

Cliffondale Elementary School Parent & Student Handbook 2019-2020



Dear Parents and Students,

Welcome to Cliffondale Elementary School. We are delighted that you have joined our school for the 2019-2020 school year. It is our hope to continue to offer one of the finest curriculums in the state. We would like to make certain that procedures are in place that will unify us and strengthen our community bond. Please utilize the information contained within this handbook to become familiar with the expectations at Cliffondale Elementary School.

Sincerely,

Ms. Miranda Freeman, Principal
Mrs. Benzie Brinson, Assistant Principal

3340 West Stubbs Road
College Park, Georgia 30349
School Hours - 7:40 a.m. – 2:20 p.m.
Office hours – 7:10 a.m. – 4:00 p.m.
Phone (470) 254-4070 Fax (470) 254-4077
<http://schools.fultonschools.org/es/cliffondale>

ARRIVAL/DISMISSAL PROCEDURES

*School hours are 7:40 a.m. to 2:20 p.m. Please be mindful that staff supervision begins at 7:10 and that students should not arrive before this time.

Bus Transportation

All students are encouraged to ride the buses provided by the Fulton County School System. Riding the bus is a privilege and proper bus conduct is expected. Student safety is our priority and students who fail to comply with guidelines are subject to disciplinary procedures as identified in the Student Discipline Handbook. Students must board and exit only at their designated bus stops. In cases of emergency or for childcare reasons only, the Administrative Team and/or South Fulton Transportation may grant permission to ride another bus or change stops. Upon approval, a “change of transportation” form will be given to the bus driver by the student. Permission for a child to ride a different bus and/or to be let off at a different stop is considered only in special circumstances concerning childcare or family emergencies and must be administratively approved. Parents are not permitted to enter school buses, engage in confrontations at the bus stop, smoke or drink at the bus stop, engage in disciplinary conversations with other people’s children, etc. All issues should be addressed through the school.

Car Transportation (Front of school only)

- Carpool numbers will be available at Open House and thereafter at the Front Desk. Parents are requested to place the number in the lower right hand side of the windshield. **Students will be dismissed by carpool numbers.** If you are sharing driving with another family, you will need to maintain the same number. This procedure will require patience and cooperation from all parties.
- Students will not be released via walk up during car rider dismissal. Parents/guardians must remain in the car while in the car rider line during dismissal.
- Staff members supervise carpool lines 30 minutes before the morning bell and 20 minutes after the afternoon bell. **Students picked up after 2:45 will be sent to Safe Haven and the parent will be charged a \$25.00 fee. Additionally,**

- **a social worker referral will be made for students with 3 or more late pick-ups.**
- To ensure student safety, parents are to follow traffic patterns and directions of staff members. Parents should also form a single line in the loading/unloading area.
- Students must exit on the curb side of the vehicle and may not enter or exit the car until the car has reached the sidewalk.
- **Parents should not drop off students anywhere on campus other than the carpool area (including the bus lanes, lower parking lot, or street entrances).**
- **Parents may not drop-off students in the parking lot. You must escort your child to the front doors. Please remember that carpool will be slower the first two weeks of school. Remaining in your car as opposed to parking and walking students to the doors will also speed up the carpool process. Due to safety precautions, parents are not allowed to enter the building from 2:00 p.m.-2:35 p.m.**

Checkout / Irregular Departure

- Students may be checked out early by a parent or legal guardian when necessary. Parents will be required to provide picture identification during this process. Students being checked out will be called to the office to meet their parent. Please note that parents are not allowed to go to classrooms to retrieve their children during instructional time. **All checkouts should be completed prior to 2:00 p.m. Checkouts will not be permitted after this time due to potential interference with afternoon dismissal procedures.**
- If a student is not to go home in the usual manner, the student must show a “change of transportation” form to the classroom teacher from the student’s parent or legal guardian on or before the date of the irregular departure. Change of transportation forms are available in the office and may be kept at home to use throughout the year. Change of transportation forms are collected from teachers by 10:30 a.m. each day. Therefore, forms received after

10:30 a.m. are at risk of not being communicated effectively to ensure proper dismissal procedures.

- **All transportation changes must be in writing. “Call-in” changes to student dismissal plans are discouraged except for cases of extreme emergency. You will need to speak with an administrator or school official to have a call-in request honored.**
- If it is necessary for a student to leave school early, discuss this with the student and send a “change of transportation” form to the teacher. Any student leaving before the regular dismissal time must be signed out through the main office by a parent, legal guardian or parental designee. Students will not be released from school at any unscheduled time without a written explanation of the reason from a parent or legal guardian.

ATTENDANCE

Absences

Regular attendance is essential to the learning process. Students who are absent from school are deprived of a variety of educational and social experiences. To maximize instructional opportunities, regular attendance is encouraged.

1. **Excused Absences:** The Georgia Board of Education states that students may be temporarily excused from school for personal illness, serious illness or a death in the immediate family, recognized religious holidays observed by one’s faith, absences mandated by government agencies or conditions which render school attendance impossible or hazardous to one’s safety. An excuse must be provided within three (3) days of the students return to school to be recorded as an excused absence. Students must be in attendance at least one-half of the school day (3 hours) to be counted present. Upon return to school, the student must present the teacher with a specific written excuse for the absence. The teacher and/ or school social worker will monitor absences, both excused and unexcused, after five (5) have been accumulated.
2. **Unexcused Absences:** An unexcused absence is any absence not covered in the definition above. A student accompanying a family member on a business trip or vacation during the regular school calendar is unexcused. When a student accumulates three (3) unexcused absences, the teacher will contact the parent. When five (5) are accumulated, a referral will be made to the school social worker.
3. **Make-up work due to absence:** Parents may request make-up work on the second day of an absence by calling the school before 9:00 a.m. Requested assignments may be picked up in the school office after 2:35 p.m. or sent home with another student as designated by the parent. When students are absent for unexcused reasons, the teacher will make a list of all important work missed and give it to the student upon return to school with a deadline for completion. Make-up work submitted after the deadline will be given partial credit to no credit depending on the date submitted.
4. **Tardiness:** The student is responsible for being at school on time, unless the tardy is due to a late bus. When a student is late, the student misses important classroom instruction and creates a distraction to other students when entering the classroom. Parents must accompany tardy students into the office and sign them in; however, parents will not be allowed to escort students to the classroom after the tardy bell. A student who is tardy five times during twenty

consecutive school days without a satisfactory excuse will be referred to the school social worker/visiting teacher.

AWARDS DAY

Students are recognized for the academic accomplishments twice a year, in January for the first semester and May for second semester. Students receive awards for the following:

- Principal’s Award: student earned a semester grade of A in all academic areas
- Honor Roll: student earned all As and Bs in all academic areas
- Academic Improvement: student improved significantly in one or more academic areas
- Strivers: student who worked hard towards mastering standards and have overall satisfactory behavior
- Citizenship: student who has all Ss in conduct by consistently demonstrating the Mustang MUST
- Perfect Attendance: student has attended school all year
- Outstanding Attendance: student with 1-3 absences
- Student of the Year: student consistently demonstrates superior performance in academics, citizenship, and attendance

BIRTHDAYS

We may recognize children and staff birthdays during morning announcements. Parents or students are not permitted to bring cupcakes, etc. to school to celebrate individual birthdays. Students are asked not to distribute birthday invitations at school and staff should not permit distribution of birthday invitations at any time. Student birthday parties with balloons and favors are not permitted in the classroom or school at any time. Parents may bring a prepackaged, store bought healthy snack during the students’ scheduled lunch block to celebrate a birthday. The snack should be consumed in the cafeteria. Healthy snacks include fruit popsicles, veggies, or fruit. Cookies, cupcakes, and ice cream are not acceptable.

CAFETERIA INFORMATION

Breakfast

Breakfast is the most important meal of the day, so let’s make sure that every child begins the day with the appropriate energy and focus to learn. Students are welcome to take part in breakfast from 7:10 a.m.– 7:35 a.m. daily. As a Title I school, breakfast will be free for all students if 65% of our students are classified as free and reduced lunch. Breakfast will be eaten in the classrooms.

Lunch

The cost for lunch is \$2.35 for full priced lunch and \$.40 for reduced priced lunch. Families meeting specified income requirements may be eligible for free or reduced priced meals and can apply for this program through applications made available during Open House or online at www.fulton.schoollunchapp.com. Please note that only one application should be completed per household and that the application should be returned by the youngest school aged member of the household. Please review the process listed below:

Application Process

- Parents/guardians must complete one application per household indicating the school attended for each student.
- The application should be returned to the school 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 meal status until the application is approved or for 30 school days.
- The approval process will be completed within 2-3 weeks.
- Students will begin to receive charges for lunch after the 30th day.
- All unpaid charges will be applied to the student account and may result in the holding of report cards at the end of the school term.

Contact Information

Please direct all questions regarding student accounts and application processing directly to the cafeteria manager, Mr. Asher Keeney, at 470-254-4078.

Please note that students will receive an alternate sack meal if their accounts are negative or overdue until the account balance is rectified. Parents are welcome to eat lunch with their children at the regular scheduled lunchtime. Students are not allowed to eat **fast foods** in the lunchroom.

CELL PHONES

Elementary school students are allowed to use cellular devices during classroom instruction when teachers request students bring technology to class. All request will be communicated by the teacher to the parent using the agenda, phone call, email, and/or the normal means to which parent contact is made. Cell phones should not be displayed in class when it is not utilized to enhance instruction. A disciplinary consequence may be assigned and parents will be contacted to pick-up the device if students violate the FCS Code of Conduct relative to phone usage.

CHANGE OF ADDRESS/ PHONE NUMBER OR CONTACT

We must keep accurate records in case of an emergency. Please send a note or request a student information update form and send it to the front office indicating any changes in address, phone numbers (home, cell, or office), or emergency contact as soon as possible. Please note that for address changes, we will need an updated item from the approved list (lease, utility bill, bank statement, etc.) to verify proof of residence.

CLINIC

Student health and safety are our priority at Cliftondale. We have a Clinic Aide staffing the clinic who will assist students with basic first responder needs (first aid, administration of medications, etc). Please keep the school informed about allergies, diseases, or other medical conditions that your child may have or to which your child may have been exposed. Please note that if your child has a contagious condition, including, but not limited to, diarrhea, vomiting, fever, pink eye or head lice, he/she should remain at home. Children should be fever-free for 24 hours before returning to school. The school may request that you provide a doctor's note before allowing the child to return to school.

COMMUNICATION

- Some form of communication will go back and forth between home and school daily as an attempt to keep daily lines of communication open and ongoing.
- Each Thursday, students bring home a "VIP" (very important papers) packet. This packet will include work

samples and other important correspondence. VIP parent signature sheets should be signed and the packet returned to the teacher on Friday.

- Phone calls, school newsletters, email, report cards, classroom newsletters, and the school website will also be used to communicate with parents. Please allow staff 24 hours to return phone calls and emails.
- **All problems should be dealt with at the lowest level of resolution.** Parents should begin by speaking with or conferencing with the person who can provide the most information. If not satisfied with the response, parents may schedule a conference or speak with the Curriculum Support Teacher, Counselor, Assistant Principal or Principal. Administrative staff will direct parents to contact the teacher or staff member to discuss the problem prior to intervening.
- Parents are encouraged to utilize the home access center within our student information system. This system is called e-School Plus and allows parents to access real time data regarding grades, test scores, attendance, and discipline. Please log on to www.fultonschools.org and follow the parent link to register for this service. Passwords for this service are issued by the data clerk and the parent liaison.

CLASS PLACEMENT REQUEST PROCESS

At the beginning of the year, changes in placement are considered after the 10-day count has occurred. Once school has settled and we are no longer in the surplus and addition process, we will have more permanent information about class size. When we have this information, we will be better equipped to address change requests.

Placement requests are reviewed by the placement team. Contact an administrator if you would like to request a class change for your child.

CONFERENCES

Parent-teacher conferences are an integral part of reporting student progress. Our reporting system emphasizes a close relationship between the home and school. With parents as school partners, conferences are scheduled to share information and plan a more effective educational program to meet the needs of the student. A parent-teacher conference is scheduled during October and additional conferences may be scheduled as necessary. Teachers will not be permitted to conference with parents during instructional time. Teachers are available to conference on Monday, Tuesday, and Friday after school and during their planning time when professional learning is not scheduled. Teachers are available to conference with parents before school at the teacher's discretion.

COUNSELING

Guidance services are available to every student in the school. Guidance counselors promote assistance with educational planning, interpretation of test scores, occupational information, study skills, school and/or social concerns. Counselors provide monthly classroom guidance lessons to each classroom. In addition, counselors provide parent training as well as short-term individual and small group counseling for students.

CURRICULUM

Students are taught utilizing the K-5 curriculum standards outlined by the state of Georgia (www.Georgiastandards.org). Students receive on-grade level instruction in reading, language arts, math, science, and social studies. Students who show mastery of on-grade level standards in reading and/or math within the classroom and have an 80% or better on various other

district-based tests, can be assessed to determine if they qualify for advancement or acceleration in reading and/or math. The criteria for advancement requires an 80% or higher on the semester one test for a grade above the student's current grade level. Students who demonstrate 80% or higher on semester one and semester two at a grade level above the current grade will be a candidate for acceleration. Students will be assessed for advancement and/or acceleration at the end of the first 18 weeks of school as well as at the end of the second semester of school. Parents will be notified if students meet the criteria for advancement or acceleration in reading and math.

DISCIPLINE

The Fulton County School System operates on the philosophy that all students have the right to learn. To do so, each student must be in a school climate that is satisfying and productive and without disruptive behavior by any student infringing upon the rights of others. **(THIS INCLUDES BUS SAFETY.)** Infractions of bus rules will impact the school responsibility cycle as well as any additional consequences on the bus. Please refer to the Fulton County Student Discipline Handbook for additional information regarding school discipline. All families will be provided with an electronic copy of the FCBOE code of conduct. Hard copies will be provided upon request. The FCBOE code of conduct governs all discipline protocol and consequences followed by Cliftondale ES personnel.

DRESS CODE

Cliftondale Elementary is a uniform school and we strongly suggest that students participate in the school uniform initiative. Our uniforms consist of the following: **pants/skirts-khaki or navy blue; tops-white, yellow, or navy blue.** Students are expected to be in school uniform Monday through Thursday; Fridays are considered "dress down" days (Jean/Spirit Day). As always, students will be expected to tuck in their shirts and boys will be expected to wear a belt everyday. The principal or other authorized school personnel shall determine whether any mode of dress or grooming results in a violation. Each Fridays, students are prohibited from wearing the following: tank tops with straps more narrow than 3- inches, spaghetti straps, shirts revealing midriffs, short-shorts, flip-flops, etc. If an administrator deems clothing as inappropriate, parents may be contacted to bring a change of clothes to school or the school may provide an alternative set of clothing.

EMERGENCY CLOSING OF SCHOOL

Radio station WSB (750 am) is the official Fulton County Board of Education news channel. It is vital that students and parents have a plan should the school close during the day! Please discuss emergency plans so students will know what to do in case of an emergency. Parents should complete an emergency/inclement weather form for each child at open house or within one week of student enrollment.

ENROLLMENT

Families enrolling Cliftondale Elementary School must complete the enrollment process. Student enrollment must be initiated in person and require the signature of the parent or guardian.

Please remember to bring the following documents for registration:

- Original birth certificate
- Current immunization record (Form 3300)
- Ear, Eye, and Dental (Form 3231)
- Social Security card (Student)
- Parent/Guardian ID

- Court orders of guardianship if not the natural parent of child registering
- Records from former school (If transferring from another school)
- 2 proofs of residency such as a current gas, light or water bill, a lease agreement or mortgage statement, current pay stub, current bank statement, or proof of homeowner's insurance are all acceptable. Cell phone, telephone, satellite or cable bills are **NOT** accepted as proofs of residency.

GRADING PROCEDURES

Each student will receive a Report of Student Progress every nine weeks with mid semester skills checklists to inform parents of student progress. At the end of each semester, a cumulative grade will be given. Individual parent-teacher conferences are offered to the parents or guardian of every child during the first semester to discuss pupil progress. Additional conferences are held as needs arise. The grading scale for each grade is listed below:

<u>Kindergarten and 1st Grade</u>		<u>Grades 2-5</u>	
S	Satisfactory 80% or above	A	90 & above
N	Needs Improvement 70-79%	B	80-89
U	Unsatisfactory 69% and below	C	70-79

Please note that students in grades 2nd – 5th will receive numeric grades on progress reports and report cards.

- Example – A 4th grade student who earned a letter grade of a "B / 83" will actually have his/her earned numeric score reflected on the progress report / report card "83".

HEALTHY KIDS SMART KIDS (THROUGH NUTRITION AND EXERCISE)

We believe that healthier eating habits and consistent exercise have a positive impact on our children's learning and ultimately their test scores. We use alternative rewards in our classrooms and provide items with low or minimal sugar on our breakfast and lunch menus, but still maintain a balanced, nutritionally sound diet. If packing a home breakfast or lunch for your child, please remember that we are a "Healthy Alliance" school. Please do not send soft drinks, candy, cookies, ice cream, cupcakes, cake, hot fries, hot chips, gum, and/or sugary snacks in your child's home lunches, his/her snacks or for the three Fulton County School System authorized parties. Please note these products may be held until the parent picks them up from the classroom teachers or the Front Office. Please substitute healthier eating items such as fruits, chips, vegetables, granola bars, animal crackers and/or 100% fruit juice instead.

HOMEWORK

Each student may be expected to spend a reasonable amount of time on homework. General guidelines for homework are as follows: K-1 (10-20 minutes), 2nd (20 – 30 minutes), 3rd (30 – 40 minutes), 4th (40 – 45 minutes), and 5th (50 – 60 minutes). Individual rates of completion may vary. Homework will not count for more than 10% of the student's overall grade. In the event your child is absent, you may request homework from the teacher. **Please contact the office by 9:00 a.m. to make a request.** Materials may be sent home with another child or you may pick them up at the end of the school day in the front office. This allows the teacher adequate time to organize needed materials. If your child forgets homework/books, they will be

placed in the teacher's mailbox. This procedure is in place to limit the number of interruptions during classroom instruction time. Once school is dismissed, students will not be allowed to re-enter the classroom to get any forgotten homework, textbooks, supplies, or other personal items.

MEDIA CENTER

The Media Specialist is available to work with classes and individual students. All students are encouraged to take full advantage of the materials in the Media Center. Materials are checked out to students as follows:

Grades K and 1: 1 item
Grade 2-5 2 items

All books are checked out for a two-week time period. If a student has exceeded this time limit, he/she will not be allowed to check out any more materials until they are either returned or the amount of the item has been paid by the parent. All students are responsible for the materials they check out. Damaged materials must be paid for so they can be replaced. Please be aware that report cards will be held at the end of the school year or at the time of withdrawal if materials are not returned to the media center.

MONEY

All money sent to the school should be placed in an envelope and labeled with you child's name, teacher's name and the purpose for which the money is being sent. Please be aware that Clifftondale does not accept checks.

PARENT LIASON

At Clifftondale, we strive to create an environment where families are supported and provided with resources to assist their children in maximizing success. Our parent liaison is available to assist in a variety of capacities. Services include: program planning and implementation, seminars, parent enrichment workshops, etc. We also have a well-stocked parent resource room with materials for check-out.

PARKING

Parents should park their vehicles in designated parking spaces only. Double parking and parking along the curb are not allowed. These practices obstruct the flow of traffic and pose a safety hazard for students.

PARTIES/FOOD IN CLASSROOM

There are only three (3) approved parties during the year: Winter Holidays, Valentine's Day, and End-of- the-Year parties. You may be contacted to provide support for these parties. Individual student birthdays are not celebrated in the classrooms; therefore, please do not bring balloons, gifts, food, etc. to school on your child's birthday.

POSITIVE BEHAVIORS INTERVENTIONS AND SUPPORTS (PBIS)

To maintain a safe and positive learning environment, we have implemented PBIS as part of our school culture. PBIS allows us to manage behaviors while supporting academic improvements for students. All students are expected to follow the Mustang **MUST**:

- Make Good Choices
- Use Your Manners
- Show Respect
- Take Responsibility

The Mustang **MUST** is used in all aspects of the school including the buses and throughout the school day. Classroom teachers reinforce positive behaviors utilizing the following color scheme:

- Purple-Superior
- Blue-Outstanding
- Green-Good
- Orange-Warning
- Red-Teacher's Choice (disciplinary action as needed)

Students earn Mustang Bucks which are used quarterly as entry to our Mustang Rodeo as well as to purchase items from the Mustang store.

PHONE USAGE

In most instances, students are not allowed to use the school phone unless the teacher or principal deems the request appropriate. In general, requesting forgotten items such as books, homework, signed papers, agendas, instruments, field trip permission forms, contracts, etc. are not permissible. Our goal is maximize time within the classroom to develop responsibility.

PRESCRIPTION/NON-PRESCRIPTION MEDICATION

If your child needs prescription medication administered during school hours, we must have a signed authorization form from your doctor. This form, available in the Front Office or Clinic, must be updated at the beginning of each school year.

If your child uses an "Epi-Pen," we must have specific information provided by your doctor for emergency use. If you desire your child to keep any medication at school, please send in a supply in the original container (bubble packs are not acceptable), along with written authorization and dosage amounts. The authorization form is available in the front office or clinic. The school clinic does not supply any medication (prescription or non-prescription). This includes items such as Tylenol, Advil, Neosporin, Benadryl, etc.

SCHOOL GOVERNANCE COUNCIL

The LSAC committee ended at the end of the 2013-2014 school year and was replaced with our School Governance Council which is comprised of parents, teachers, community members, and the principal. The council approves the:

- School strategic plan
- Annual budget
- Request for flexibility for school innovations

We are in Cohort 3 of the charter system process.

SECURITY

In most instances, exterior doors to the building are locked once the school day begins. Visitors should enter the building using the front doors only. **Remember, after morning arrival you will need to be buzzed in to enter the building. During afternoon dismissal, doors will remain locked from 2:00 p.m. until the end of the dismissal period (2:35 p.m.).** All adults in our building must wear nametags. Parents, volunteers, or other guests should obtain nametags when signing in at the front office. All visitors are required to check **in and out** through the office when on the campus. Student release information, listing parent-authorized persons able to pick up and sign out children, is kept on file in the front office. School personnel will ask for the required official identification before releasing a student. Visitors should not visit classrooms without consent from school officials.

STUDENT RECORDS

The parent or legal guardian may examine the student's records and have the records explained. If needed, please contact the

school to set up an appointment for record review. Principals, counselors, teachers, or other authorized personnel who have responsibility for supervising, instructing, or helping a student shall have access to that student's records.

When parents are requesting student records and/or applications to be completed for private schools, all requests should be delivered to the school office for processing. **Records/transcripts will be mailed via U.S. Mail and not hand-delivered by parent.** Records for recommendation status from teachers will be mailed from Cliftdale to the requesting institution. **Student withdrawals must be initiated in person** and require the signature of the parent or guardian. All library books and textbooks should be returned to school and any cafeteria charges should be cleared. There is a 24-hour turnaround for processing paperwork.

STUDENT SUPPORT TEAM (SST)

The SST process is designed to provide supports and increase success among students who are experiencing difficulty in meeting academic or behavioral objectives. Chronic behaviors will be referred to the SST process. The team is a multi-disciplinary team consisting of teachers, counselors, administrators, specialists, and parents who work together to develop methods for helping all children succeed in school. The SST process includes the following stages: identification of needs, formulation of an action plan, implementation of strategies, and monitoring of progress.

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

- Review of student records
- Analysis of student work
- Observation of the student in the classroom
- Development of written plan of interventions and data collection
- Review of progress after the designated intervention period
- General screening in the areas of hearing and vision

TOYS, GAMES, VALUABLES

Students are not to bring toys, fidget spinners, games, trading or playing cards, portable MP3 players, radios, or any other such item to school at any time. Additionally, students are requested not to bring anything considered "valuable" to school to avoid the risk of losing or misplacing the item. School personnel cannot be responsible for lost or broken personal items. School staff may take inappropriate items away from students and may require a parent to retrieve the item from school at a later date.

VISITORS TO THE SCHOOL

Parents are welcomed partners in the educational process and we embrace your presence and participation at Cliftdale. Please follow the guidelines when visiting the school.

- For the protection of our children, all visitors must sign-in and obtain a visitor's badge before visiting any area of the school. Badges may be obtained at the computer kiosk in the office lobby or at the student sign-in table. All visitors must enter through the main lobby door.
- Students are encouraged to exercise independence and walk to class without the assistance of a parent; however, parents may escort their children to class
- 7:25 a.m. - 7:40 a.m. Please be mindful that this is not a time for parent / teacher conference unless prior

approval has been provided and alternate arrangements have been made for class supervision.

- Parents wishing to eat lunch with their children should sign in at the front office, obtain a visitor's badge and meet their child in the cafeteria. Parents should not go to the classroom to meet students for lunch.
- Parents seeking to volunteer within the classroom must adhere to the district policy on school volunteers (please refer to the Volunteers section) and should communicate directly with their child's teacher to schedule opportunities.
- Parents wishing to arrange classroom observations should contact the Curriculum Support Teacher or an administrator to set a date and time for a 30-minute classroom visit. Please be mindful that visits are a time to observe instruction and normal classroom routines and not the time to conference with your child's teacher. Classroom observations will **not** be allowed during assessments and other academic tasks that require the students' undivided attention.
- Children who are not enrolled at Cliftdale Elementary are not permitted to visit friends or relatives during the school day without prior approval from the principal or assistant principal.
- Visitors are asked to come to school appropriately dressed in a manner which is in good taste for the school environment and is neither a distraction nor safety hazard to themselves nor to others. Bizarre clothing or styles, clothing which displays messages contrary to a positive school environment, ill-fitting garments, or clothing (including dresses, shorts, skirts and blouses) that are excessively short, tight, or revealing are not allowed on school property or school related events.

VOLUNTEERS

Parents are encouraged to volunteer at Cliftdale Elementary School. **Please note that Fulton County Schools has implemented a policy that requires all volunteers to officially register and be screened prior to volunteering in our schools. Volunteer registration forms may be obtained in the main office at each school or printed from the county website (www.Fultonschools.org).** Upon entry to the building, please report to the front office, sign in, and obtain your volunteer badge. Please remember to sign in so that our school receives credit for your services. Volunteer opportunities in the classroom are contingent on approval of the classroom teacher and/ or an administrator.

As expected, confidentiality regarding students you are working with or have observed during your volunteer services is required.

- **Chaperoning** - When acting as a Chaperone on a field trip or school-sponsored activity, you will be responsible for a group of children.
- **Parking** - Please do not park in the fire lanes or obstruct traffic flow in any manner.
- **Student Discipline** - Volunteers are not permitted to discipline the students. Please notify a teacher for assistance.
- **Siblings** - Volunteers are not to bring a sibling to school when performing duties at the school.