

Abbotts Hill  
Elementary School  
Student Handbook  
2019-2020



Changes or items of note since the previous school year appear in a **Red Font**, if viewing the handbook on-line.



## **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 teachers(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 qualifications, please contact the principal, Dr. Stabler at 470-254-2860.

## Abbotts Hill Elementary School

5575 Abbotts Bridge Road  
Johns Creek, Georgia 30097  
470-254-2860 – Office  
470-254-2864 – Fax  
470-254-2865 – Cafeteria

<http://school.fultonschools.org/es/abbottshill/Pages/default.aspx>

# W e l c o m e

*Abbotts Hill Elementary School's staff and I welcome you to our 2019-2020 school year. We are delighted and excited to have an opportunity to educate your child. Together, we can build and develop an enriching academic program.*

*To help you and your family enjoy your experience at Abbotts Hill, I suggest the following:*

- ✓ *Become familiar with your school.*
- ✓ *Familiarize yourself with the classroom location, office area, media center, cafeteria, gymnasium, computer lab, restrooms, and playground.*
- ✓ *Get to know the teachers and staff.*
- ✓ *Provide continuous support.*

*I urge all parents to become involved and support the school, teachers, and programs. Your positive attitude and support make a significant difference. It is my hope that your experiences at Abbotts Hill are filled with happiness and success.*

*Dr. Roytunda Stabler  
Principal*

## **Mission Statement**

**Our mission is to promote student achievement through academic and individual goals in a safe learning environment.**

## **Vision**

**Abbotts Hill, in collaboration with the community, is a place that celebrates and fosters the development of responsible, self-confident, and self-reliant students.**

## **Beliefs**

**We believe learning is more than academics. It involves developing character, relationships, and positive self-concepts.**

**We believe every child can achieve. All learning levels and styles should be recognized, valued and positively supported.**

# Table of Contents

<b>ARRIVAL AND DISMISSAL INFORMATION .....</b>	<b>9</b>
Arrivals/Morning.....	9
Bus Riders .....	9
Bus Transportation.....	9
Car Riders.....	9
Change in Transportation.....	10
Day Care Riders .....	11
Early Check Out .....	11
Late Check In.....	11
Walkers .....	12
<b>ATTENDANCE.....</b>	<b>12</b>
Absences.....	12
Make Up Work .....	12
Extended Illness/Contagious Disease.....	13
Regular/Punctual.....	13
Tardiness.....	13
<b>BIRTHDAYS.....</b>	<b>13</b>
<b>BRING YOUR OWN TECHNOLOGY (BYOT) Guidelines (Also See Device User Agreement) .....</b>	<b>14</b>
BYOT STUDENT PLEDGE AND PARENT AUTHORIZATION.....	15
<b>CAFETERIA .....</b>	<b>16</b>
Information.....	16
Lunches from Home .....	16
Parent Dining.....	16
Paying for Meals.....	17
Free and Reduced - Price Meals.....	17
<b>CELL PHONES RULES .....</b>	<b>18</b>
<b>CLINIC, MEDICATION, ACCIDENTS.....</b>	<b>18</b>
Emergency Information.....	18
Illness .....	18
Medication.....	19
<b>COMMUNICATION-(Seesaw and Sign Up Genius schoolwide for 2019-2020-information below) .....</b>	<b>19</b>
Conferences .....	19
E-Mail.....	20
Newsletter/Updates.....	20

Parent/School.....	20
School Messenger Notification System .....	20
Seesaw .....	20
SignUpGenius .....	21
Twitter .....	21
Web Sites .....	21
Work Folders .....	21
<b>DEVICE USER AGREEMENT .....</b>	<b>21</b>
<b>DISCIPLINE .....</b>	<b>21</b>
Discipline Guidelines .....	21
Discipline Special Note .....	22
Environment .....	23
Major Offenses .....	24
Minor Offenses .....	24
Toys .....	24
<b>DRESS CODE .....</b>	<b>24</b>
Students .....	24
<b>ELECTRONIC DEVICES.....</b>	<b>24</b>
<b>EQUAL OPPORTUNITY .....</b>	<b>25</b>
<b>FORGOTTEN ITEMS .....</b>	<b>25</b>
GRADING.....	25
<b>INSTRUCTIONAL PROGRAMS .....</b>	<b>25</b>
Field Trips.....	25
Homework .....	26
Organization .....	26
School Assignment Notebooks (Student Planners).....	26
Standards of Service .....	26
<b>INSURANCE FOR STUDENTS .....</b>	<b>27</b>
<b>JAGUAR<sup>3</sup>.....</b>	<b>27</b>
<b>LOST AND FOUND ARTICLES.....</b>	<b>27</b>
<b>PARTNERS IN EDUCATION .....</b>	<b>27</b>
<b>RECORDS .....</b>	<b>27</b>
<b>PHOTOGRAPHY .....</b>	<b>27</b>
<b>SPECIAL SERVICES .....</b>	<b>28</b>
Art Education .....	28
Computers (Desktops, Laptops and I pads).....	28
Curriculum Specialist.....	28

Early Intervention Program (EIP) ..... 28

English as a Second Language (ESOL) ..... 28

Exceptional Children Services ..... 28

Guidance and Counseling..... 29

Instructional Support Teacher - (IST)..... 30

Music Education ..... 30

Physical Education..... 30

Response to Intervention..... 30

School Psychologist ..... 30

Social Worker ..... 30

**SAFETY DRILLS..... 31**

**SCHOOL GOVERNANCE COUNCIL..... 31**

**SNACKS ..... 31**

**STUDENT NOTIFICATION ..... 31**

**STUDENT RESPONSIBILITIES ..... 32**

**STUDENT RIGHTS ..... 32**

**TELEPHONE USE..... 32**

**TESTING..... 32**

**VISITOR REQUIREMENTS..... 32**

**VOLUNTEER INFORMATION ..... 33**

**WITHDRAWAL PROCEDURE..... 34**

## Abbotts Hill Contacts

<b>Staff Member and Email</b>	<b>Title</b>	<b>Telephone Number</b>
Roytunda Stabler Stabler@fultonschools.org	Principal	470-254-2860
Michele Consolo ConsoloM@fultonschools.org	Assistant Principal	470-254-9019
Tiffany Poke Poke@fultonschools.org	Counselor	470-254-9012
<b>Tashika Truesdale</b> Truesdale@fultonschools.org	CST	470-254-9016
Bonnie Roles Roles@fultonschools.org	Bookkeeper/Principal's Secretary	470-254-9017
Jill King KingS@fultonschools.org	Data Clerk	470-254-9015
Kristy Powers (Kinney) KinneyK1@fultonschools.org	IST	470-254-2866
Sari Wachtel WachtelS1@fultonschools.org	School Psychologist	470-254-9013
Amy Cross CrossA@fultonschools.org	School Social Worker	470-254-9011
Mgaera Flemington Flemington@fultonschools.org	Technology Specialist	470-254-9018
Linda Dickinson Dickinson@fultonschools.org	Media Specialist	470-254-9021
Sharon King KingSK@fultonschools.org	Secretary	470-254-9010
Andie Vaccaro Vaccaro@fultonschools.org	Clinic	470-254-9023
Laurie Bottini Bottini@fultonschools.org	Cafeteria Manager	470-254-2865
Jermaine McDowell McDowellJ@fultonschools.org	Head Custodian	470-254-9014



# ARRIVAL AND DISMISSAL INFORMATION

## Arrivals/Morning

The school day for students begins at 7:40 am. The doors will be opened and students may enter the school building beginning at 7:10 am. **At this time students will begin to prepare for their day. Students will review materials provided for extra practice or use iReady.** Please note that adult supervision is **not** provided prior to 7:10 am. Please help us ensure the safety of our students by making appropriate arrangements for student care prior to 7:10 am

## Bus Riders

Bus riders will be dropped off and picked up on the side of the building by the cafeteria area. **During morning arrival, students are never marked as tardy when arriving by school bus, even if the school bus was to arrive after the tardy bell.** Bus dismissal will begin at 2:20 pm.

## Bus Transportation

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 a safe school bus operation is only possible with the full cooperation of our parents students, and school staff. We encourage you to allow your children to ride the bus. The bus schedule is available on the web at [www.fultonschools.org](http://www.fultonschools.org). Information is listed under the Students and Parents tab.

- ✓ Please call the **North Transportation Department 470-254-2970\*** with questions or concerns regarding bus routes, times, and bus supervision. Students will ride on assigned buses and board and debark at their designated stop. Parents must request in writing any exception from this rule. Requests shall be made to the Transportation Department (**fax 470-254-2978**). In case of emergency, the principal may authorize a student to ride a different bus or change bus stops:
  1. No request shall be approved for social activities or projects.
  2. No child shall be delivered outside their school attendance zone.
  3. Requests involving child care shall be given consideration only if there is room on the bus.
- ✓ Bus drivers will seat students with kindergartners in the front of the bus to 5<sup>th</sup> graders in the rear of the bus.
- ✓ Students must adhere to a “whisper silence” policy while buses are in the school zone.
- ✓ Ask siblings to look for each other on the bus and tell the driver not to leave if their sibling is not on the bus.
- ✓ 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 hands, arms, 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. This may include suspension from riding the bus for one or more days.

## Car Riders

**To help maintain the safety of all students, parents and school staff we ask that you please follow the carpool rules stated below.**

- **Children are dropped off and picked up at the front of the school ONLY. The bus parking lot to the left of the school is NOT an official drop off area. NO CARS or pedestrian crossing is permitted during bus arrival/departure. Please refrain from using this area.**

- Please obey all carpool signs regarding pulling forward, stopping, no parking, when on campus and adhere to directions of staff members helping with morning arrival and afternoon dismissal. The staff members help to maintain safety and ensure students arrive and depart safely from the school campus.
- Cell phones should not be used while waiting in the carpool line.
- Cars should form a single line in front of the school.
- Children are only permitted to enter and exit from the right side of the car.
- Children are not permitted to cross through the parking lot without an adult accompanying them. If your child needs assistance getting out of the car in the morning, please park and walk him/her across. However, this should be a rare occurrence. Please know pedestrian crossing holds up the carpool line and can create a hazard during morning carpool. Carpool drivers have the right of way. If your student arrives via carpool, please arrive prior to 7:40 am to provide enough time to correctly use the carpool line.
- Cars should not park in the pickup or dismissal area along the front curb except during carpool times.
- Cars should not be double parked.
- Please drive slowly at all times.
- Do not pass vehicles in front of you, please wait until the cars load or unload and move forward.
- If the 7:40 am bell rings before your child enters the atrium, you MUST come inside and sign in the student.
- Students are expected to be seated in their classroom ready to learn at 7:40 am.
- Students are expected to listen to the Abbotts Hill morning news, participate in the Pledge of Allegiance and any other activities that may occur on the morning news.

In order to facilitate the unloading of car riders in the mornings, we ask that you pull all the way to the end of the canopy before stopping to let your children out. Please follow all directions given by carpool staff. The staff is on duty to make sure that all children arrive and depart safely in carpool. On rainy mornings, we would like to be able to unload three or four cars at a time under the covered walk so the students can enter the building without getting wet. On these days, please pull up to the front of the canopy. Please adjust your departure time from home on rainy days, when there is a higher volume of cars and wait time.

The bell rings at 7:40 am. Students must be in their classroom prior to the bell. Once the bell has rung, the child is tardy and a parent must accompany the child into the building and sign the student in and receive a tardy slip.

Car riders will be dismissed at approximately 2:20 p.m. Car riders will enter and exit the building through the main entrance by the front desk. Please do not pass cars waiting in line. Each car rider must have an assigned number. The parent must complete a form and receive a number to be displayed in their car when the student is picked up. Students are called for dismissal based on the carpool number displayed. Forms will be available at Sneak-a-Peek prior to the start of school and will also be available from the front office. If a parent arrives to pick up a child and does not have a number displayed, he/she will have to park and wait until the end of carpool for the child to be dismissed.

### **Change in Transportation**

If a student has a need to leave the school in a manner different from his/her normal routine, it will be necessary for the student to bring a letter of permission from the student's parent/guardian to the classroom teacher. If you have a transportation change for more than one child, please write a note to each teacher for each child (example: siblings, twins, etc.) **Transportation changes cannot be made through e-mail or voice mail to the classroom teacher or front office.** Should your student forget to bring the note, you must call the school and speak with someone in the front office and supply the necessary information. However, calling to make

changes via the telephone should only be done in an emergency situation and not done on a regular basis. **NO CHANGES** can be accommodated after 1:30 pm. **Please remember bus changes must be made through the North Transportation Department 470-254-2970.**

### **Day Care Riders**

Students riding daycare vehicles will begin loading at 2:20 p.m. Cars arriving to pick up students should not park in the area designated for daycare transportation along the curb in the front of the building. It is the responsibility of parents to notify the daycare when their child is absent or picked up early.

### **Early Check Out**

If it is necessary for a student to leave school early, please send a note to the student's teacher. Sending a note will allow your student to be ready for dismissal and will speed the check-out process. If it is near your student's lunch time, please indicate on the note if your child should or should not eat lunch and if they will be returning to school. **Please do not go directly to your child's room. Teachers are instructed not to dismiss students to adults at their door.** Parents may not check out students to attend Abbotts Hill events, programs, etc. during the school day. A parent/legal guardian must sign out any student leaving before the regular dismissal time through the office. Only parent designees with prior verification may check out students. Be prepared to show your driver's license when checking out students. Parents should report to the office to initiate an early check out. Please do not call the front office and ask for your child to be waiting in the front office, this request cannot be accommodated. Check out requests cannot be accommodated after **2:00** p.m.

### **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 (750AM or B98.5FM) or Channel 2 (ABC-TV) will broadcast emergency closings or early school dismissals and pertinent information for parent action. Also, Fulton County Schools has an Emergency Notification Calling System (School Messenger) that will notify parents. When receiving a call from the School Messenger System, please listen to the entire message. Many of your questions and concerns will be provided in the message from the School Messenger System. Also, for your convenience, parents can receive an emergency alert on a cell phone. PLEASE do not call the school. This will tie up lines and limit the school's ability to call out in case of emergency. Parents should complete all forms each school year so that student information is current. Updated information is vital in the event of an emergency or school closing. Forms are sent home with students on the first day of school. If phone numbers, contacts, and other personal information has changed, please send a note to your student's teacher for the information to be updated.

In the event of a school fire, gas leak, explosion, or bomb threat which necessitates removing students from the school, the students will be evacuated to our alternate site: **Lake Windward Elementary, 11770 E. Fox Court, Johns Creek, GA 30005.** Please do not contact or come to the school. School telephones and personnel will need to be utilized in order to follow emergency procedures to ensure the safety of the children. Parents are asked to complete an emergency dismissal form. In the event of an emergency school closing, students will be dismissed in accordance with parents' instructions.

### **Late Check In**

If a student arrives at school after 7:40 am, he/she should report to the front office with his/her parents. The student will receive a late pass to deliver to his/her teacher. Students are never marked tardy if they arrive by school bus. If a student is checking in late and has missed their scheduled lunch time, it is the parents responsibility to make sure that the child has eaten before checking the child into school.

## Walkers

Students who walk to school should always use sidewalks, obey safety rules, and promptly enter or leave the school grounds. No loitering is permitted and no student should return to school grounds after 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.

# ATTENDANCE

## Absences

The Georgia Board of Education lawfully excuses students for the following reasons: **personal illness, death in the immediate family, and special recognized holidays observed by their faith.** If an absence meets these requirements, a student must bring a written excuse signed by a parent/guardian the day the student returns to school. **E-mail excuses are not acceptable.** We must receive a dated, written or typed note with a parent or guardian signature. Please notify the school in writing if both parents are out of town. School personnel need to know who is acting as guardian in your absence. Excessive absences (5 or more) in grades K-5 will result in a letter of “Notification of Excessive Absences” from the school and/or necessitate a referral to the school social worker. Please send students to school each day and plan vacations on days when students are not expected to be at school. Students who miss 5 or more days impact the College and Career Ready Index (CCRPI) Score. By sending your students to school each school day and planning vacations on school holidays, parents can support the school. The CCRPI score has an impact on home values within a community.

### **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. **Students who have missed ten (10) days of school or more in a school year will be required to provide additional written verification such as doctors’ statements.** Any parent, guardian or other person having control of a child that misses more than 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 5 unexcused absences will constitute a separate offense.

## Make Up Work

Should you need to pick up work for your child due to a **one or two day absence**, you are asked to call the school office or e-mail the teacher before **9:30** am each morning. (When possible, earlier notice is appreciated.) 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. Sometimes, it may not be possible for class work/homework assignments to be given in advance. However, children will be given the opportunity to make up work upon their return. It is the student’s responsibility to contact the teachers to request the remainder of the entire make up work. In this case, the contact should be made on the day the student returns to school unless the teacher allows a longer time. Missing assignments will be provided to the student. The student must complete make up work within the time specified by the teacher. Elementary students will receive a grade earned on any make up work submitted on time,

regardless of whether the absence is excused or unexcused. Again, this applies to one or two day absences. Requests for longer periods of time cannot be accommodated.

### **Extended Illness/Contagious Disease**

Please notify the school office if your child had a contagious disease or an extended illness. If your student will be absent for one or more weeks at a time, you must notify an administrator.

### **Regular/Punctual**

School attendance is necessary for student success and is essential to the learning process. Absences and tardies become a part of a child's permanent record. Students who are absent from school cannot recapture classroom activities or experiences. Students attend 180 school days per year and must be in school at least half of an instructional day to be counted present. Students must arrive before 11:10 am or leave after 11:15 am to be counted present. A social worker/visiting teacher will be called to assist in cases of excessive absences and tardiness.

### **Tardiness**

Students are tardy if they arrive at school after 7:40 am. A parent/guardian must accompany the student into the school to sign the student in and receive a tardy pass.

1. **Excused:** Late arrival to school as a result of reasons defined herein as excused absences or as a result of events physically out of one's control such as inclement weather, documented school bus transportation delays, health related emergencies, power outages, compliance with court order, etc.
2. **Unexcused:** Arriving late to school or class with as a result of oversleeping, parent errands, etc.
3. **15** unexcused tardies will result in a referral to a social worker.

## **BIRTHDAYS**

Children will have the opportunity to share birthday treats with their class on their special day during the previously arranged snack time. We encourage students to bring the treats to school with them in the morning. **Please do not send items that need to be cut, scooped, poured, etc. (i.e., cakes, cookie cakes, ice cream, drinks).** Please send individually packaged items that list the ingredients.

Individually packaged items allow us to identify and properly address any child's allergic needs. Our "unbirthday" days will take place on Fridays. These days will be designated to recognize the children's birthdays that take place weekends, school breaks, and birthdays that have already passed. Summer birthdays will be celebrated in late spring or when the teacher designates.

Prior to sending in a birthday treat, please contact your child's teacher to arrange sending in the treats. If your child is having a party out of school, please send invitations in the mail to avoid hurt feelings. Teachers may not be asked to distribute invitations to classmates, so please do not ask them to do so. Also, note that students are not allowed to distribute birthday invitations in school or on school property.

Please remember the following when sending in birthday treats:

- ✓ Pre-arrange with the teacher to send in treat.
- ✓ Birthday treats cannot be given to students in the cafeteria, they should be eaten in the classroom.
- ✓ Either send with the student or deliver it to the front office.
- ✓ **Parents are not allowed to take treats to the classroom!**
- ✓ Pre-packaged snacks with ingredients listed are preferred.

- ✓ Please do not send items that need to be cut (cookie cakes), scooped, poured, etc. Cupcakes and individual cookies (with ingredients listed) work very well for birthday treats.
- ✓ Do not send knives or bring knives to school to cut the treat.
- ✓ Balloons, floral arrangements, etc. are not allowed. They will be collected and sent/kept in the front office and a parent must pick them up.

**Treat bags cannot be distributed, no exceptions!**

## **BRING YOUR OWN TECHNOLOGY (BYOT) Guidelines** (Also see Device User Agreement)

Students in grades 4 and 5 are provided with 1 to 1 technology, so it is not necessary for these students to bring in technology from home. Students who are assigned devices in grades 4 and 5 are required to complete a Device User Agreement and a Computer/Internet Acceptable Use Agreement provided by the school.

Students in grades K-3 have access to desktop and laptops. Students in grades K-2 also have access to I pads. This technology is NOT 1 to 1. Therefore, at the teacher's discretion the student may bring his or her own technology from home. The student must comply with all the guidelines listed below. Each of these students/parents must complete a Computer/Internet Acceptable Use Agreement provided by the school

Upon agreeing to the following guidelines, procedures and general information with regard to the Fulton Schools Bring Your Own Technology (BYOT) program, your student may bring his/her own personal device to school in order to use the device with selected lessons.

At Abbotts Hill Elementary School, only devices with a diagonal screen size of 7" or greater will be allowed.

### **Guidelines**

- Students must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy (AUP) and all Board Policies, particularly Internet Acceptable Use.
- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom.
- Students must use the *FC Student network* which is filtered in compliance with federal and state regulations. Students are not permitted to use their own 3G/4G network.
- Students are responsible for their own device. The school district is not responsible for support or repairs to the device.
- Personal devices must be on mute unless permission is given by the teacher. Headphones may be used with the permission of the teacher.
- Personal devices must be charged prior to bringing them to school. Charging within the classroom will be left to discretion of the teacher.
- Personal information (including home/mobile phone number, mailing address, and user password) and that of others must remain private.
- Digital Apps and social media are to be used respectfully.
- Students must notify a counselor or teacher if aware that technology is being used to hurt, harass, threaten, embarrass, frighten or bully others.

- The technology may not be used to record, transmit or post images or video unless authorized by the teacher or administrator to do so.
- Students understand that bringing devices on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and will result in disciplinary actions.
- Students can only access files on the computer or Internet sites which are relevant to the classroom curriculum and suggested by a teacher.

### **Applications**

Fulton County Schools has researched key applications for instruction and learning. Teachers may request that students download ‘free’ Apps for use in the classroom. Apps should be downloaded at home and only with the permission of the parent/guardian.

## **BYOT STUDENT PLEDGE AND PARENT AUTHORIZATION**

### **Student Pledge for BYOT Use**

1. I will charge my device before coming to school.
2. I will use my personal device only with the permission of my teacher or administrator.
3. I will only access the Internet using my school network.
4. I will take care of my device while at school so that it does not get lost or broken.
5. I will not share any personal information or passwords.
6. I will not use my device to hurt, threaten, harass, embarrass, humiliate, frighten or bully anyone.
7. I will not take or post any photos or videos without my teachers’ permission.
8. I will follow all rules in the Student Code of Conduct while using my device at school.
9. I understand that nothing I do over the school network is private.

**I agree to the rules set forth in the BYOT Guidelines and the Student Pledge for BYOT use. I have or will sign the back of my blue card.**

### **Parents Authorization:**

**By signing the BYOT Section of the Blue Card, I am agreeing with the following statement:**

I am authorizing my student to bring his/her electronic device to school for use in the BYOT program, and agree that my child will comply with all Fulton County policies and guidelines. In signing the appropriate section of my student’s Blue Card, I acknowledge that I have received and reviewed the guidelines with my child. I understand and agree that Fulton County Schools is not responsible for any damage or loss associated with my child’s device. I understand that this privilege is designed for educational purposes and that a violation of the device guidelines, and/or any other Fulton County Schools Board policy or regulation dealing with electronic devices may result in my child losing the privilege to participate in the BYOT program for a length of time commensurate with the nature of the violation, as well as other school discipline.

I also understand that it is impossible for FC to monitor all activity on personal devices and the student, parent and/or guardian will not hold FCS, the FCS School Board, its members, or any individuals employed by the FCS School Board responsible for damages related to my child’s use of the device or for content viewed by any student on the device including via a personal 3G/4G connection.

As a parent, I understand that my child will be responsible for abiding by the above guidelines. I have read and discussed them with him/her and he/she understands the responsibility they have in the use of bringing their personal technology to school.

## CAFETERIA

### Information

The cafeteria will serve breakfast and lunch for those who wish to participate. Breakfast will be served from 7:10 am – 7:30 am. All students are encouraged to buy the school lunch, as it is a well-balanced meal. Two hot choices, sack lunches, yogurt and salad plates are available. Milk is served with every meal.

Students should go through the lunch line only once and get all items (cutlery, sauces, napkins, etc.) for their lunch. If they are purchasing a “snack” item, it is limited to one, and it should be purchased when the student goes through the line. **Bottles of water will be sold, but the student may also bring a water bottle from home. Teachers will allow students time to refill the water bottle prior to lunch.** Students will only be allowed to return to the lunch line for “extra” entrees, fruit, or vegetable not a snack item.

**Unauthorized use of cell phones is prohibited. (i.e. pictures, videos, etc.)**

Menus are available on the Fulton County School Nutrition website. Free and reduced lunch applications are available on-line and from the cafeteria throughout the school year. The applications are also available on the Fulton County website. Any questions regarding the cafeteria should be directed to the cafeteria manager at 470-254-2865.

### Lunches from Home

If sending a lunch from home, please note that soft drinks (i.e. Coke, Pepsi, Sprite, etc.) are not allowed. **When sending lunches from home, please do not send glass containers under any circumstances and use containers that students can easily open.**

### Parent Dining

**Please be aware that our cafeteria is closed to visitors during the first week of school. After the first week of school, parents are welcome to eat lunch with their students, during their regularly scheduled lunchtime. Food from outside vendors (i.e. Burger King, McDonalds, etc. is not allowed). Parents must take their student (only their student) and sit in the designated area in the cafeteria. Parents are to meet their child only at the cafeteria entrance rather than the classroom, and say goodbyes at the cafeteria and not accompany the child back to the classroom.** All strollers must be left in the hall outside the cafeteria. Please remember to be very quiet as you wait in the cafeteria hall. **Lunchtime is not an appropriate time for talking to the teacher about a child’s progress.**

It is our goal to make the Abbotts Hill Cafeteria a pleasant place for students to enjoy lunch. In order to accomplish this, we need a team effort between children, parents, teachers and cafeteria assistants. We ask for your support and cooperation in supporting rules when visiting the cafeteria.

Even though we will thoroughly review the rules with the children, please see the rules and procedures shown on the following page and review them with your student at home.





## Abbotts Hill Jaguars are R<sup>3</sup> in the CAFETERIA!

Respectful	Responsible	Ready to Learn
<p style="font-size: 1.2em;">Respect each other's space.</p> <p style="font-size: 1.2em;">Use a quiet voice.</p>	<p style="font-size: 1.2em;">Clean up your area on the floor and table.</p> <p style="font-size: 1.2em;">Eat your own food.</p>	<p style="font-size: 1.2em;">Eat first, talk later.</p>

### Procedures:

If a child chooses to break a rule, the cafeteria assistants will follow the steps below:

- Early intervention/Verbal reminder
- Move student to a different seat if behavior continues
- Send a cafeteria conduct report to the parent if the above actions are not effective

**After three (3) cafeteria conduct reports, a student will receive a conduct referral and eat lunch in the Office Opportunity Room. Parents will be notified.**

### Minor Offenses are those actions handled by the assistant and teacher and include:

➤ Playing with food	➤ Getting out to seat with permission
➤ Spitting/throwing food	➤ Leaving the cafeteria without a pass
➤ Inappropriate language or gestures	➤ Horseplay
➤ Running in the cafeteria	➤ Pushing/breaking in line
➤ Sharing food or touching neighbor's food items	

**Major Offenses are those actions handled by the administrator. As a result, the parent will be notified and the Fulton County Code of Conduct Discipline cycle will be followed. Major Offenses include:**

➤ Fighting	➤ Defiance of authority
➤ Endangering the safety of others	➤ Intentionally damaging property
➤ Continual disruptive behavior	➤ Forcefully throwing objects

### Paying for Meals

You may pay for lunches and breakfasts daily or you may pre-pay for any length of time. Pre-pay tickets are sold at any time. Please place cash in an envelope with your child's legal name and teacher's name on the envelope. Please write your child's legal name in the memo section on the check. Parents may also pay for their student's lunch [www.mypaymentsplus.com](http://www.mypaymentsplus.com). The student's Student ID Number will be needed to pay for lunch on-line and is available from the school's front desk. If the funds are to be distributed between siblings, please be sure to designate which student gets which amount. Meal prices are established by the start of each new school year. Prices are available on the school and county websites.

If a student forgets their lunch money, the cafeteria staff may allow the meal to be charged. The charge should be paid the following school day. Breakfast and lunch charging is simply a convenience for parents who may be unable to bring money to the school or are unable to log onto the [mypaymentsplus.com](http://mypaymentsplus.com) website for pay for meals. No charges will be accepted the last month of school.

### Free and Reduced - Price Meals

Families meeting specific income requirements may be eligible for Free and Reduced-Price Meals and can apply for this program on-line through the Fulton County website or obtain a paper copy at the school.

As of July 1, 2005, the process for completing these applications changed. This means that households no longer need to complete a separate application for each student. They will complete one application listing all household members and identifying student(s) who attend a Fulton County School (FCS).

- ✓ Parents/guardians must complete one application per household indicating the school attended for each student.
- ✓ The application should be returned to the cafeteria manager of the youngest student.
- ✓ New students to FCS will pay for meals until the household application is approved.
- ✓ Returning FCS students will maintain last year's status until the application is approved.
- ✓ The approval process will be completed within 10 days.

For more information about Free and Reduced-Price Meals or the new application process, contact the FSC School Nutrition Program at 470-254-8967.

## **CELL PHONES RULES**

Elementary students are to follow the same policy that is in place for middle and high school students regarding cell phone usage. No such devices may be used at any time during the school day, on school system operated vehicles, or during an emergency drill or evacuation. These limits on the use of personal communication devices do not apply to students whose special needs require the use of such a device to enhance speech or hearing. Students who are found with cell phones in the "on" position, in use or displayed during the school day **when not approved by school administrators**, shall have the cell phone confiscated by a school administrator.

## **CLINIC, MEDICATION, ACCIDENTS**

The clinic is not staffed or equipped for serious injury or illness. When a student requires more than first aid, we will contact the parent/guardian.

### **Emergency Information**

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

### **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 a child is no longer contagious before returning back to school. When 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. Please keep your child home:

- ✓ **If he/she is too sick to be comfortable for school.**
- ✓ **If he/she might spread a contagious disease to other children or staff.**

**Please remember that Fulton county policy states that a child should stay at home if there is:**

- ✓ A fever over 100.4 F. Children should stay at home until there is no fever for 24 hours without fever reducing medications!
- ✓ Vomiting
- ✓ Diarrhea
- ✓ A persistent cough
- ✓ Unexplained rash
- ✓ Red, itchy, crusty eyes

### Medication

If possible, all medications should be taken at home rather than school. However, if medications must be taken at school, an “Authorization to Give Medication at School” must be filled out for **EACH** medication used. This form is sent home with the student at the beginning of the year and can also be downloaded off of the school website. Medication will be stored in the clinic for the school year.

**The parent/guardian must bring the medication to school and pick the medication up from school.** Under no circumstances should medication, prescription or non-prescription, be kept by a student or shown to other students.

- ✓ Non-Prescription Medications need to be delivered to the clinic in their original container along with the instructions and the authorization form signed by the parent/guardian.
- ✓ Prescription Medications need to be delivered to the clinic in their original containers with the prescription label attached (the pharmacist can print extra labels if ordering multiple containers.) The authorization form requires the parent/guardian signature **AS WELL AS** the physician’s signature. Medication **WILL NOT BE ADMINISTERED** without both signatures.

Parents of students that require rescue medications such as inhalers, insulin or EpiPen on their persons, can get an authorization form from the clinic to allow their students to carry these medications.

All forms are required at the beginning of each school year and are **ONLY GOOD** for that school year. Medications will not be kept or stored over the summer break.

Parents may medicate their child as needed by coming in to the clinic. The student will be called from class to take the medication from their parent.

## COMMUNICATION-(Seesaw and Sign Up Genius schoolwide for 2019-2020-information below)

### Conferences

Parent/teacher as well as parent/administrator conferences are an integral part of reporting pupil progress. As partners with parents, we consider it important to conference regularly in order to share information and plan a more effective educational program. A parent/teacher conference is scheduled for the first quarter of the school year, and additional conferences may be scheduled as necessary. **Please be mindful that teachers are responsible for their students from 7:10 am until the last bus leaves. Therefore, they are not able to conference with parents during this time unless arrangements are made ahead of time.** These conferences may be initiated by the parent, teacher, or administrator and held at a mutually agreeable time.

## **E-Mail**

E-mail is the quickest way to get in contact with your child's teacher. It is not an appropriate venue for transportation changes or other emergency situations. Please do not e-mail teachers with transportation changes. If it is not possible to send a note with your student in the morning, please contact the front office at 470-254-2860, extension 0 and speak with someone regarding the transportation change.

## **Infinite Campus (replaces Home Access Center)**

In July of 2019 Infinite Campus will be rolled out for the Fulton County School District. Parents will be provided links, instructions, etc. on how to access and use Infinite Campus. Please visit the Fulton County website or the Abbotts Hill website for Infinite Campus access.

## **Newsletter/Updates**

School-wide papers, flyers, bulletins, and bi-monthly newsletter, etc. are distributed via e-mail (parents must sign up) or via paper copy. Newsletters and other flyers are also updated on the school or PTA website. Abbotts Hill Elementary Happenings and updates are also sent bi-monthly on the weeks when there are no newsletters or when the events are occurring.

## **Parent/School**

Open communication between parents and school is crucial and is a priority for our Abbotts Hill staff. We encourage and expect parents to contact us regarding any questions or concerns you may have during the school year.

We strongly recommend that parents conference with the teachers **before** addressing administrators with concerns. If parents need to drop an item off (i.e. lunch boxes, homework, birthday treat, etc.) it must be left in the appropriate area in the front office and not taken to the classroom. Uninterrupted instructional time is very important, therefore, front office personnel are not permitted to call down to classrooms to remind students to pick up lunch in the front office. Parents/Guardians who bring lunch money to school should obtain a nametag and take the money to the cafeteria to apply to the student's account. If you plan to bring your student a lunch, please make sure that your student knows this before coming to school in the morning. If other items are brought in (homework, books, etc.) front office personnel will email the classroom teacher and place those items in the teacher's mailbox.

## **School Messenger Notification System**

A school messenger e-mail will be sent in an emergency situation (weather emergencies, etc.) or other situations that the principal deems necessary. If you receive a school messenger e-mail or call, please read or listen to this messenger in its entirety. This communication will provide important information. Do not call the school, it is very important that the phone lines remain open for emergency situations.

## **Seesaw**

In an effort to streamline parent communication, Seesaw will be used as a schoolwide tool. Seesaw is a digital portfolio that provides an effective way for teachers and parents to communicate. It will be used to communicate class, grade level and schoolwide information. Information may include, but is not limited to class newsletter, homework, student work, etc. The AHE Schoolwide newsletter (Hilltop Happenings and reminders) will be sent as an eblast via email to all parents who have a valid email address in Infinite Campus. **Parents should not send transportation changes via Seesaw to the teacher.** Transportation changes need to be made by note (handwritten or typed), require a parent signature and should be sent with the student in the morning. For last minute

transportation changes/emergency situations, please call the school at 470-254-2860 to make these transportation changes. Voice mail will not be accepted. Please speak with someone directly.

### **SignUpGenius**

This on-line volunteer management software will be used by school personnel and PTA to recruit volunteers for school events, ask for in kind donations, etc. Room parents will communicate with other parents via SignUpGenius only. Mass emails to parent are not endorsed by teachers or administration.

### **Twitter**

Students are not allowed to post any school related items (photos taken on school grounds, at school events or photo of other students). All twitter postings pertaining to Abbotts Hill and/or any school related activities must be approved by the principal.

### **Web Sites**

Visit the Abbotts Hill Elementary web site at [www.fultonschools.org/school/AbbottsHill/](http://www.fultonschools.org/school/AbbottsHill/). You can access Abbotts Hill's Georgia Public Education Report Card at [www.doe.k12.ga.us](http://www.doe.k12.ga.us). The Fulton County School System's website can be accessed for Science and Social Students information and ELA/Math information is available at the Georgia's Standards of Excellence (GSE) website at [www.georgiastandards.org](http://www.georgiastandards.org)

### **Work Folders**

Folders will be sent home on Fridays. For example, your child's work may be stapled to a progress report and sent home bi-monthly. Please sign the cover page attached to the papers, keeping all papers attached, and return it to your child's teacher the following school day. Also, please note that some teachers send a folder home daily. Please check these folders to see important communications from your child's teacher. Your student's homeroom teacher will provide additional information pertaining to work folders.

## **DEVICE USER AGREEMENT**

For the 2019-2020 School Year students in 4<sup>th</sup> and 5<sup>th</sup> Grade have 1 to 1 Technology (laptops). Each student is assigned a laptop therefore, each student and parent of those students must complete a Device User Agreement. This document is only required for those students with 1 to 1 Technology. The student and parent must also complete a Computer/Internet Acceptable Use Agreement.

## **DISCIPLINE**

### **Discipline Guidelines**





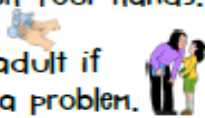

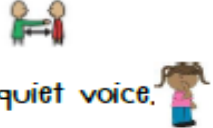




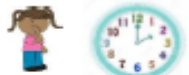



A detailed copy of the Fulton County Code of Conduct and Discipline Handbook is accessible on-line. A link to the website will be provided at the start of each school year. Parents are requested to read, sign, and return to the school a statement confirming their review of the discipline policies. The chart on the following pages shows rules that Abbotts Hill students are also expected to follow each school day.

### **Discipline Special Note**

Laws require school officials to report incidences of weapons brought to school to law enforcement officials. The Fulton County School System Administrative Procedures states: A student shall not possess, display, transmit or threateningly use a knife, razor, ice pick, nunchakus, explosive, machete, brass knuckles, pistol, rifle, shotgun, BB/pellet gun, stun gun, incendiary device, self-defense sprays such as mace or pepper gas, or other object that reasonably can be considered a weapon on the school grounds, at a school activity, or in route to and from school or a school sponsored activity. Students who bring weapons to school may be subject to arrest. To avoid any possibility of unintentional violations, do not allow your child(ren) to bring any item that resembles a weapon or may qualify as a weapon such as steak knives, self-defense sprays, parts of a weapon or explosive device, pocket knives, mock weapons, replicas, or toys. Students do not have permission to bring any such items to school for any reason, not even as part of a school assignment, show and tell or for use as a cutting instrument for food. Special permission with strict procedures may be granted by the principal for bringing certain items. If you have any questions regarding weapons, please contact an administrator for further clarification. The Georgia State Hotline for students and parents to report violence, threats of violence, drug use, abuse or possession on school premises, at school functions, on the bus or at the bus stops is 1-877-729-7867.



# Abbotts Hill Jaguars are R<sup>3</sup>!

	Respectful	Responsible	Ready to Learn
<b>Hallway</b>	Walk silently on the 3 <sup>rd</sup> square. 	Face forward with hands and feet to self. 	Get to your destination quickly. 
<b>Restroom</b>	Clean up any mess. 	Use restroom correctly and wash your hands. Tell an adult if there is a problem. 	Use restroom quickly and quietly. 
<b>Cafeteria</b>	Respect each other's space. Use a quiet voice. 	Clean up your area on the floor and table. 	Eat first, talk later. 
<b>Playground</b>	Play fairly. 	Use playground equipment correctly. 	Enter and exit the building quickly and quietly. 
<b>Computer Lab</b>	Raise your hand and work quietly. 	Use the computer correctly. Clean up your area. 	Wait quietly for directions. 

## Environment

The Abbotts Hill staff believes in a school environment in which students are able to learn and teachers are able to teach. Learning takes place in an atmosphere of acceptance, high expectation, encouragement, and positive motivation. Discipline is defined as a process of helping students understand what they have done that is inappropriate and learning how to correct the behavior while leaving the student's dignity intact. Students are taught to take responsibility for their behavior and to accept the consequences for inappropriate behavior. Further, students should learn how to change and/or adjust behavior to guide themselves in the future. Student discipline is a joint responsibility of the school and home. Parental support for good discipline enables schools

to maintain a wholesome environment for learning. Students are expected to show respect for all adults in the building.

### **Major Offenses**

Administrators deal with major offenses and chronic minor offenses. They use interventions such as, but not limited to: administrative time out, parent conferences, in-school suspension, out-of-school suspension, and referrals to the Fulton County Office of Student Discipline.

### **Minor Offenses**

Teachers deal with minor offenses as they occur. They use positive reinforcement, early intervention techniques (eye contact or quiet sign) verbal reminders, refocus opportunities, parent contacts, referral to school counselor, referral to RTI Chairperson for response to intervention.

### **Toys**

Students should not bring toys or other items that distract from instruction to school unless the teacher has made a special day where students may bring toys and games.

## **DRESS CODE**

### **Students**

Students are expected to groom themselves in such a way as to reflect neatness, cleanliness, and good taste. All students shall be modestly groomed so as not to distract the attention of others or to cause disruption or interference with the educational program or the orderly operation of the school. 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.

### **Abbotts Hill School Dress Code**

**(As per FCBOE Policy)**

[www.fultonschools.org](http://www.fultonschools.org)

**Students should follow the Fulton County Dress Code as stated. Students are allowed to participate in Spirit Days and Hat Days as stated below:**

- ✓ **Fridays are Spirit Days! Wear your school colors (ex: teal, black, tan, etc.).**
- ✓ **The last Friday of the month is school spirit hat day. Hats can be any of the school colors (teal, black, tan, etc.) but should not detract from learning. However, hats are not to be worn in the cafeteria.**

## **ELECTRONIC DEVICES.**

Students may bring electronic devices to school. See the section BYOT (Bring Your Own Technology Section) in this handbook for guidelines and information and rules pertaining to technology that can be brought to school. Parents/Guardians and students must sign the appropriate section on the blue card which states that students and parents understand and will abide by all rules and guidelines pertaining to bringing technology to school.



## EQUAL OPPORTUNITY

It is the policy of the Fulton County School System not to discriminate on the basis of race, color, sex, religion, national origin, age or disability in any employment practices, educational programs, or activity or service. Parents are always welcome to discuss problems and concerns with the Fulton County School official who is responsible for the activity in question. However, if the parent or student still feels there is a denial of a basic right, they should telephone and/or outline in writing the alleged denial to the Superintendent of Schools.

## FORGOTTEN ITEMS

Instructional time in the class room is very important, therefore classes will not be interrupted for students to come down to pick up any items that have been delivered from home. This includes, but is not limited to: homework, lunches, etc. Please encourage your child to pack his or her book bag the night before and gather all things that he or she will need for school the next day.

## GRADING

**Students receive grades on report cards. The grade on the report card will be based on no fewer than nine major grades per semester which assess the student's performance in relation to the Georgia Standards of Excellence (<http://www.georgiastandards.org/>) for each subject. The following weighting scale is used for determining letter grades on report cards:**

<b>Homework</b>	<b>5%</b>
<b>Class Assignments</b>	<b>15%</b>
<b>Formative Assessments</b> (can include quizzes to monitor growth, at home project and oral presentations)	<b>20%</b>
<b>Summative Assessments</b> (can include tests or quizzes to determine mastery or performance assessment)	<b>60%</b>

**Grade Recovery, for Summative Assessments only, is defined as an opportunity to reteach, reassign and reassess grade level standards for students to obtain a minimum proficiency level. Recovery opportunities will be given once for assessments in academic classes. Reteaching shall occur before the opportunity for recovery.**

## INSTRUCTIONAL PROGRAMS

### Field Trips

Field trips are planned throughout the year to support classroom curriculum. Permission forms must be signed by parents in order for students to participate. **Parents are encouraged to pay for field trips by using the OSP (On-line School Payments). There are no transaction fees to the parent, only the cost of the event. Payment can be made via MasterCard, Visa or American Express. Any card displaying a MasterCard or Visa logo (including pre-paid cards is accepted as payment). If on-line payments are not an option for parents, cash or check may be submitted to pay for a field trip. However, if cash is submitted please send the exact amount. Change cannot be given. Any amount submitted above the cost of the field trip will be considered to be a donation to the school. Any returned checks will automatically be sent to Check Redi for collection. A fee will also be assessed by the school and collected from the parents for any returned check fee that the school may incur.**

Field trip costs for any trip to be paid by student shall not exceed \$250 for elementary school students (ref. FCBOE Policy IFCB).

**Homework**

Home study is a necessary part of each student’s educational program to reinforce skills taught in the classroom and enrich classroom experiences, increase student success, develop student responsibility, and provide opportunity for parent involvement. Planned study eliminates spending an excessive amount of time completing assignments in one sitting.

**General Guidelines for Primary (Grades K-2)**

Homework lasting approximately 15-30 minutes is assigned Monday - Thursday nights.

**General Guidelines Intermediate (Grades 3,4,5)**

Homework lasting approximately 30 – 60 minutes is assigned Monday – Thursday nights. Assignments are varied according to the nature of the concepts that are to be reinforced.

**Organization**

Abbotts Hill is organized to include kindergarten through grade five. In general, these are self-contained classrooms at all grade levels. However, the self-contained organization may be modified in order to group for instruction and team teaching.

**School Assignment Notebooks (Student Planners)**

Students in grades 3 through 5 are given an assignment notebook (student planner), and all students are given an Abbotts Hill Folder to teach students organizational skills in order to help them maximize time and energy. Part of the process is for students to be held responsible for writing down assignments and for gathering books and materials they need for homework assignments. Except for things like winter coats, medication, glasses, etc. we really would prefer that you **not** bring the student back to the building for forgotten items after daily dismissal. The front office is not staffed after 3:00 pm.

**Standards of Service**

We comply with the standards of service established by the Fulton County Board of Education to guarantee equal opportunities to all students according to their aptitude and/or special needs. The weekly framework of average instructional hours establishes a framework of flexible scheduling in which a balanced competency based program of studies can be provided.

<b>Subject Area</b>
RELA (Reading, Writing, and Language Arts)
Mathematics
Science
Health
Social Studies
Lunch and Recess (30 minutes lunch, 30 minutes recess)
Physical Education (PE)* (2 days per week)
Art*

Music*
4 C It Lab (Problem Solving and Critical Thinking)
Related Instruction Time** (Learning Commons)
*Classes taught under direction of specialists.
**Related instruction time (including unstructured physical activity) to accommodate the individual needs of students and schools.

## **INSURANCE FOR STUDENTS**

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.

## **JAGUAR<sup>3</sup>**

Abbotts Hill Jaguars are Respectful, Responsible, and Ready to Learn.

## **LOST AND FOUND ARTICLES**

Lost articles may be claimed at the lost and found area at the end of the custodial hall. Articles, which are not claimed, will be donated to a charitable organization such as, North Fulton Charities. All clothing, lunch boxes, and personal items should be clearly marked with the student's name to avoid loss.

## **PARTNERS IN EDUCATION**

The Partners in Education is a corporate sponsorship program instituted by Fulton County. Schools in the county are paired with corporations and various private institutions to provide support and assistance to the school. The school's business partner liaisons also contact prospective business partners. Please be sure to show register (must do on-line – instructions available on the school website) and scan your Kroger card when shopping. This is a great way to generate revenue for the school.

## **RECORDS**

Parents or legal guardians have the right to examine the student's records and to have them explained. Principals, counselors, teachers, and other authorized personnel who have responsibility for supervising, instructing or helping a student shall have access to that student's records.

## **PHOTOGRAPHY**

All Fulton County Schools are required to obtain permission for authorized individuals to take and post student pictures. PTA will work collaboratively and designate a few authorized individuals to take photographs for the

yearbook. Please help use by adhering to our school board policy which prohibits unauthorized student photos. This includes all social media and personal accounts.

## **SPECIAL SERVICES**

### **Art Education**

All children attend art class for 45 minutes a week with an art specialist. The art classes are structured for the students to learn about art concepts, art history, and to produce artwork. The textbook series Portfolios is used to support learning in all grade levels. Because art production is often messy, it is advisable to wear old clothes on art day. Even when students wear painting shirts, it is possible to get clothing dirty with art materials. Most art materials are water-soluble and will wash out of clothing. The art teacher will avoid using paints and messy materials on picture day or other special days.

### **Computers (Desktops, Laptops and Ipads)**

Computers are available in each classroom for student use. They enhance instruction through the use of educational activities and programs provided through the Fulton County network. A technology specialist is on staff to assist staff and students with the integration of technology into instruction. There are two computer labs. Laptops and iPads are also available for classroom and individual use. The **technology to student ratio in grades 4 and 5 is 1 to 1. The technology to student ratio in grade 3 is 2 to 1. The student to technology ratio in grades K through 2 is 3 to 1. Teachers may schedule time in one of the computer labs, but most devices are available in the classrooms. Students in grades 4 and 5, as well as their parent/guardian, must complete a Device User Agreement.**

### **Curriculum Specialist**

The Curriculum Support Teacher (CST) 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. The CST evaluates new students entering the school for suggested placement within reading and math programs. Parents with questions involving curriculum are invited to contact the Curriculum Specialist for information.

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

This is an early intervention program designed for kindergarten through fifth grade students in the area of language arts and or math. It is taught in a heterogeneous classroom setting with appropriate learning experiences.

### **English as a Second Language (ESOL)**

This is a regular education language arts program for students whose first language is not English. Students qualify by taking the WAPT Test.

### **Exceptional Children Services**

These services are provided for exceptional students on a resource basis and within modified self-contained classes. Teachers or parents subsequent to the RTI process may initiate referrals for these programs. Children placed in these programs must meet state criteria. All program placements are based on completion of RTI process, data, individual evaluation, and parent consent. The following programs are provided:

- **Resource** – Interrelated Resource (IRR) is a program that provides services for students with specific learning disabilities, emotional/behavioral disorders, and mild/intellectual disabilities.
- **Speech/Language Therapy** - This program is available to students who demonstrate disorders in articulation, fluency, language, or voice according to state and Fulton County guidelines.
- **Talented and Gifted (TAG)** - All Fulton County schools serve the student who has been identified as gifted. Each Fulton County student is screened by his/her classroom teacher(s) for the gifted program once a year. See the information below for an overview of the screening/referral for TAG.

The Fulton County School System screens students for eligibility for gifted services twice a year.

Automatic Screening – At the beginning of the school year, TAG teachers review previous year’s test scores.

- **Standardized Tests**

Students must have a minimum of an 85<sup>th</sup> percentile and a 90<sup>th</sup> percentile in two of the three areas: Total Reading, Total Math, and Complete Battery.

Classroom Screening – Local schools select a two-week period in the fall to review all students in their school.

- **Classroom teachers use the Characteristics Instrument for Screening Students (CISS)** to identify students with superior abilities in five or more of the following areas: motivation, interests, communications skills, problem-solving abilities, memory, inquiry, insight, reasoning, creativity, and humor. Parents may request to view their child’s screening results.

Students meeting either the automatic screening OR classroom screening criteria AND having supporting data gathered from test history, products, and/or advanced content levels are referred for gifted testing. Once referred to testing:

- Parent receives Parent Notification for Testing Consent Form
- Student tests for the gifted program
- Parent receives test results
- If state eligibility is determined, students are placed in the TAG program.

### **Guidance and Counseling**

One full time counselor is available to provide individual or small group counseling to children and to conduct classroom guidance lessons on a regular schedule. The counselor works with the school personnel to foster a positive learning environment for children. The counselor will assist parents in understanding children and in developing positive attitudes, techniques, and strategies essential for constructive child rearing. The counselor will assist parents and children in obtaining special school and/or community services. The counselor also oversees the Response to Intervention (RTI) and Section 504 process.

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

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

### **Media Center (Learning Commons)**

The Media Center provides a large collection of books, magazines, and reference materials for students and parents to use. The Media Center Specialist works with students on an individual, small group, or on a whole class basis to instruct students in the use of the Media Center. Activities are planned with the classroom teachers so that students can meet curriculum objectives related to the use of the center and its materials. Besides books and magazines, audio-visual materials such as audiotapes, videotapes, and computer disks are available for classroom use. Audiovisual equipment is available for checkout to classrooms as well as a video camera, VCR's, and cameras.

### **Music Education**

All students participate in at least 45 minutes of music each week with a music specialist. Students are introduced to note reading, listening, and instrument playing.

### **Physical Education**

Students participate in physical education classes with a P.E. teacher 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 or doctor's excuse.

### **Response to Intervention**

The RTI is a multi-disciplinary team that consists of teachers, counselors, administration, appropriate support staff, and parents or guardians. We assist classroom teachers in a collaborative, databased, problem solving process. The process includes identifying the concern; gathering information and analyzing data; providing effective and appropriate strategies; and continuous monitoring procedures. The RTI supports students who continue to experience academic or behavioral difficulties after informal collaboration has been implemented. The RTI process precedes any referral for further evaluation.

### **School Psychologist**

School psychologists are professionally trained to work with preschoolers, children, adolescents, teachers and families. They work with all school personnel to help make education for students a positive and rewarding experience. School psychologists help teachers, parents and students understand, prevent and solve problems, promote positive mental health and effective environments for learning, and determine personal strengths and weaknesses in learning and aptitude. The time and responsibilities of each school psychologist are divided among several schools. The school psychologist is available for consultation, evaluation and intervention.

### **Social Worker**

A social worker is available to assist with situations that may involve the home (i.e., attendance, tardies, personal needs, and family concerns). The school social worker has asked that we make our parents aware of the recent policy adopted by the Georgia Department of Family and Children Services (DFCS).

1. Children 8 years old and younger should never be left alone.
2. Children between the ages of 9 and 10 may be left alone for brief periods of time (less than 2 hours) if the child is determined to be mature by the parent/caretaker.

## **SAFETY DRILLS**

Students will participate in regularly scheduled evacuation (fire), shelter drills, and soft and hard lockdown drills throughout the year.

## **SCHOOL GOVERNANCE COUNCIL**

Abbotts Hill Elementary is part of the Cohort 1 of the Fulton County Charter School System. The Council is comprised of the following members: 3 elected parents/guardians with children enrolled at the school, 2 teachers elected by school employees, 2 School-based employees appointed by the principal, 2 Community members nominated by the principal and approved by the remaining council members and the principal serves as a non-voting member.

## **SNACKS**

Snack breaks may be scheduled during the day for all grades. Healthy snacks are encouraged. Dried fruit, fresh sliced fruit, sliced vegetables, cheese sticks, bottled water, etc. are good snack alternatives to pre-packed processed foods. Please do not send candy, messy snacks or juice. If a snack requires an eating utensil, please make sure to send it.

## **STUDENT NOTIFICATION**

- **Notification of Title IX Grievance Procedure for Students** - It is the policy of the Fulton County Board of Education not to discriminate on the basis of sex in its educational programs, activities or employment as required by Title IX of the 1972 Education Amendments. As a student of the Fulton County Board of Education, you are protected from sex discrimination in the following areas:
  - ✓ Admission to most schools
  - ✓ Physical education
  - ✓ Access to enrollment in courses
  - ✓ Competitive athletics
  - ✓ Access to and use of school facilities
  - ✓ Graduation requirements
  - ✓ Counseling and guidance materials and practices
  - ✓ Vocational education
  - ✓ School sponsored activities
  - ✓ Student rules, regulations, benefits and extracurricular activities
  - ✓ Most other benefits or services
  - ✓ Health services

## **STUDENT RESPONSIBILITIES**

### **Students have a responsibility to:**

1. Attend school regularly, arrive on time, be prepared, bring appropriate materials, participate in class and do homework.
2. Strive for academic growth.
3. Respect the rights, feelings and property of fellow students, parents, school personnel, visitors, guests and school neighbors.
4. Conduct themselves properly on school grounds, in route to and from school, on school buses, at bus stops, at any school-related activity, and in the classroom so as not to interfere with the right of another student to learn.
5. Accept the consequences for failure to follow discipline guidelines adopted by the school and district.

## **STUDENT RIGHTS**

### **Students have a right to:**

1. Discuss education concerns with teachers and other school staff.
2. Receive a copy of the Guidelines for Student Behavior.
3. Receive fair discipline without discrimination in every aspect of the education system.
4. Study and learn in a positive atmosphere free from verbal and physical threats and abuse.

## **TELEPHONE USE**

Students may use the office telephone only after receiving a written note from their teacher. Telephone use by students is discouraged for situations such as forgotten band instruments, lunches, or homework. We ask that parents help us by being sure students are prepared for school and understand after-school arrangements before leaving home.

## **TESTING**

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. Various grades and tests are administered throughout the school year. Check the Fulton County website at [www.fultonschools.org](http://www.fultonschools.org) for grades that test and the tests administered to students. Visitors will NOT be permitted in the school building during the testing window. Parents will be reminded of this policy in the weeks leading up to the State of Georgia Testing.

## **VISITOR REQUIREMENTS**

Visitors who are volunteering at school are required to sign into the computer tracking system and check in with front desk personnel. Also, visitors who are volunteering to work with students are required to complete the



volunteer training. See the Volunteer section of this handbook for requirements. All visitors, whether volunteering or visiting the school for lunch or any other reason, are required to show a picture id (valid driver's license, passport, etc.) to front desk personnel for the document to be scanned into the system. Visitors are required to wear a name tag at all times. Parents may observe their child's classroom by:

- ✓ Scheduling a time through the principal and assistant principal at least 24 hours prior to the visit.
- ✓ Stating purpose of visit.
- ✓ Signing in at the office and being escorted to classroom.
- ✓ Staying no longer than one class period.
- ✓ Refraining from engaging teacher or students through conversation or other means.
- ✓ Returning to the office to sign out.
- ✓ Parents and/or students should not "visit" classrooms of teachers before or after school.

Child(ren) not attending Abbotts Hill cannot be left unsupervised during school hours for liability purposes.

## **VOLUNTEER INFORMATION**

**State guidelines require that all school volunteers must complete child abuse training reporting before volunteering in a school. Training includes completing a Mandatory Child Abuse Virtual Training and completing an on-line Volunteer Information Form. The virtual training can also be accessed from the Abbotts Hill website or Fulton County website. It takes 2 days for the information to be processed. When reporting to the school, please bring a valid picture id to be scanned by front desk personnel. Board policy states that this process must be completed annually.**

- **Service to School** - An active group of parent volunteers is needed in each elementary school to assist students and teachers with various activities. Please contact the principal, PTA president, or School Council chairperson if you wish to volunteer your service to the school.
- **Chaperoning** - When acting as a chaperone on a field trip or school-sponsored activity, you will be responsible for monitoring a group of students. If volunteering for an activity, please make child care arrangements for siblings. The number of chaperones will be determined by the grade level. Parents are not allowed to follow the school bus on a field trip in their own vehicle and we encourage parents not to meet the class at the field trip site.
- **Important Information for Volunteers** - 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. **Confidentiality regarding students is required when you are working.**
- **Parking** - Please do not park in the fire lanes or adjacent neighborhood streets.
- **Restrooms** - There are restrooms located in the office area. Adults must use the adult only restrooms.

- **Siblings - Volunteers are not to bring siblings or young children to school when performing duties at the school. This is especially important when working in the classroom or copier rooms.**
- **Student Discipline** - Volunteers are not to discipline the students, but are asked to enforce the rules when working with students in the classroom. If assistance is needed, please notify a teacher. All school rules are expected to be followed during every school event or program.

## **WITHDRAWAL PROCEDURE**

Parents should notify the teacher and the data clerk at least a week before the student is withdrawn from school. All textbooks, and library books must be returned. Any lunch fees that are due must be paid before withdrawal to clear all records