



2019 - 2020 FAMILY HANDBOOK

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PLEASE NOTE September 3rd, November 4th, and March 16th are staff development days for Manning Oaks Staff.

Students will not have school on these days.

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ATTENDANCE

The Fulton County Board of Education considers regular school attendance essential to successful school progress. Students must be present to take full advantage of available educational opportunities.

The Board supports vigorous enforcement of Georgia's Compulsory School Attendance Law which makes school attendance the responsibility of the parent and the student. Board Policy JBD, Attendance and Absences, outlines consequences for failure to comply with this law. The district also maintains a Student Attendance Protocol pursuant to O.C.G.A. 20-2-690.2 which contains detailed information regarding truancy procedures and referrals. A copy of this Protocol can be found on the district website.

A student must be present until 11:10 a.m. to be counted present.

A student's absence from school or class will be considered excused when it is due to any of the following circumstances and accompanied by a parent email or note following the absence.

- Personal illness of the student.
- Attendance at school would be detrimental to the health of the student or others.
- A serious illness or death in the student's immediate family necessitating absence from school.
- Compliance with a court order or an order issued by a governmental agency, including an order for a pre-induction physical examination for service in the armed forces.
- Observance of religious holidays.
- Conditions rendering attendance impossible or hazardous to the student's health or safety.
- School days missed as a result of an out-of-school suspension.

Email excuses may be sent to attendanceMOE@fultonschools.org. If an email or note is not received within five days, the absence is recorded as unexcused.

Five or more unexcused absences will result in a letter of **Notification of Excessive Absences** from the school. Five unexcused absences are a violation of the School Compulsory Attendance law and subject to the following: fine, imprisonment, community service. At 10 unexcused absences the School Social Worker has the authority to file a truancy petition called educational neglect with the Fulton County Juvenile Court.

ARRIVAL/DISMISSAL

Please do not enter the school until 7:10 a.m. unless you have an appointment. The school day for students begins at 7:40 a.m. **Students, with or without their parents, are not permitted to enter the school building prior to 7:10 a.m., when the school bell rings.** If you are carpooling, students are to remain in cars with their parents until the bell rings at 7:10 a.m. Parents of walkers or car riders are not permitted to drop off their children unsupervised,

outside or inside the school, any time prior to the bell ringing. If this occurs, our social worker will be contacted. **If your child arrives after 7:40 a.m., a parent/adult must accompany the student to the front office and sign them in.** Please understand that these procedures are in place for the safety of all students.

The school day ends at 2:20 p.m. Please **avoid** early checkouts as teachers use the last class minutes for educational purposes. If your child **must** be checked out early, please do so before 2:00 p.m. **Due to the safety of all student dismissals, we are unable to accommodate student check-outs or dismissal changes after 2:00 p.m.**

TARDINESS

Students are considered tardy if they arrive in the building after 7:40 a.m. In order to start the day smoothly and minimize interruptions caused by late arriving students, please see that your child is on time. Late arriving students must be checked in by a parent. Cars must be parked in the parking lot, and students and parents must stop by the office, sign in, and get a pass to bring to class. Students riding Fulton County Board of Education buses will not be considered tardy if the bus arrives late. Excessive tardiness of ten or more will result in a letter of **Notification of Excessive Tardiness** from the school and will result in a referral to the school social worker.

PRE-APPROVED ABSENCES

Board policy JBD allows for the principal or designee to pre-approve absences not exceeding a cumulative total of six days per school year for the following reasons;

- Scholarship interviews/college visitations
- Travel opportunity with educational benefit
- Graduation or wedding of an immediate family member
- Specialized, supplemental or extracurricular experience
- Other circumstances that are mutually agreeable to the parent and principal

The following form must be submitted 72 hours prior to the planned absence:

<http://school.fultonschools.org/es/manningoaks/Documents/Approval%20Request%20for%20Absences.pdf>

EXTENDED ABSENCES

Teachers are **not** expected to prepare make-up work in advance of extended absences. Upon returning from an extended absence, it is the parent's responsibility to request make-up work. Teachers will determine assignments that need to be made up and will provide make-up work for students. Students will have one day for each day absent to make up work. Elementary students will receive the actual grade earned on any make-up work submitted on time, regardless of whether the absence is "excused" or "unexcused." Please notify your child's teacher in advance of anticipated extended absences.

MAKE-UP WORK FOR DAILY ABSENCES

If a student is absent due to illness, you may request make-up work beginning on the second day of absence at the school office before 9:00 a.m. each morning. Material may be sent home with another student or picked up between 2:20 p.m. and 3:30 p.m.

EARLY DISMISSAL

If it is necessary for a student to leave school early, please send a note to the student's teacher. Early dismissal must take place by 2:00 p.m. Any student leaving before the regular dismissal time must be signed out through the office by the custodial parent. Do not go directly to your child's room—teachers are instructed not to dismiss students to adults at their door. Be prepared to show your driver's license when checking out students.

WITHDRAWAL PROCEDURE

Please notify your child's teacher, as well as the data clerk, at least one week prior to student's last day of school. All textbooks and media center books must be returned, and lunch fees paid prior to withdrawal.

SAFETY

ACCIDENTS

Safety precautions are always taken at school; however, accidents will happen. Necessary first aid will be administered, and a clinic slip will be sent home to inform you of clinic visits made as a result of an injury. Minor scrapes may be treated with first aid in the classroom; however, you will be contacted by clinic aides in critical situations. Please reinforce with your child that any accident not witnessed by an adult should immediately be reported to a teacher or the office.

CLINIC

Manning Oaks Elementary is concerned about the health and well-being of each child. Please keep us informed about allergies, diseases, your child's medicine or other medical conditions affecting your child. Our clinic, staffed with a clinic aide, is not equipped for a serious injury or illness. When a student requires more than first aid, parents are contacted using the numbers on file at the office. **It is essential that contact numbers be kept up to date.** Notify the school office immediately of any change in address, telephone numbers, and emergency contacts. Notify the teacher and school office if you are out of town and your child will be under the supervision of another adult.

Medication should be given at home, however, in the event your child needs medication during the school day, a Medication Authorization form must be completed, and medication must be brought to the clinic.

In the case of inhalers, epi-pens or any other prescription medication, we need the doctor to sign the form as well.

CROSSING GUARD

A crossing guard will be on duty to control and direct pedestrian traffic only. Please cross the street only at the crossing guard location and as directed by the crossing guard.

DISCIPLINE

It is each student's responsibility to display qualities of good citizenship. Appropriate conduct that follows established school guidelines and the FCBOE Code of Conduct is expected in the halls, in the cafeteria, on the playground, in the classroom, on the way to and from school and on field trips.

The Manning Oaks staff believes in a school environment in which students are able to learn and teachers are able to teach. Optimal learning takes place in an atmosphere of mutual respect, high expectations, encouragement, positive motivation and academic honesty.

Discipline is defined as a process of helping students understand what they have done that is inappropriate and learning how to correct the inappropriate behavior. Students are expected to take responsibility for their behavior and accept the consequences for behavior that does not follow the Fulton County Code of Conduct Handbook. This handbook is given to and signed by every family. Students are expected to display respectful behavior to each other at all times. Bullying, fighting, teasing, horseplay, play fighting, name-calling, etc., will not be tolerated. Student discipline is a joint responsibility of the school and home. Your support for good discipline enables schools to maintain a wholesome environment for learning.































- **Minor Offenses** – Teachers deal with minor offenses as they occur during the instructional day. They use interventions such as positive reinforcement, verbal reminders, parent conferences, time out, individual action plans, referral to school counselors, referral to SST, etc.
- **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, referrals to school counselors, and referrals to the Disciplinary Tribunal.
- **Discipline Plan Guidelines** – A detailed copy of the Fulton County Student Code of Conduct & Discipline Handbook is provided to each student and to his/her parents at the beginning of each school year. You are required to sign for receipt of it and are asked to read and review discipline policies with your children.

Special Note: - Georgia law requires school officials to report incidences of weapons being brought to school to law enforcement officials. Students who bring weapons to school may be subject to arrest. To avoid any possibility of unintentional violations, do not allow your child to bring any item that resembles a weapon or may qualify as a weapon. This includes items such as steak knives, lighters, pocketknives, 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. If you have any questions regarding weapons, please contact an administrator for further clarification.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

Manning Oaks Elementary School is a Positive Behavior Interventions and Supports (PBIS) school. PBIS is supported by the Georgia Department of Education and the Fulton County School District to promote academic success, appropriate and positive behavior, and a safe and effective school climate. All students at Manning Oaks Elementary are expected to adhere to five core behavioral expectations identified on a school-wide matrix.

Manning Oaks staff believes that helping students practice good behavior enables us to build a school community where ALL students CAN succeed and grow both academically and socially; therefore, the five core expectations (Responsibility, Ownership, Attitude, Respect and Safety) are posted throughout the building, and are taught throughout the year. It is each student's responsibility to adhere to behavioral expectations in the halls, in the cafeteria, on the playground, in the classroom, on the way to and from school and on field trips.

	Bus/Bus Stop	Classrooms	Restroom	Lunchroom	Hallway	Recess
R Responsibility	<ul style="list-style-type: none"> Follow directions Report issues to the driver 	<ul style="list-style-type: none"> Follow directions Be honest Be prepared 	<ul style="list-style-type: none"> Go, Flush, Wash, Leave 	<ul style="list-style-type: none"> Get necessary items before sitting down 	<ul style="list-style-type: none"> Respect hallway displays Walk on the 3rd tile 	<ul style="list-style-type: none"> Use equipment responsibly 
O Ownership	<ul style="list-style-type: none"> Keep the bus clean 	<ul style="list-style-type: none"> Accept consequences Apologize when appropriate Participate 	<ul style="list-style-type: none"> Keep restroom clean Use time wisely 	<ul style="list-style-type: none"> Keep your area clean 	<ul style="list-style-type: none"> Accept consequences 	<ul style="list-style-type: none"> Bring in what you take out 
A Attitude	<ul style="list-style-type: none"> Use appropriate language Be a role model Greet the driver 	<ul style="list-style-type: none"> Accept feedback Try your best Have a growth mindset 	<ul style="list-style-type: none"> Use kind words 	<ul style="list-style-type: none"> Use kind words Use table manners 	<ul style="list-style-type: none"> Silent Greeting 	<ul style="list-style-type: none"> Be a good sport 
R Respect	<ul style="list-style-type: none"> Listen to the driver Stay in your space 	<ul style="list-style-type: none"> Work Together Be courteous 	<ul style="list-style-type: none"> Respect privacy of others 	<ul style="list-style-type: none"> Raise your hand if you need help Inside voices 	<ul style="list-style-type: none"> Quiet mouths Hold doors 	<ul style="list-style-type: none"> Use kind language Take turns Include others 
S Safety	<ul style="list-style-type: none"> Stay seated Keep hands and feet to self 	<ul style="list-style-type: none"> Keep hands and feet to self Use supplies appropriately 	<ul style="list-style-type: none"> Feet on the floor Keep hands and feet to self 	<ul style="list-style-type: none"> Eat your own food Stay seated Keep hands and feet to self 	<ul style="list-style-type: none"> Walking Feet Keeps hands and feet to self 	<ul style="list-style-type: none"> Stay in designated areas Keep hands/feet to self 

How can you be a partner in this effort?

We want you to be a partner in helping us make our school an even more positive place for our children to learn. To ensure that you as parents and your child/children as students are aware of the school expectations; we ask that you review the matrix in its entirety with your

child/children. Additional ways to be involved are; using the expectations in your home, reminding your child/children of expectations each day, make sure your child arrives on time to school, and inquiring about their day each afternoon.

Please feel free to contact Kristi Meyers, our guidance counselor, if you have any questions or concerns. If you would like more information on Positive Behavior Interventions and Supports, please visit the following website: <http://www.pbis.org>

EMERGENCY SCHOOL CLOSING

In case of an emergency, the most up-to-date information will be provided on local radio, TV stations, and the Fulton County website. We also provide information through Blackboard's Mass Notification application. **Please do not contact or come to the school** as school telephones and personnel will be utilized in order to follow emergency procedures to ensure the safety of the children. Manning Oaks has developed a detailed emergency evacuation plan that is annually reviewed, updated, and practiced routinely during the year. The plan will be followed should any emergency occur during the school day.

INSURANCE

School insurance is offered to each child who is enrolled and may be purchased throughout the school year. Students attending overnight field trips must show proof of personal or school insurance prior to participation.

SECURITY

The safety of children is very important to us. All visitors must enter and exit through our front door entrance. When you approach the front entrance, you will see a small gray box on the right side that looks like a doorbell. You will press the call button and speak into a camera and intercom. One of our school staff members will respond and let you in. Please do not hold the door for anyone behind you as they should also follow this procedure. Visitors may be asked to show identification by our front desk.

UPDATING EMERGENCY INFORMATION

It is important that in an emergency we are able to contact you. Please keep the school informed of all changes regarding phone numbers, addresses, emergency information, medication the child may be taking, etc. If you are out of town, the school must be notified in writing (teacher and office) of who will be responsible for your child during the absence. In emergency situations where a parent cannot be reached, the school will contact the school social worker or school resource officer or call 911.

VISITORS

For the protection of our children, all visitors to the school must sign in at the office and wear a "VISITOR" badge at all times while in the building. No visitors are to enter the building except through the main office door. In order to avoid unnecessary interruption of instructional time,

the office staff will deliver articles and messages to the teacher. Lunch passes are for cafeteria only, and visitors should not walk or accompany students back to class.

As a courtesy to the teacher, appointments should be made at least 24 hours in advance. If it is not possible to contact the teacher before or after school hours, please contact the office by telephone to deliver a message for you.

TRANSPORTATION

BUS INFORMATION

Safe school transportation is considered an important part of the total educational program. Riding the school bus is a privilege contingent upon proper, courteous conduct.

BUS CONDUCT

- Students are subject to disciplinary procedures when bus safety rules are violated. These may include assigned seats and/or suspension from riding the bus. The following rules must be followed:
- Students are to behave appropriately on the bus, as well as at the bus stop, and must follow directions of the bus driver.
- Students are expected to display respectful behavior to each other and the driver, at all times. Bullying, fighting, horseplay, play-fighting, name-calling, etc. will not be tolerated.
- Students must sit in their assigned sections on the bus. Bus drivers will seat students as they arrive, the front being reserved for kindergarten students.
- Students may not eat or drink on the bus.
- Students are to remain in their seats while the bus is in motion, facing forward at all times. Hands and feet are to be kept out of the aisle.
- All body parts must remain inside the bus windows at all times.
- Live animals or insects are not permitted on the bus.
- Glass objects, radios, electronic equipment (cell phones, etc.) are not permitted to be used on the bus.
- Students should talk quietly while buses are in route.

Additional information is provided in the Fulton County pamphlet, "School Bus Safety Rides with You". Please read this pamphlet and discuss bus behavior expectations with your child.

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

BUS CHANGES

- Students must get on and off the bus at their assigned bus stop only. Students may not ride another bus for the purpose of visiting a friend.
- If it is necessary to change buses due to a long-term childcare situation, written authorization must be granted by the Fulton County Transportation Department at 470-254-2970.

- A student who ordinarily rides the bus but wishes to go home with a friend who is a car rider, must bring a written permission from his/her parent. The pickup parent must display the carpool numbers for both children.

IN EMERGENCY SITUATIONS ONLY, the principal or the designee may grant bus changes. **The method of transportation will not be altered without a written or emailed request from a parent, which must be approved by an administrator.**

CARPOOL

Manning Oaks maintains a busy carpool line and local traffic can be overwhelming. This is compounded during inclement weather. Please help us keep your children safe and your commute stress-free by allowing your child to ride the bus as often as possible.

- Children are not permitted to enter or exit driver's side doors.
- Children may not be dropped off in the parking lot – they are not permitted to cross through the parking lot without an adult.
- Cars must not park in the pickup or dismissal area along the front curb.
- Use slow speed at all times.
- Please be kind to staff members on duty; they work hard to ensure the safety of all students.

During morning carpool, cars form a single line behind the traffic cones in the parking lot. Carpool begins at 7:10 a.m. Cars travel in a single line and pull all the way up to the beginning of the walkway. If students are not inside the school building before the bell rings at 7:40 a.m., they will be marked tardy. **An adult must accompany the child in the building to sign them in when tardy.**

Afternoon carpool **begins at 2:20 and ends at 2:45 p.m.** Parents planning to pick their child up in the carpool lane must first request a number from the front office. These numbers must be displayed in the windshield. Cars form a single line in front of the school and pull all the way to the end of the walkway as directed by duty personnel before letting children in or out.

CHANGES IN TRANSPORTATION

Parents are to designate a single method for their child's dismissal. To ensure student safety, please limit changes. All transportation changes must be in writing. Please send in a note, signed and dated by the custodial parent, for all transportation changes.

DAY CARE RIDERS

Students riding day care vehicles will load in the bus loading area of the school. **If a student is absent from school or will not be attending day care for any reason, it is the parent's responsibility to notify the day care provider and the school.**

WALKERS

Walkers to school are to arrive between 7:10 a.m. and 7:40 a.m. when the crossing guard is on duty. In the afternoon, walkers will be dismissed before car riders and buses have been dismissed. Students must always use sidewalks, obey safety rules, and promptly enter or leave the school grounds. Walkers will enter the building through the main entrance.

CAFETERIA

GENERAL INFORMATION

- Nutritious, well-balanced meals are served in our cafeteria.
- Breakfast will be served from 7:10 a.m. until 7:35 a.m. daily.
- Meals may be bought daily or prepaid. A monthly menu can be found on the Manning Oaks website. Checks should be made payable to Manning Oaks School Cafeteria and placed in an envelope labeled with the teacher's name, student's name and grade.
- Meals may also be paid through My Payment Plus by obtaining your student's identification number. You will use this number to set up an account at www.mypaymentplus.com.
- Meals may be charged in an emergency situation only; however, charges must be paid the following day, and no more than three charges can be allowed.
- Charges are not allowed for juice, extra milk, treats, or any extra food.
- No charges will be allowed during the last two weeks of school.
- We encourage nutritious lunches; therefore, sodas, canned drinks, candy, etc. are not appropriate.
- Substitutions in foods will be made for students who are unable to consume the regular lunch because of medical and other dietary needs. Substitutions are made on a case by case basis and require a physician's annual written statement of the need for substitutions which includes the recommended substituted foods. Juice will be offered to those students who have a documented allergy to milk. These students will receive ½ pint juice in place of milk at no extra charge.
- You may eat lunch with your children except during the first two weeks, special occasions, and scheduled testing periods. Visitor tables are designated for parents who wish to eat with their children only.

LUNCH VISITORS

Visitors to the MOE cafeteria should be aware of the following procedures:

- Sign in at the office and obtain a cafeteria visitor sticker to visit the cafeteria only.
- Greet your child as the class enters the cafeteria for lunch. You will not be allowed to pass the front office until 5 minutes prior to your student's lunch time, and you must leave when your child leaves to return to class.
- Sit at the designated visitor tables on the stage with your child—do not invite others to sit with you.
- Do not purchase or give food to any other child except yours.

- Say good-bye in the rotunda as your child heads back to class.

FREE AND REDUCED-PRICE MEALS/SCHOOL LUNCH PROGRAM

Children need healthy meals to grow and learn; therefore, Fulton County schools offer healthy meals that are reasonably priced. Families meeting specific income requirements may be eligible for Free and Reduced-Price Meals and can apply for this program through an application or online.

The Process:

- A Free and Reduced-Price Meal application can be obtained at www.fulton.schoollunchapp.com.
- Parents/guardians complete one application per household indicating the school attended for each student.
- The application is returned to the school cafeteria manager of the youngest student or done online.
- New students to Fulton County will pay for meals until the household application is approved.
- Returning Fulton County students will maintain last year's meal status for the first 30 days of school then will go back to full pay status until a new application is received and 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 Fulton County School Nutrition Program at 470-254-8960.

COMMUNICATION

CELL PHONES and ELECTRONIC COMMUNICATION DEVICES

A student shall not use, display, or turn on a cellular telephone on school property at any time. No such devices may be used at any time 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. Students who are found with such devices in the "on" position, in use, or displayed, except as permitted above, shall have the device confiscated by the school administrator. Parents will be required to retrieve the item at the school. The school is not responsible for loss or theft of any device.

CHAIN OF COMMUNICATION

- Bus Discipline – First, the bus driver, then the Assistant Principal
- Bus Issues, (Routes, Times, etc.) – Transportation North – 470-254-2970
- Cafeteria – Cafeteria Manager, Deniese Levy (levyd1@fultonschools.org)
- Classroom Discipline – First, the classroom teacher, then the Assistant Principal
- Curriculum – First, the classroom teacher, then the Curriculum Support Teacher (CST)
- Family Assistance – Please call the school and speak to the counselor or social worker

- Special Education – First the teacher, then Instructional Support Teacher (IST)
- Student Support Team – Contact classroom teacher and/or RTI Chair

HOME/SCHOOL COMMUNICATION

Every effort is made to ensure open communication between home and school. Teachers and parents should communicate regularly regarding questions or concerns that arise during the school year. To stay connected, please read all correspondence that comes home with your child and participate in the numerous methods of communication open to parents.

- **Manning Oaks Paw Print** is the school newsletter from the administration containing general school information, important dates, school activities and upcoming events. This is sent via email monthly.
- **Blackboard's Mass Notification application** is a reminder system used by Fulton County and Manning Oaks Administrators.
- **Weekly Teacher Communication** by the classroom teachers that focuses on classroom curriculum and activities.
- **Samples of work** are sent home to keep you updated on your child's progress weekly.
- **Written Notes:** Please be sure to let your child know that he/she has a note for the teacher.
- **All notes regarding transportation home must be approved by the office.**
- **Email:** All teachers have county-provided email addresses and check their email daily. You will receive a response within one school day.
- **Transportation changes may not be emailed due to a possible system shutdown or teacher absence.**
- **Phone Calls:** Teachers are unavailable to take phone calls during instructional time. Please be aware that it may be late in the afternoon before your message is picked up and your call returned. You will receive a response within one school day.
- **Conferences:** Parent/teacher conferences are an important part of reporting and monitoring pupil progress. The school and teachers are partners with you in the education of your children; therefore, it is important to share information regularly. A parent/teacher conference day is scheduled for the first semester of the school year. Please be mindful that teachers are responsible for their students from 7:10 a.m. until the last bus leaves. Therefore, they cannot conference with parents during the school day unless arrangements are made ahead of time. Additional conferences may be initiated by the parent, teacher, or administrator and held at a mutually agreeable time.

INTERNET

Internet is available to students upon the teacher's receipt of the Manning Oaks Elementary internet use agreement signed by the student and parent. Failure to use the internet in accordance with guidelines stated in the signed agreement may lead to revocation of the privilege and/or disciplinary action.

TELEPHONE USE

Students may use the office telephone only after receiving a written note from their teacher. Phone use by students is limited to important issues that cannot be addressed before or after school. We ask you to help us by being sure your children are prepared for school and understand after-school arrangements before leaving home.

STAFF

BI-LINGUAL COMMUNITY LIAISON

The parent liaison coordinates programs to build capacity for ESOL parental involvement. The liaison works directly with families and teachers to help bridge communication and support from home to school

COUNSELOR

The School Counselor works with students through classroom counseling, career counseling, small groups and individual counseling. The School Counselor also serves as a resource for teachers and helps make connections with outside sources. The School Counselor assists parents in understanding their students and in developing strategies to encourage school success and emotional well-being. The Counselor also delivers the Think First, Stay Safe Curriculum. Please contact our School Counselor if you need assistance.

CURRICULUM SUPPORT TEACHER (CST)

The CST serves as a coach, model, and trainer for best practices with the curriculum. The CST works with teachers to ensure complete implementation of the curriculum and strategies to support all students.

LITERACY COACH

The literacy coach serves as a coach, model, and collaborator for best practices in literacy instruction. The literacy coach works with the administrative team and teachers to ensure implementation of the chosen curriculum so that all students can be successful.

MEDIA CENTER

For information on the Media Center, please go to our website and click on Media Center. You can also reach the Media Center at 470-254-9683.

SCHOOL SOCIAL WORKER

A school social worker is available to assist with situations that may involve the home (i.e. attendance, tardiness, personal needs, and family concerns).

SPECIALS

Students receive one Visual Art Class, one General Music Class and two Physical Education classes each week. In addition, students will visit the STEM lab and media center.

INSTRUCTIONAL SUPPORT TEACHER

Special education programs, services and educational testing for eligible students are coordinated by the Instructional Support Teacher (IST). If you have questions about the special education process, please contact the IST for information.

CURRICULUM

GEORGIA STANDARDS OF EXCELLENCE

Fulton County Board of Education Policy IHE states, "Each student must be accepted on the level at which he/she is functioning and should be challenged to move through the curriculum at a rate commensurate with the student's total capabilities."

Differentiated instruction promotes high-level and powerful curriculum for all students but varies the level of teacher support, task complexity, pacing, and avenues to learning based on student readiness, interest, and learning profile.

Students new to Fulton County are administered a series of placement assessments by the Curriculum Support Teacher (CST). These tests enable us to make the most appropriate placement in reading and math.

The CST is actively involved in working with teachers to plan instruction and learning strategies for students. If you have questions involving curriculum, please contact our CST.

FIELD TRIPS

Field trips are planned to supplement and enrich units of schoolwork. To ensure student safety, local transportation is provided by Fulton County school buses. A donation is requested to help pay for the trip. A trip may be cancelled due to lack of funds. No child will be denied permission to attend field trips due to inability to pay; however, every child must have written permission from a parent or legal guardian before he/she can go on a field trip.

GRADING

There are two semesters in the school year. Reports Cards are sent home four times a year and Progress Skills Checklists three times a year.

Grading Scale for Grades K – 1

S = Satisfactory

N = Need to Improve

NG = Not Graded

U = Unsatisfactory

Grading Scale for Grades 2 – 5

Letter (A, B, C, and F*) and/or numeric grades will be used on report cards and transcripts.

No Grade (NG) will be used for students enrolled fewer than twenty days.

**by state rule, any grade below 70 is failing*

Marks for effort, social skills, work/study habits, and general conduct are recorded as:

S = Satisfactory

N = Need to Improve

U = Unsatisfactory

Recovery Policy: Grade recovery, with re-teaching if necessary, will be offered for tests if grades fall below 75. Students will be offered an opportunity to recover this grade up to a 75.

HOMEWORK

Homework can be a necessary part of each student's educational program to reinforce skills taught in the classroom. Homework assignments give students an opportunity for additional skill practice and parent involvement. Teachers will communicate expectations through grade level newsletters, Open House, Curriculum Night, and the student agenda or communication folder.

RESPONSE TO INTERVENTION (RTI)/STUDENT SUPPORT TEAM (SST)

The SST is a multi-disciplinary team consisting of teachers, counselors, administrators, specialists, and parents who work together to develop methods for helping the child. The SST process includes the following stages: identification of needs, formulation of an action plan, implementation of strategies, and monitoring of progress. The team's efforts may include some or all of the following activities:

- Review and analysis of the student's records;
- Observation of student in the classroom;
- Development of written plan of strategies and modifications to assist the child;
- Implementation of a Response to Intervention Plan (RTI);
- Review of progress after the designated intervention period;
- General screening in the areas of hearing and vision.
- The SST committee may consider an academic achievement and/or ability evaluation as a further means of gathering information.

Any parent or teacher may initiate a referral to the SST.

EXCEPTIONAL CHILDREN SERVICES/SPECIAL EDUCATION

Services for Exceptional Children provides a continuum of services for students who have been identified as having a disability.

ENGLISH TO SPEAKERS OF OTHER LANGUAGES (ESOL)

ESOL is a program designed for students whose native language is not English. Eligible students participating in this program will be served by an ESOL teacher at Manning Oaks.

GIFTED SERVICES (TAG)

The Fulton County School System provides the TAG program to provide enriching learning experiences for the intellectually advanced and exceptionally creative student. TAG screens all students for eligibility for gifted services twice a year.

- Automatic Screening – At the beginning of the school year, TAG teachers review the previous year's standardized test scores.
- Classroom Screening – Local schools select a 2- week period in the winter to review all students in their school. Classroom teachers use a protocol to identify students that may need to be screened.

TEXTBOOKS

Textbooks are furnished and assigned to all students. Students are expected to take care of all books and return them undamaged at the end of the year or before he/she withdraws from school. If a textbook is lost or damaged, a fee will be charged.

GENERAL SCHOOL INFORMATION

BIRTHDAYS

Party invitations may be sent to school if **all** students, **all** boys or **all** girls are invited. No student(s) can be omitted. Also, if you would like to provide a special treat on your child's birthday, you can order a treat from the Cafeteria Manager which meets USDA requirements for Smart Snacks in School. We ask that you do not send edible treats for distribution. **Teacher birthdays** follow the same rules as student birthdays.

DRESS CODE

Manning Oaks/FCBOE School Dress Policy

- Shorts and skirts must be at fingertip length. Low rider pants must be worn at waist level with a belt.
- No wheelie shoes
- No hats, capes, bandanas, sunglasses, or gloves are to be worn in the building except on specially designated days. This applies to both male and female students.
- Bare midriffs, see-through clothing or any dress that is disruptive to the educational process should not be worn.
- T-shirts must be in good taste with no suggestive wording, illustrations or advertisements for drugs, alcohol, or tobacco products.
- Make-up is inappropriate at the elementary level. This includes, but is not limited to; lipstick, colored hair gel or spray and face or body paint.

- Any jewelry worn by a student is the student's responsibility and should not be a distraction to instruction.

Students will be notified of any exceptions to the dress code (Field Day, Spirit Days, etc.). Teachers will reinforce the dress code standard and report any infractions to the administrator. Parents will be contacted to bring appropriate clothes.

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 program, or any other program, activity, or service.

If you wish to make a complaint or to request accommodation or modification due to discrimination in any program, activity, or service, contact Compliance Coordinator, 6201 Powers Ferry Rd NW, Atlanta GA 30339 or phone 470-254-4585 TTY 1-800-255-0135

ILLNESS/MEDICATION

If your child visits a doctor, please send a doctor's note to your child's teacher. If you keep your child home, please send in a note stating the cause. Parents are allowed up to ten home-generated sick notes, after which they are expected to send in doctor generated sick note. Please follow these guidelines when your child is ill.

- Your child has a fever if his/her temperature is 100.4 or over. Your child must be fever free without the use of medicine for 24 hours before returning to school.
- If your child complains about an upset stomach, stomachache, or nausea, please consider with whom he/she may have come in contact, especially during flu season.
- Please make sure your child has breakfast before coming to school. Many stomach aches are a result of not having had breakfast.
- Please notify the school office and clinic if your child had a contagious disease or an extended illness.

If possible, all medication should be taken at home rather than at school. However, if medications must be taken at school, an authorization and instruction form entitled "Authorization to Give Medication at School" must be completed. This form will be sent home with students at the beginning of the year. The medicine, in the original container, along with the instruction and authorization form must be brought to the school office for central storage. If possible, the parent should bring the medication to school; however, if this is not possible, your child should be instructed to take the medication and instructions directly to the school office. **Under no circumstances should medication, prescription or non-prescription, be kept by a student or shown to other students. Additionally, please note that all prescription medication requires a doctor's signature.**

Please see "Attendance-Absences" for procedures to follow when your child returns after an illness.

LOST AND FOUND

Parents and students are encouraged to check regularly for lost items in the Lost and Found closet. Please mark all student belongings, including clothing, backpacks and lunch boxes, clearly with the child's name. Boxes of unclaimed items are periodically donated to local charities.

PARKING

All parents and visitors must park in the front parking lot of the building in lined spaces when coming to the school. The curbs around the school are fire lanes and must be kept clear at all times. Reserved handicapped spaces are available.

PARTIES

Two classroom parties are provided for students by PTA room parents—Winter and Spring. Parties are coordinated by the room parents. Do not send cakes, cupcakes, or party favors at any other time to be distributed.

PTA

The PTA plays a vital role in the success of our school. Many parents volunteer their time, financial resources, and special talents in endless ways as they truly become partners in their children's education. We strongly encourage you to join the PTA and become active participants in the volunteer program. We also ask your support of various fundraisers as monies raised directly impact our students served. We request that each family unit support our school through volunteering in some manner during the 2019-2020 schoolyear.

RECESS

Fulton County Board Policy states that all students will have 30 minutes of recess each day. Specific recess times and activities will be discussed further at Curriculum Night.

SCHOOL GOVERNANCE COUNCIL

The purpose of the School Governance Council is to provide parents, school staff, and community members with a leadership role in the management of the school. The School Governance Council is a governing body that is representative of the community and the school but operates under the control and management of the Board of Education. The Council is responsible for making decisions regarding the strategic direction of the school.

SCHOOL RECORDS

Parents or legal guardians have the right to examine their student's records and to have them explained. Principals, counselors, teachers, and other authorized personnel who have responsibility for supervising, instructing, or helping a student will have access to that student's records. No third-party releases will occur without written permission from the parent

SCHOOL SUPPLIES

All basic school supplies are provided by Fulton County. A wish list is distributed by each grade level at the beginning of the year, should you wish to contribute to the classroom. A backpack should be used for your child to carry papers and projects home. Please check the backpack daily for important correspondence and homework. Each student will be given a folder that will be sent home on Fridays with any paperwork and work samples for families to see.

SNACKS

Students are encouraged to bring a healthy snack to school each day. To prevent the passing of germs and allergic reactions, snack sharing among students is not allowed.

VOLUNTEERING

To volunteer with students at school, visit the Manning Oaks website, click on the volunteer link and complete the online registration. Once you have done this, please wait at least 3 days and then go to the school to finalize the process which includes scanning your Official Government Issued ID. Once it is scanned, you are ready to volunteer.

Volunteers are important to the success of Manning Oaks Elementary School. If you are able to volunteer, please contact your child's teacher, the PTA, the media specialist, or an administrator to discuss the many options available. We welcome your help.