crossing Elementary School*

*Bridgette M. Marques*  
*Principal*

*Lindsay Kyle*  
*Assistant Principal*

*Sarah Gruber*  
*Curriculum Support Teacher*

*Erin Howell*  
*Counselor*

*Elizabeth Huber*  
*Admin Assistant*

*Michael Pimpton*  
*Principal's Secretary/Bookkeeper*

*Debra Clark*  
*Data Clerk*

*Maria Crenshaw*  
*Clinic Aide*

*Mascot "Bobcat"*

*School Colors: Navy Blue and Red*

## ***PTA Officers***

Lynda Nicolay	Co-President	lydanicolay@gmail.com
Katie Vander Velde	Co-President	katlee3@hotmail.com
Elizabeth Cook	Treasurer	escook1@gmil.com
Recording Secretary	Katie Vander Velde	katlee3@gmail.com
Parliamentarian	Tamara Liles	tamaraliles3@gmail.com

## *Table of Contents*

<b>MISSION STATEMENT</b> .....	7
<b>VISION STATEMENT</b> .....	7
<b>SCHOOL IMPROVEMENT PLAN</b> .....	7
<b>ARRIVAL AND DISMISSAL INFORMATION</b> .....	7
School Hours .....	7
Bus Riders .....	7
Day Care Riders .....	8
Car Riders.....	8
Walkers.....	8
<b>ARRANGEMENTS FOR IRREGULAR DEPARTURES</b> .....	8
<b>ABSENCE/TARDY PROCEDURE</b> .....	9
Compulsory Education OCGA 20-2-690.1 .....	9
Excused Absences .....	9
Unexcused Absences .....	10
Late Arrival Procedure .....	10
Missed Daily School Work .....	10
<b>CONDUCT AND CITIZENSHIP</b> .....	10
Toys .....	11
Laser Pointers .....	11
Dress Code .....	11
Student Expectations .....	12
Conduct Forms .....	12
Code of Conduct and Discipline Handbook.....	12
<b>CLINIC, MEDICATION, STUDENT INFORMATION, ACCIDENTS</b> .....	13
Change of Address and Telephone Numbers .....	13
Insurance .....	13
<b>SCHOOL SAFETY PLAN</b> .....	13
Evacuation .....	14
Bomb/Bomb Threat.....	14
Severe Weather.....	14
Intruder Alert.....	15
Caution .....	15
Student Runaway/Abduction.....	15
Crisis Intervention Plan .....	15

<b>HOME SCHOOL COMMUNICATION/CONFERENCES</b> .....	15
Very Important Papers (VIP) .....	16
Conferences .....	16
Classroom Visitation .....	16
Class Change Procedure .....	16
<b>INSTRUCTIONAL PROGRAMS</b> .....	16
Organization .....	16
Instructional Materials and Supplies .....	17
Language Arts .....	17
Math.....	17
Science.....	17
Social Studies .....	17
Art Education .....	17
Physical Education .....	17
Music Education.....	18
General Music/Chorus.....	18
Band/Orchestra .....	18
Field Trips .....	18
Homework.....	18
School Assignment Notebooks .....	19
<b>STANDARDIZED ASSESSMENT</b> .....	19
<b>GRADING PROCEDURES</b> .....	19
<b>SUPPORT SERVICES AND PERSONNEL</b> .....	20
Curriculum Support Teacher (CST).....	20
Instructional Support Teacher (IST).....	20
Social Worker/Visiting Teacher.....	20
Guidance and Counseling.....	20
Student Support Team (SST) .....	20
Psychologist.....	21
English for Speakers of Other Languages than English (ESOL) .....	21
Early Intervention Program (EIP) .....	21
Exceptional Children Services .....	21
Library Media Center .....	21
Technology Lab.....	22
<b>CAFETERIA INFORMATION</b> .....	22
State Bridge Crossing Elementary “Bobcat” Cafeteria Expectations .....	22
Rules.....	22
Parent/Visitor Dining .....	22
Paying for Meals .....	23

Extra Food Sale Items .....	24
Milk, Water and Juice .....	24
<b>SNACKS</b> .....	24
<b>PARENT AND COMMUNITY INVOLVEMENT</b> .....	24
Volunteers .....	24
School Governance Council .....	24
PTA .....	25
<b>ACTIVITIES</b> .....	25
School Parties .....	25
Birthdays .....	25
Spirit Days .....	25
Field Day .....	25
After School Program.....	25
After School Enrichment Programs .....	26
Family Activities .....	26
<b>MISCELLANEOUS</b> .....	26
Student Telephone Use.....	26
Forgotten Items/Left Items .....	26
Student Records.....	26
Withdrawal Procedure .....	26
Parking/Visitors.....	27
<b>EQUAL OPPORTUNITY POLICY</b> .....	27
<b>PARENTS RIGHT TO KNOW</b> .....	27
<b>FULTON COUNTY BOARD OF EDUCATION SCHOOL CALENDAR 2019–2020</b> .....	28

## ***MISSION STATEMENT***

Our mission at State Bridge Crossing is to be lifelong learners and responsible citizens.

## ***VISION STATEMENT***

We are a vibrant professional learning community where students are engaged in learning and teachers are involved in continuous improvement. We make decisions based on the needs of the children and use assessment data to continually evaluate student progress. We are a school where administrators, teachers, staff, parents and community members work collaboratively to provide a caring, non-threatening and safe school climate. In this climate, risk taking is encouraged and leads to positive learning experiences. We use best practices to deliver a rich curriculum and ensure the learning is relevant to student lives. Our students set goals for their learning and are respectful of peers and staff. Positive discipline incorporates natural and logical consequences. In order to be a united community, we respect diversity and strive to achieve unity as we learn about the differences that make us unique. We serve our community as we celebrate the importance of being life long learners and responsible citizens. We are a model for a successful elementary school where all students succeed.

## ***SCHOOL IMPROVEMENT PLAN***

All Fulton County schools develop a strategic plan that addressed the needs of their school. Our plan focuses on the four pillars of the Fulton County Schools' Strategic Plan: Student Achievement, People and Culture, Community Collaboration, and Fiscal Responsibility. Using assessment data, surveys and other indicators, the team creates specific measurable objectives to guide the operation of the school. A copy of State Bridge Crossing's Plan is available in the front office.

## ***ARRIVAL AND DISMISSAL INFORMATION***

### **School Hours**

School hours are 7:40 a.m. to 2:20 p.m. Please do not bring children to school prior to 7:10 a.m. as no supervision is available. Those who arrive before 7:20 a.m. will wait in the gym until 7:20 a.m.

### **Bus Riders**

Bus riders will be dropped off and picked up in the rear of the building at the cafeteria area. Bus dismissal will begin at 2:20 p.m.

Safe school transportation is considered an integral part of the total educational program. 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 must get on and off the bus at their own stop. A student is not allowed to ride another student's bus, unless the parent obtains written permission through the transportation department. In case of a one-day change for emergency purposes, approval may come from the principal.



Students who ride the bus are expected to stay in their seats while the bus is in motion, speak in low voices, refrain from throwing objects, keep heads, arms and hands inside the bus, keep hands and feet to themselves, 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 for one or more days.

Please call North Transportation Department (470-254-2970) with questions or concerns regarding bus routes, times and bus supervision.

### **Day Care Riders**

Students riding day care vehicles will be dismissed at 2:20 p.m. at the front of the building. Cars arriving to pick up students should not park in the area designated for day care transportation along the curb in the front of the building. **It is the responsibility of parents to notify the day care when their child will not be attending and/or riding day care transportation on any given day.**

### **Car Riders**

Children are dropped off and picked up at the front of the school. All school traffic should use the official **school main entrance not the lower entrance** which is designated for school buses and staff. Please remember to drive slowly on campus at all times. Cars are to form a single line in front of the school where they stop for children to enter or exit the car from the right car doors only. Children are not to cross through the parking lot without an adult accompanying them. If your child needs assistance getting out of the car, please park in a parking space and walk him/her into the school. Cars should not park in the pickup or dismissal area along the front curb. Children are not to be dropped off at the portables as there is no school supervision at these locations.

In order to facilitate the loading and unloading of car riders, we ask that you pull all the way to the end of the canopy before stopping. Car riders may load or unload all the way from the front of the canopy to the school mailbox. Please adjust your departure time from home on rainy days when there is a higher volume of cars and a longer wait time. Car riders will be dismissed at approximately 2:25 p.m. Car riders will enter and exit the building through the atrium entrance near the media center and the main entrance by the front desk.

### **Walkers**

If your child is to walk to and from school he/she needs to be registered at the front office as a "Walker." Walkers should always use sidewalks, obey safety rules, and enter or leave the school grounds promptly. No loitering is permitted and no student should return to school grounds after hours without adult supervision. Walkers are expected to go directly home with no stops. Walkers will enter and exit the building only at the designated locations.

### ***ARRANGEMENTS FOR IRREGULAR DEPARTURE***

If it is necessary for a student to leave school early, please send a note in advance to the student's teacher. Any student leaving before the regular dismissal time must be checked-out in the front

office **no later than 2:00 p.m.** by a parent or legal guardian or parent designee. Please be prepared to show proof of identification.

If a student has a need to leave the school in a manner different from his/her normal routine, it is necessary for the student to bring a letter of permission from the student's parent/guardian to the classroom teacher who will then have it approved by the front office. This should be sent prior to the date of need or immediately upon arrival to school the day of the change. No transportation changes are accepted via email.

Students must get on and off the bus at their own stop. A student is not allowed to ride another student's bus, unless the parent obtains written permission through the transportation department. In case of a one-day change for emergency purposes, approval may come from the principal.

### ***ABSENCE/TARDY PROCEDURE***

Regular school attendance is essential to successful school progress. Students must be present to take full advantage of available educational opportunities. **If your child needs to be absent, it is imperative that your child's teacher receives a signed, dated excuse (not an email) stating the reason for absence within three (3) days of returning to school.** Students who have missed ten (10) days of school or more in a school year may be required to provide additional verification including doctors' statements. Excessive absences may result in a referral to the school social worker.

School tardiness has a direct, negative effect on student success. Students arriving late miss morning announcements, instruction and academic assignments. Tardy students also interrupt the instructional time for other students. Being on time at school means arriving early enough so that the student is *in the classroom* when the bell rings at 7:40 a.m.

### **Compulsory Education OCGA 20-2-690.1**

Every parent, guardian or other person who has control of any child between the ages of 6 and 16 must enroll and send their child to school. Any parent, guardian or other person having control of a child that **accrues 5 unexcused absences\***, after being notified by school personnel, will be guilty of a misdemeanor and subject to the following penalties:

- Fine—not less than \$25.00 and not greater than \$100.00
- Imprisonment—not to exceed 30 days
- Community Service—or any combination of such penalties at the discretion of the courts
- Each day absent after five (5) unexcused absences will constitute separate offense
- Additional information on unexcused absences and consequences are outlined in the Student Code of Conduct.

### **Excused Absences**

A student's absence from school or class will be considered excused when it is due to any of the following circumstances.

1. Personal illness of the student.

2. A serious illness or death in the student's immediate family necessitating absence from school.
3. Observance of religious holidays, necessitating absence from school.
4. Absences not exceeding a cumulative total of six (6) days per school year for the following reasons, but only if the absence has been **pre-approved** by the principal or designee:
  - a. travel opportunity with educational benefits,
  - b. graduation or wedding of an immediate family member,
  - c. specialized educational experience,
  - d. other circumstances that are mutually agreeable to the parent and principal.

*Note: Special circumstances listed above will only be considered for approval with a satisfactory attendance record.*

### **Unexcused Absences**

A student's absence from school or class for any reason other than those listed above will be considered an unexcused absence.

### **Late Arrival Procedure**

Students are tardy when they arrive at school after 7:40 a.m. Students arriving after 7:40 a.m. must be accompanied by their parent/legal guardian to sign in their student at the front office area. The student will receive a tardy slip and proceed to the classroom. Please see above regarding excessive tardies. Please note, when a Fulton County school bus is late and the student rides that bus, the student is not counted tardy.

### **Missed Daily School Work**

Should you need to pick up school work for your child due to a one or two day absence, you are asked to call the school office before 9:00 a.m. in the morning. Materials may be sent home with another child or you may pick them up at the front office by 3:30 p.m. This gives the teacher adequate time

during the school day to organize needed materials. For extended excused absences, your child's assignments may be collected before, during or after the absence. Completion of work missed during an absence is determined by the teacher's discretion and the needs of the student. In general, the student has as many days to make up the work as he/she was absent.

### ***CONDUCT AND CITIZENSHIP***

The State Bridge Crossing Staff supports all students' right to learn. To do so, each student and teacher must be in a safe and peaceful environment in which to learn and work. State Bridge Crossing promotes the ideal of each student working toward self-management and controlling his or her own actions. At the same time, the school recognizes that adult intervention is both desirable and necessary. In compliance with the school board policy, the faculty and staff at State Bridge Crossing Elementary School will implement an age-appropriate student code of conduct designed to improve the student-learning environment. We will provide a list of student expectations and a set of guidelines and logical consequences to all students and parents. We will focus on assisting

students to acquire positive self-discipline; thereby, creating a learning community where learning and caring prevail.

Our teachers have classrooms that are caring, thought provoking, challenging and exciting. They have this because they begin with classroom management procedures. Teachers at State Bridge Crossing will conduct class meetings. These meetings will provide an opportunity for students and teachers to gather as a class to reflect, discuss issues or make decisions about ways they want their class to be. Teachers utilize the evidence-based school-wide Positive Behavioral Interventions & Supports (PBIS) framework, which is a tiered support system designed to reduce disciplinary incidents, increase school safety, improve school climate, and support improved academic outcomes for all students. Utilizing PBIS, our goal is for staff to arrange environments so that additional supports are built into the way of life at school, and for students to work towards self-management and adaptive global functioning. When students choose to misbehave, teachers will use interventions such as: action plans, verbal reprimands, parental notification, Time Out, behavioral contracts, school counselor referrals, SST referrals, and office referrals. Administrators use interventions such as, but not limited to: office time out, parent conference, student conference, counselor referrals, out-of-school suspensions, and informal hearings to the Office of Student Discipline.

Discipline requires a concerted effort of effective classroom management techniques and behavior management strategies by *teachers* and *parents*. State Bridge Crossing staff seeks to implement parental involvement processes designed to enable parents, teachers, and school administrators to work collaboratively to improve and enhance student behavior and academic performance.

### **Toys**

Toys, electronic games, CD players, trading cards, etc. should not be brought to school.

### **Laser Pointers**

Laser pointers are not permitted at school.

### **Dress Code**

Students are expected to groom themselves in such a way as to reflect neatness, cleanliness, and good taste. Students should 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. Extremes in dress will not be permitted. The principal or other duly authorized school official shall determine whether any particular mode of dress or grooming results in violation of the spirit and intent of this rule.

### **State Bridge Crossing Elementary School Dress Code** *(as per Fulton County Board of Education Policy)*

- No short-shorts, or miniskirts are to be worn. Shorts and skirts must be worn at middle fingertip length.
- Bicycle shorts, athletic shorts, or frayed or cutoffs are not appropriate.
- No hats or caps, curlers, bandanas, sweatbands, sunglasses, or gloves are to be worn during school hours. This applies to both male and female students.
- No bare midriffs, spaghetti strap tank tops, fishnet shirts, t-shirts with ripped sleeve openings or other ripped clothing, or see-through clothing is to be worn.
- All t-shirts must be in good taste. No suggestive wording or illustrations or advertisements for alcoholic beverages will be allowed.
- Pants at any length between the knee and ankle are acceptable.
- Makeup is inappropriate at the elementary level. This includes, but is not limited to tattoos, lipstick, colored hair spray, and body paint.
- Shoes must be worn at all times. (Flip-flops are highly discouraged due to safety concerns.)

Students are expected to honor the dress code so that valuable instructional 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.) and any other changes or additional requests. Teachers will be accountable for the dress code standard being followed by the students and will report any infractions to the administration.

### **Student Expectations**

The administrative team meets with each grade level at the beginning of the school year to discuss school expectations (classroom, hallway, cafeteria). Each teacher conducts a class meeting to establish classroom expectations. The teacher uses this time to review classroom management procedures for the school year. Class rules are posted in the classroom.

State Bridge Crossing Elementary Bobcat School Expectations:

1. I am here and ready to learn.
2. I am responsible for my actions.
3. I will be respectful and treat others the way I want to be treated.

### **Conduct Forms**

Conduct forms (short forms) will be used for minor behavior incidents in the classroom, cafeteria, hallway, playground, restroom, and special area classes. Major offenses will result in an office discipline referral form (long form). Parents will receive the yellow copy of the short conduct form and/or the long discipline referral form.

### **Code of Conduct and Discipline Handbook**

The Fulton County School System takes seriously its responsibility to provide a safe learning environment for students. Part of that responsibility involves establishing clear, fair, and effective discipline procedures. *The Code of Conduct and Discipline Handbook* details our expectation for student behavior and outlines what happens when rules are violated. The handbook includes:

- School Board Policy on Student Discipline
- Code of Conduct Rules

- Student Responsibility Cycle
- Bus Conduct Disciplinary Procedure

In an attempt to provide buildings where learning can take place and teachers can teach, we ask every parent and student to review this handbook, and then electronically sign the ***Receipt of Acknowledgement Form***.

### ***CLINIC, MEDICATION, STUDENT INFORMATION, ACCIDENTS***

State Bridge Crossing Elementary has a staffed clinic. However, we are not staffed or equipped for a serious injury or illness. Students who are ill must be kept at home. Parents will be contacted when students are injured or become ill. Please notify the school office if your child has a contagious disease or an extended illness.

Students who must take a prescribed medicine during the school day should, upon entering the school, take the medication and an authorization form from the parents to the clinic for storage until needed. If prescribed medication is necessary in order to allow a student to attend school on a regular basis, a school employee must assist in administering the medication to the student. An authorization form must be completed and returned to the school before **any** medication can be administered to a student on a regular basis. If you wish to grant permission for any over-the-counter medication to be given, a nonprescription medication form must be signed and on file.

If a parent/guardian chooses to administer medicine to their child during school hours, in order to maintain accurate records our clinic aide needs to be notified of time and dosage that such medicine was given to the child.

### **Change of Address and Telephone Number**

Please notify the teacher of any change of address or telephone number as soon as possible. Accurate records are necessary to be able to notify parents in case of an emergency.

### **Insurance**

Group accident insurance is available for students. Student insurance may be purchased at low cost through a private company approved each year by the Board of Education. Information on this insurance, its cost and other details of the plan are given to parents during registration or on the first day of school.

### ***SCHOOL SAFETY PLAN***

If the decision is made to close school due to inclement weather, local television and radio stations will broadcast this information. Radio station WSB (750 AM) will broadcast emergency closings or early school dismissals. In the unlikely event that school should be dismissed during the school day, please help us by talking to your child about emergency procedures and discussing with your child which neighbors' homes he/she should go to if your home is locked.

We are faced with a heightened awareness of the safety issues facing our country and our schools. While we cannot make predictions and plan for the unknown, we want to assure the community that at State Bridge Crossing Elementary School, we take the issue of safety seriously.

According to Georgia law, every public school is required to prepare a school safety plan to help curb the growing incidence of violence in school and to provide a safe learning environment for Georgia's children, teachers, and other school personnel. At State Bridge Crossing, we formed our own school safety task force. The safety task force includes parents, teachers, community leaders, other school employees and local law enforcement agencies. The safety task force annually reviews and revises our school emergency preparedness plan, strengthens collaborations with other law enforcement agencies and shares the plan with faculty and staff.

We would like for you to be aware of the procedures implemented during specific emergencies. Please note the following:

### **Evacuation**

A minimum of ten evacuation drills is scheduled per year. Two of these drills are required during the first month of school. Faculty and staff are involved in the safe evacuation of all students from the building. In the event of a fire in the building or on the premises requiring evacuation, the fire alarm (Alert tone) will be activated. Teachers and students will evacuate the building to a designated location at least 500 feet away from the building. In an actual fire, distance may be beyond 500 feet due to the impact of the heat. Teachers will carry emergency backpacks which will include class rosters. Teachers will maintain accountability for students by calling the roll and displaying status cards (red card: missing student/misplaced student, yellow card: request for assistance but not immediate rush, and, green card: normal operations.) Teachers will report missing students to an assigned staff member at the designated location. An assigned communication team will use two-way radios and/or cellular phones to communicate. The All Clear signal will be activated when it is safe to return to the building.

### **Bomb/Bomb Threat**

In the event of a bomb threat, the building will be evacuated immediately using the fire drill warning system. (The principal will decide if it is necessary to evacuate to our alternate site, Perimeter Christian School, located at 9500 Medlock Bridge Road, Duluth, Georgia). Teachers will immediately escort students quickly to the designated areas located at least 1,000 feet away from the building. Teachers will carry rosters, call roll and report missing students to the assigned staff member at the designated location. The administrative team will use green flags and a bullhorn for the "All Clear" signal. The custodial staff will monitor gates for entry of emergency vehicles only and place red flags to indicate Emergency Area, No Entry! Cellular phones will not be used during a bomb threat unless caller is at least 1,000 feet from the school site. Parents will be notified if it is necessary to transport students to Perimeter Christian School. Checkout procedures will be used to release students from this site. Proper identification will be required.

### **Severe Weather**

Several severe weather drills are conducted during the year. In the event conditions are favorable for a tornado or severe weather, staff will be made aware, but no action will be taken. If a weather warning is activated (Interrupt tone), staff and students will proceed to shelter. No one will be allowed to exit the building. Classrooms housed in the portables will be contacted to proceed to shelter in a designated area. If a warning is issued, the Take Cover alarm (a series of short rings) will be activated. The bell system will signal the alert to begin the following steps: (1) Teachers will close all windows and doors

(2) Students will proceed to their designated areas, assume a kneeling position and place their hands over the napes of their necks. (3) The administrative team will make sure that everyone is safe from window areas. Parents are not encouraged to check students out of school. If parents should come to the school, upon the principal's discretion, students may not be released.

### **Intruder Alert**

In the event an intruder is located on the school site, the following procedures will be implemented: The intruder alert bell will be activated. An intruder alert code will be announced via the intercom system. Simultaneously, law enforcement agency/agencies (911) will be notified. Teachers will sweep any students in the hallway into their classrooms, lock doors, close all windows/blinds and turn off all lights. The administrative team will communicate via two-way radios and/or cell phones. Two intruder alert drills are required.

### **Caution**

The announcement of "Teachers, please check your email" indicates that there is a possible crisis nearby (hazardous materials, power outage, gas leak, etc.). Staff should stand by for directions from the principal via email and keep students in the classroom until further notice.

### **Student Runaway/Abduction**

Police and parents are notified simultaneously. Administrators and police will search the school community area.

### **Crisis Intervention Plan**

Included in the Emergency Preparedness Plan is a copy of another type of plan called the Crisis Intervention Plan. A crisis can occur at any time. The typical crisis situation faced at a school involves sudden death of a student or faculty member through suicide, accident or natural death. Other crisis might result from explosions on site, fires, natural disasters, school bus accidents, etc. A given crisis has the potential of disrupting the educational process as well as causing emotional problems for individual students and staff members for days or weeks. Our full-time counselor coordinates the support services as needed. Also, the Fulton County School System provides a system wide crisis intervention team to assist as requested.

### ***HOME SCHOOL COMMUNICATION/CONFERENCES***

Open communication between parents and the school is crucial and is a priority for our State Bridge Crossing staff. We encourage and expect parents to contact us regarding any questions or concerns you have during the school year. For classroom and student concerns, we strongly recommend that parents/guardians conference first with the teacher before meeting administrators. Teachers may be contacted via voicemail or email. Teachers should respond within a twenty-four period, from the time they actually received the message.

Every other week parents receive "The Bobcat Tales" newsletter via email on Thursday from the principal. This newsletter gives important dates, upcoming events, etc. Teachers provide families with weekly communication.



## **Very Important Papers (VIP)**

Every other Tuesday the VIP envelope is sent home with your child. This envelope contains important school information along with samples of your child's work so parents may be updated on their child's progress. *The envelopes are then to be signed and returned to the classroom teacher by Friday.*

## **Conferences**

During the first semester each parent is given the opportunity to discuss his/her child's progress in an individual conference with the teacher. We believe that the educational success of your child is a joint venture between the school and the home, and we want to keep communication lines open. If parents desire to contact the teacher, please call the school office, or send a note by your child or email your teacher. Parent conferences may be initiated at any time by the parent, teacher, or principal and held at mutually agreeable times.

## **Classroom Visitation**

Parents are welcome to visit their student's classroom after an approved time has been made with our curriculum support teacher.

## **Class Change Procedure**

Much time and effort is put into placing children in the appropriate classroom. At times, parents may feel that the chosen classroom is not meeting the needs of their child. The following procedures will be followed in determining a change in placement.

1. The parent will meet and conference with the teacher.
2. If the parent is still not satisfied, he or she will complete "The Change of Classroom Placement Form." The form is available upon request.
3. The parent will then present their reasoning to the Class Change Committee. This committee is made up of a classroom teacher, the curriculum support specialist, counselor, and the Principal and/or Assistant Principal.
4. The committee will make the final determination and give written feedback to the parent explaining the reason.

## ***INSTRUCTIONAL PROGRAMS***

### **Organization**

State Bridge Crossing Elementary is organized to include Pre-Kindergarten through grade 5. In general, there are self-contained classrooms at all grade levels. However, the self-contained organization may be modified slightly in order to group instruction, team teaching, and scheduling.

The curriculum includes the following: language arts (reading, English, listening, speaking, spelling, and writing), mathematics, social studies, science, health, music, physical education, and art. Instruction is enhanced by the availability of computers to assist students in each of the major subject areas.

In addition to the classroom teacher, all Fulton County Elementary Schools have music, art and physical education teachers as well as a technology specialist, counselors and media specialists.

### **Instructional Materials and Supplies**

Textbooks and other instructional materials and supplies are furnished free of charge to all elementary students. As textbooks and library books are the property of Fulton County Schools, if a book is lost or damaged, a fee will be charged. The following textbooks are used in all Fulton County Elementary Schools: *Trophies*, Harcourt Publishers (Reading); *Harcourt Language*; *Georgia Math*; *Harcourt Georgia Science*; *Houghton Mifflin Social Studies*.

### **Language Arts**

The Fulton County Language Arts Program is a balanced program which gives students an opportunity to read and respond critically to literature; to write creatively, expressively, and analytically; to develop effective oral language skills; to investigate and present topics of interest using research methods; and to use media and technology to communicate for a variety of purposes. Within a grade level, students will have instructional materials that provide support for below-level readers, on-level readers, and advanced-level readers.

### **Math**

The Fulton County Mathematics Program is developmentally appropriate and is designed to meet students' intellectual, social, and emotional needs. The curriculum and assessment components are conceptually oriented and contain a broad range of content. Development of students' ability to think, to reason, to solve problems, and to communicate their understanding of mathematical concepts is a major focus of the program.

### **Science**

At each grade students learn about science as inquiry, physical science, earth and space science, and life science. Harcourt Science is the science series used for kindergarten through fifth grade. During science instruction students are given the opportunity to build scientific knowledge and reasoning skills through hands-on and research activities. With the help of the PTA, a fully equipped science lab is also used to enhance several units of study.

### **Social Studies**

The social studies curriculum is designed to increase students' knowledge of the world and promote greater awareness of its diverse ethnic and cultural elements. Instruction includes the areas of citizenship, history, and geography. As a part of the social studies program, students are provided with learning opportunities that enable them to grow in their ability to think clearly and to integrate significant facts, concepts, and generalizations from history and the social sciences into their own experiences.

### **Art Education**

All children attend art class with an art specialist for 45 minutes each week. The art classes are structured for the children to learn about art and artists and to produce artwork.

### **Physical Education**

Students participate in physical education classes with a P.E. specialist twice weekly for 45 minutes. Students should wear clothing appropriate for participation in a variety of activities. Sport shoes are especially important for safety. Should a student not be able to participate due to illness or injury he/ she should have a written excuse signed by a parent, guardian or doctor. Limited activity for an extended length of time must have a doctor's excuse.

## **Music Education**

Students in grades Kindergarten through fifth attend music class with a music specialist for 45 minutes each week. Students are introduced to reading, listening, and instrument playing. Students in fourth and fifth grades will choose either general music or chorus.

### **General Music**

This course will focus on developing musical skills through a wide variety of musical experiences, including playing the recorder and Orff instruments.

### **Chorus**

This course will focus on developing singing skills and other musical skills through studying choral music. Classes will incorporate a variety of non-singing musical experiences. The chorus is a performing group and students are expected to attend performances, some of which are after normal school hours.

### **Field Trips**

Field trips are planned throughout the year to complement classroom curriculum. In order for students to participate, permission forms must be signed by parents.

### **Homework**

Some home study is a necessary part of each student's educational program. Each student may be expected to spend some time on homework in addition to scheduled class instruction to achieve satisfactory work. Homework reinforces skills taught in the classroom, increases the student's success on achievement tests, and provides opportunity for parent involvement and responsibility.

**Kindergarten:** All teachers may give up to **15 minutes** of homework to be completed at home with parents.

**Grades 1–2:** All teachers may give homework a minimum of three times per week with assignments ranging from **15–30 minutes**.

**Grades 3–5:** All teachers may give homework a minimum of three times per week with assignments ranging from **30–60 minutes**.

### ***Ideas for Helping Your Child:***

1. Provide your child with suitable study conditions free from household distractions (well-lit desk or table, books, supplies).
2. Reserve a time for homework and firmly adhere to a daily schedule.
3. Consult with your child, do not teach. Show an interest in what your child is doing, but do not do the work for him/her.

4. Set a good example for your child.
5. Limit the amount of time your child watches television.
6. Make reading aloud a habit!
7. Choose good books, and keep books handy.
8. Encourage your child to do his/her best!

### **School Assignment Notebooks**

Students in grades 2 through 5 are given an assignment notebook. This tool is to help students learn organizational skills and maximize their time and energy. By using their assignment notebooks, students are accountable for writing down assignments and for gathering books and materials they need for homework assignments.

### ***STANDARDIZED ASSESSMENTS***

Testing is an integral part of our educational system. It helps us assess and meet students' needs. Our testing program is in accordance with the State of Georgia testing program. The following tests are administered during the school year:

- Kindergarten            Georgia Kindergarten Inventory of Developing Skills
- Grades 3–5              Georgia Milestones Assessment System Test
- Grades 3 & 5            Iowa Assessments

### ***GRADING PROCEDURES***

Each student will receive a Report of Student Progress six times during the school year. Each reporting period is six weeks long. At the end of each semester, a cumulative grade will be given. Individual parent-teacher conferences are scheduled with the parents or guardian of every child during the first

semester in order to discuss student progress. Additional conferences are held as needs arise. The grading scale for each grade level is listed below.

- |                          |           |                          |
|--------------------------|-----------|--------------------------|
| • Kindergarten & Grade 1 | <b>S</b>  | <b>Satisfactory</b>      |
|                          | <b>N</b>  | <b>Needs Improvement</b> |
|                          | <b>U</b>  | <b>Unsatisfactory</b>    |
| • Grades 2–5             | <b>A</b>  | <b>90 and Above</b>      |
|                          | <b>B</b>  | <b>80–89</b>             |
|                          | <b>C</b>  | <b>70–79</b>             |
|                          | <b>F</b>  | <b>Below 70</b>          |
|                          | <b>NG</b> | <b>No Grade</b>          |

Elementary reports cards will be electronic. Report cards will be sent home every nine weeks (October, December, March and May). A Progress Skills Checklist will be sent home three times per year (September, February and May).

## ***SUPPORT SERVICES AND PERSONNEL***

### **Curriculum Support Teacher (CST)**

The Curriculum Support Teacher is responsible for helping to implement the Fulton County curriculum. The CST is involved in selecting textbooks, curriculum writing and training. The CST works with teachers in organizing classrooms and suggesting learning strategies for students and is an active participant on the Student Support Team. New students entering the school are evaluated by the CST for suggested placement within reading and math programs. Parents with questions involving curriculum are invited to contact the Curriculum Support Teacher for information.

### **Instructional Support Teacher (IST)**

The Instructional Support Teacher coordinates programs and service delivery for special education students. The IST coordinates educational testing for students who are referred for special education services. Parents with questions about the special education process should contact the IST for this information.

### **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).

### **Guidance and Counseling**

A counselor is available to provide individual or small group counseling to children or to conduct classroom guidance lessons on a regular schedule. She works with school personnel to foster a positive learning environment for children. The counselor assists parents in understanding children and in developing positive attitudes, techniques, and strategies essential for constructive child rearing. She assists parents and children in obtaining special school and/or community services. The counselor helps conduct the Student Support Team (SST) and testing programs.

### **Student Support Team (SST)**

The SST is a multi-disciplinary team, which may consist of teachers, counselors, administrators, specialists, and parents who work together to develop methods for helping the child. The SST process includes the following stages: identification of needs; formulation of an action plan; implementation of interventions; and monitoring of progress.

The team's efforts may include some or all of the following activities:

- Review of the student's records
- Analysis of student's work
- Observation of student in the classroom
- Development of written plan of strategies and modification to assist the child
- Review of progress after the designated intervention period

## **Psychologist**

State Bridge Crossing has a psychologist on a part-time basis. When a student is determined by the SST to need in-depth educational testing, the school psychologist conducts the testing and develops a report for the parents and SST Committee.

## **English for Speakers of Other Languages than English (ESOL)**

This program is designed to help limited English proficient students develop proficiency in the skills of listening, speaking, reading, writing and understanding the English language. The goal of the program is to integrate students into regular classrooms as quickly as possible. The ESOL program also serves as a bridge between the student's home culture and their new community.

## **Early Intervention Program (EIP)**

The Early Intervention Program is designed to assist students who are in danger of falling below grade level in math and/or language arts.

## **Exceptional Children Services**

Exceptional Children Services are provided for exceptional students on a resource basis and within modified self-contained classes. Referrals for these programs may be initiated by teachers or parents subsequent to the SST process. Children placed in these programs must meet state criteria. All program placements are based on a referral process, individual evaluation and parent consent. Among those services provided are behavior disorders, learning disabilities, speech, hearing and vision impaired. See below regarding the procedure for qualifying for the Talented and Gifted program.

- Talented and Gifted (TAG). All students are screened for eligibility once a year. The Characteristics Instrument for Screening Students (CISS) form is used for screening during the specified time period. Students must demonstrate outstanding characteristics and behaviors in five of the ten categories on the screening instrument (CISS) and have supporting data gathered from test history, grades, honors/Advance Placement classes, products and/or continuous achievement. Students' names are then presented to the local school's Eligibility Team for possible referral. A parent must sign a consent form to evaluate before any individual student testing is initiated. Results of testing will be given to the student's parent(s). This process takes approximately eight weeks.

## **Library Media Center**

The Library Media Center provides a large collection of books, magazines and technology resources for students and parents to use. The Media Center Specialist works with students on an individual, small group or whole class basis to instruct students in the use of the Media Center, materials and equipment available. Activities are planned with the classroom teachers so that students can meet curriculum objectives related to the use of the Center and its materials. In

addition to books and magazines, audiovisual materials, iPads and laptops are available for check out for classroom use.

### **Technology Lab**

State Bridge Crossing's goal is to integrate technology into the curriculum. Students in kindergarten through grade 5 have access to the lab on a regular basis.

### ***CAFETERIA INFORMATION***

Fulton County Schools offer a nutritional breakfast and lunch for all students. All students are encouraged to participate in our school meal program. We offer hot meals as well as a salad choice daily. Milk is included in the meal price. Extra milk, water and juice are available for a nominal fee. State Bridge Crossing's menus are available on our website: [www.statebridgecrossing.com](http://www.statebridgecrossing.com). Prices for the 2019–2020 school year will be available at the beginning of the school year.

### **State Bridge Crossing Elementary “Bobcat” Cafeteria Expectations**

#### **Respectful**

- Greet adults with respect
- Use inside voices

#### **Responsible**

- Clean up after yourself
- Line up quickly and quietly
- Stay seated

#### **Ready to Learn**

- Follow adult directions

#### **Rules**

1. Teacher assistants are not permitted to heat up any meals for students.
2. Please wait to purchase extra food until you have eaten your meal and there is no one in the serving line.
3. Show respect for all cafeteria workers and assistants.

### **Parent/Visitor Dining (ALL FIRST TIME GUESTS MUST HAVE LICENSE SCANNED)**

After completion of 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:

1. Please sign in on the Raptor at the front office, print a visitor badge, and then proceed to the cafeteria to meet your child. When the lunch period is over say good-bye in the cafeteria and proceed to the front office to sign out. As instructional time continues as soon as students return from lunch, **please do not accompany your child to the classroom unless it has been prearranged with the teacher.**
2. Due to safety concerns, all strollers must be left in the hall outside the cafeteria.
3. Please be very quiet as you wait in the cafeteria hall as class instruction is ongoing in adjacent classrooms.
4. As there are many students who have a variety of allergies, please do not share any food with anyone other than your own child.
5. Please do not buy any food or drinks for children other than your own.
6. All shared treats must be approved by the classroom teacher who is aware of all students' health concerns.
7. We support our school nutrition program and thereby discourage all outside vendor food being brought in during lunchtime.
8. Please be mindful that lunchtime is not an appropriate time to talk with the teacher about a child's progress. (Please refer to the "Communication/Conference" section of this handbook for this procedure.)

### **Paying for Meals**

Each student has a debit card. The debit card (meal card) allows parents to prepay for meals and extra food sales. We encourage you to pay in advance; you may pay daily, weekly, monthly or yearly. We accept cash or personal checks. Please make checks payable to State Bridge Crossing E.S. and write the teacher's name and the student's legal first and last name on the memo section of the check. If payment is made in cash, please write the student's name and teacher's name on the outside of the envelope. It is not necessary to send separate payments for siblings; just write the names of each student on the payment.

The debit card allows students to get through the meal line much more quickly and prevents any difficulty with students handling cash.

If your child forgets his/her lunch, you may leave it at the front office to be delivered. Students who forgot their lunch or lunch money may request a charge and should pay the charge the following school day. Charging is only for emergency purposes. A maximum of three charges will be allowed. (No charging will be allowed during the last three weeks of school.) Charge letters will be sent home weekly.

Free and reduced priced meals are available to families who qualify financially. Free and Reduced Meal Applications are distributed to every student at the beginning of the school year. If you need an application during the school year, please call the cafeteria manager at 470-254-3857.

### **Extra Food Sale Items**



We offer a variety of items to the students that can be purchased along with their lunch. Examples, of available items include ice cream, cookies, fruit snacks and pretzels. A list of items and the prices will be provided at the beginning of the school year.

### **Milk, Water and Juice**

A choice of milk is served with each meal. Juice and water may be purchased at an extra cost instead of milk. (If a child has a milk allergy and a doctor's note is sent to the cafeteria manager, juice may be substituted.) If you would like your child to purchase milk or juice with their lunch from home, you may deposit money on their debit/meal card for them to purchase milk or juice.

### **SNACKS**

Students are encouraged to bring small nutritious snacks for break time that can be consumed in 10 minutes (i.e. fresh fruit, granola bars, cheese, peanut butter and crackers). Students may not bring carbonated drinks for snacks or lunch. Water or fruit juice is encouraged. It is inappropriate for parents to bring treats for their child's classmates or to purchase food for another student in the cafeteria. Many students have restricted diets, food allergies or other diet related concerns. A well-intentioned treat could be disastrous. All treats must be approved by the classroom teacher who is aware of all students' health concerns.

### **PARENT AND COMMUNITY INVOLVEMENT**

#### **Volunteers (must complete mandatory online training on SBCE website)**

As a volunteer, the school depends on your service and dedication. In the event that you must be absent, please leave a message in the office or notify the appropriate teacher or committee person who is expecting you. **As expected, confidentiality regarding students you are working with or have observed during your volunteer service is required.**

- Student Discipline—Volunteers are not permitted to discipline students. Please notify a teacher for assistance.

***Siblings are not permitted to attend classroom parties or accompany chaperones on field trips.***

- Siblings—Volunteers are encouraged not to bring siblings to school when performing duties at school. This is especially important when working in the classroom.

#### **School Governance Council**

Each Fulton County School has a School Governance Council to assess the needs of the school's programs and services, establish goals to improve programs and services, make recommendations as to how they may be met, and to evaluate the success of these efforts. Members are elected from a representative group of local citizens, parents, and staff members and serve a two-year term.

Minutes from SGC meetings are available in the school front office and on the school website.

## PTA

The PTA is an active and integral part of our school. All parents and staff are urged to become members. General PTA meetings are held at least three times a year. Yearly donations are requested from each family for the purpose of enhancing and enriching the total school program. Please contact the PTA president if you wish to volunteer your time, expertise or services to the school.

Committees and activities supported by the PTA are:

Accelerated Reader	Fundraisers	Mini-Grants
Bingo	Health & Safety	Room Parents
Book Fair	Hearing & Vision Screening	Science Force
Environment	Kids' Night Out	Staff Appreciation
Family Fun Events	Legislation	Theme Basket
Field Day	Media Center	Yearbook
Fifth Grade Finale	Membership	

## ACTIVITIES

### School Parties and Other Classroom Events

Two parties are planned for each class during the school year (winter holiday and end-of year). These parties are organized by room parents. In order to comply with state-mandated instructional hours, no other parties, including individual birthdays, are to be held. ***Siblings are not permitted to attend classroom parties or accompany chaperones on field trips.***

### Birthdays

Student birthdays are recognized one day per month. Students whose birthday occurs that month are invited to come to the atrium after morning announcements and receive a special gift from the administrative team. To honor/celebrate your child's birthday you may donate a book to the classroom library. **Treats and goodie bags are not permitted.** Also, invitations to birthday parties should be distributed ***outside of school*** to protect the feelings of all children. The only exception to this rule is if all boys, or all girls, or the entire class is invited.

### Spirit Days

Every Friday is Spirit Day. Students are encouraged to wear State Bridge Crossing spirit wear.

### Field Day

Field Day will be held each year during the spring. Days are set aside for outdoor games and field activities for children for Pre-K through 5th grade. Parent volunteers assist with classes and help supervise the games. Good sportsmanship is always stressed.

### After School Program

One after school care program is offered on the State Bridge Crossing campus. The YMCA program provides a well-supervised environment with stimulating enrichment and includes

planned activities to complement the school experience. For more information, call 770-664-1220.

### **After School Enrichment Programs**

Enrichment programs may be offered. A list of classes will be available at the beginning of the school year for any programs that may be offered.

### **Family Activities**

Events are held during the year that involve the entire family. Examples of such activities may include Bingo Night, International Night, and Movie Night. The PTA also organizes family events outside of the school, such as, trips to the circus or athletic events.

### ***MISCELLANEOUS***

#### **Student Telephone Use**

Students should not use the office telephone or their own personal phone to call home during the day. An adult will use the phone in an emergency. We ask that parents help us by being sure students are prepared for school and understand after-school arrangements before leaving home.

In order not to have class interruption, if a student has forgotten their homework, it may be dropped off at the front office where it will then be placed in the teacher's mailbox for pickup. Please see "Cafeteria" section regarding forgotten lunches or lunch money.

#### **Forgotten Items/Left Items**

To help foster responsibility among our students, we ask that they not return to the classroom after school for forgotten items such as homework, lunch boxes, instruments, etc. Students are encouraged and reminded to have everything they need to complete assignments before leaving. In many cases, calling a classmate for assistance is advised.

Custodial staff has been instructed not to unlock doors for parents or students.

#### **Student 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 instruction or helping a student shall have access to that student's records.

#### **Withdrawal Procedure**

Parents/guardians should notify the teacher and the data clerk at least one week before a student is withdrawn from school. All textbooks and library books are to be returned and lunch fees paid before a student is withdrawn in order to clear all records.

## **Parking/Visitors**

Parents and visitors are asked to park in designated areas only. Parking in front of the school, in the bus lanes or in the fire lanes is not permitted at any time. Vehicles parked in these areas may be towed at owner's expense.

***All visitors are to enter the building through the main entrance only and proceed to the front office to check in and receive a "visitors" badge. At the end of the visit, please check out at the front office and exit the building through the main entrance.***

## ***EQUAL OPPORTUNITY POLICY***

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 programs or activity or service.

If you wish to make a complaint or request accommodation or modification due to discrimination in any program, activity, or service, contact Compliance Coordinator 6201 Powers Ferry Road, N.W., Atlanta, GA 30339, or phone (404) 763-4585. TTY 1-800-255-0135.

## ***PARENTS RIGHT TO KNOW***

In compliance with the requirements of the *No Child Left Behind* statute, Fulton County Schools informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas 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.

If you wish to request information concerning your child's teacher's qualification, please contact the principal at (470) 254-3850.

# *Fulton County School System*

## *2019–2020 School Calendar*

### **First Semester**

August 2 – 5	Professional Development
August 6 – 9	Preplanning
August 12	First Day of School
September 2	Labor Day (schools closed)
October 10	SBCE Full Release Day (students off)
October 11	Teacher Workday (students off)
October 14	Columbus Day Holiday (schools closed)
November 25 - 29	Thanksgiving Holidays (schools closed)
December 20	Last Day of First Semester
Dec. 23 – Jan. 2	Winter Break (schools closed)

### **Second Semester**

January 3	Teacher Work Day (students off)
January 6	First Day of Second Semester
January 20	MLK Jr. Holiday (schools closed)
February 14	SBCE Full Release Day (students off)
February 17	Presidents' Day Holiday (schools closed)
March 13*	Teacher Workday (students off)
April 6 - 10	Spring Break (schools closed)
May 22	Last Day of School
May 25	Memorial Day Holiday (schools closed)
May 26 – 27	Post Planning

\* Designated as inclement weather make-up days (if needed)