



*S.L. Lewis Elementary School*  
*Parent & Student Handbook*  
**2019–2020**

S. L. Lewis Elementary School  
**Dr. Ethel Lett, *Principal***  
Brandi Nichols, *Assistant Principal*

6201 Connell Road  
College Park, GA 30349  
470-254-3450  
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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 practice, educational program, or any program, activity, or service. If you wish to make a complaint or request accommodation or modification due to discrimination in any program, activity, or service, contact Compliance Coordinator at 6201 Powers Ferry Road NW, Atlanta, Georgia 30339 or phone 470 254-3600. TTY 1-800-255-0135



# S. L. Lewis Elementary School

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*S.L. Lewis Elementary School (SLLES) is a Title I school.*

*The Title I mission is to ensure that each student successfully meets or exceeds Georgia's proficient and advanced levels of student performance and meets or exceeds expectations on local, state, and national assessments. A huge component of our success as a Title I school depends on parental awareness and engagement. Your hard work and dedication to excellence have been instrumental in our success. Please utilize this agenda book to strengthen the level of communication that exists between the home and school in an effort to maximize our efforts towards educating tomorrow's leaders! Thanks for all that you do and we look forward to another great year of teaching and learning at S. L. Lewis Elementary.*

## **What Is Title I?**

It's the largest federal assistance program for our nation's schools. The goal of Title I is a high-quality education for every student, so the program provides extra help to students who need it most.

The program serves millions of students in elementary and secondary schools each year. Most school districts participate. Title I also serves students who attend parochial and private schools. Services may be provided at a public (this includes charter schools), or at the private or parochial school (under certain conditions).

## **The Title I School Works To:**

- Identify students most in need of educational help (students do not have to be from low-income families to receive help)
- Set goals for improvement
- Measure student progress, using standards set forth in the state's Title I plan
- Develop programs that add to regular classroom instruction
- Involve parents in all aspects of the program

## **Parents' Right To Know**

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

- whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- the college major and any graduate certification or degree held by the teacher;
- whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your student's teacher's qualification, please contact the Parent Liaison, Ms. Boney, at (470) 254-3450.

*For more information on Title I, please visit:*

*<http://www.doe.k12.ga.us>*

## *Welcome to S. L. Lewis Elementary School*



### **Principal's Message**

Dear Parents,

It is with great pleasure that I welcome you back to another great year at S.L. Lewis Elementary School, Home of the Mighty Eagles!

We are excited to have students back in our classes and halls filling them with excitement and enthusiasm for learning. It is our goal to make each of our students and each of you feel welcomed, connected, valued and a part of our family – Eagle Nation.

We have the following goals for Eagle Nation parents and hope you will make the commitment towards success with us:

- Sign up to volunteer: <https://www.fultonschools.org/Domain/260>.
- Join PTA
- Require pleasure reading every night in your home
- Sign up for and download Infinite Campus App
- Sign up for and download Class Dojo App

We are ready to partner with you to make this the best year for your student. Please check our website frequently for activities, forms, and announcements.

It is truly a privilege to be a part of a community where parents, teachers and students care for one another and strive to build positive relationships to support academic and social growth. Feel free to contact me at 470-254-3450 or [lette@fultonschools.org](mailto:lette@fultonschools.org). Let's make it a great year working together at "The Lew."

**WE RISE TOGETHER!**



*“Home of the Eagles...soaring to new heights”*

**QUICK FACTS**

School Hours:	7:40 AM – 2:20 PM
School Uniform Required:	Blue, White, and Gold
School Mascot:	Eagle
School Uniform	<b>Tops:</b> White, yellow or navy blue <b>Bottoms:</b> Khaki pants, dress, skirt or skort
School Newsletter	Eagle Highlights - Sent home monthly
Cost of breakfast/lunch for students	Regular Free    Adult: \$1.55 / \$3.55
Progress Reports	Sent home every 9 weeks
Report Cards	Sent home every 9 weeks
Principal	Dr. Ethel Lett                      LettE@fultonschools.org
Assistant Principal	Brandi Nichols                      NicholsB@fultonschools.org
Curriculum Support Teacher	Shante Bates                      BatesSY@fultonschools.org
Counselor	Tanya Lynch                      LynchT1@fultonschools.org
SST Coordinator	Darleshia Johnson                      Johnsond8@fultonschools.org
Improvement Coach – Literacy	Talesia Parham                      ParhamT@fultonschools.org
Improvement Coach – Math	Crystal Gray                      GrayCN@fultonschools.org
Data Clerk:	Annie Thomas                      ThomasA4@fultonschools.org
Cafeteria Manager:	Debra Stevens                      StevensD@fultonschools.org
School Governance Council Chair	TBD

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## Access to Students' Records

The parent or legal guardian has the right to examine the student's records and to have them explained. Principals, counselors, teachers or other authorized personnel who supervise or instruct a student shall have access to that student's records.

## Assessments

### Georgia Milestones Assessment

The Georgia Milestones Assessment System (GMAS) is a comprehensive summative assessment program spanning grades 3 through 12. Georgia Milestones measures how well students have learned the knowledge and skills outlined in the state-adopted content standards in English Language Arts, Mathematics, Science, and Social Studies. Students in grades 3 through 8 take an end-of-grade assessment in English Language Arts and Mathematics while students in grades 5 and 8 are also assessed in Science and Social Studies. Performance on GMAS determines retention or promotion in grades 3 & 5.

### Georgia Kindergarten Inventory of Developing Skills (GKIDS)

Georgia's Quality Basic Education Act requires that students enrolled in Georgia public school kindergarten programs be assessed for first grade readiness with an instrument or instruments adopted by the Georgia Board of Education. Kindergarten students are defined as those who are reported to the state as "kindergartners" on official attendance forms. This includes those students who have been retained or are enrolled in transitional or readiness programs. This readiness assessment shall include data obtained from multiple sources including, but not limited to, the Georgia Kindergarten Inventory of Developing Skills (GKIDS). GKIDS is the instrument adopted by the State Board of Education. Readiness information obtained by the instrument shall be used by the local school system, in concert with teacher recommendations and other relevant information, to make appropriate individual student grade placement decisions.

### Iowa Test of Basic Skills (ITBS)

The Iowa Test of Basic Skills series measures students' school achievement in reading, Language Arts, Mathematics, Science, and Social Science. The ITBS is a norm-referenced test, which will be administered during the fall.

### Georgia Alternate Assessment (GAA)

The Georgia Alternate Assessment (GAA) is a key component of the Georgia Student Assessment Program. An essential tenet of both the Elementary and Secondary Education Act (ESEA) and the Individuals with Disabilities Education Act (IDEA), is the fact that states must ensure that all students, including students with significant cognitive disabilities, have access to a general curriculum that encompasses challenging academic standards. States must also ensure that all students are assessed for their progress toward meeting academic standards. The GAA is a portfolio of student work that enables the demonstration of achievement and progress relative to selected skills that are aligned to the Georgia curriculum.

## 2019 - 2020 Testing Schedule

### Elementary School Testing Dates

March 23, 2020 – May 1, 2020	Georgia Alternate Assessments 2.0	Grades 3-5
Oct. 21 – Nov. 1, 2019	Iowa Tests of Basic Skills (ITBS)	Grades 3 and 5
Jan. 15 – Feb. 28, 2020	ACCESS for ELLs	Grades K-5
Apr. 20 – Apr. 28, 2020	Georgia Milestones* End of Grade	Grades 3-5
Aug. 12 – May 20, 2020	GKIDS 2.0	Grade K
TBD	Georgia Milestones* End of Grade Retest	Grades 3 and 5

## Attendance

### School Hours

Students may arrive for school as early as 7:10 AM. The instructional day is from 7:40 AM to 2:20 PM, and all students are expected to stay the entire time to maximize their scheduled instruction. We understand that there are instances when your student needs to be checked out early for a medical appointment, emergency, etc. Early dismissal is reserved for emergencies or extenuating circumstances and is not designed to be a regular occurrence. If you need to check your student out early, please do so before 2:00 PM. The front office staff is committed to ensuring student safety during the school-wide dismissal process, and this preparation begins at 1:45 PM. Please note that students who have more than 5

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unexcused early dismissals (medical excuses, dental appointments, etc.) will be addressed on a case by case basis and may be referred to the school social worker. For school safety, no students will be allowed to check out after 2:00 PM.

### Absences

Good attendance is essential to ensure that your student maximizes his or her opportunities to obtain a quality education. Students who are absent from school are deprived of a variety of educational experiences shared with their peers. The Georgia Board of Education lawfully excuses students for the following reasons:

- personal illness
- serious illness or death of an immediate family member
- special and recognized holidays observed by their faith

All absences must be accompanied by a parent note or doctor's excuse upon the student's return to school. Each additional unexcused absence from school is considered an additional violation of the state mandatory attendance policy and must be reported as a separate offense. A social worker referral will be completed. A letter will be sent home addressing this issue if it should occur. Please note that student absences beyond 3 will require a social work referral. Please notify the school office if your student has a contagious disease or requires an extended illness.

Students must be present a minimum of one-half of the school day in order to be considered present for the day. Thus, students arriving after 11:00 a.m. are considered absent for the day. Likewise, students who leave school before 11:00 a.m. and do not return in time to be present for a combined minimum total of 3 hours and 15 minutes are also considered absent for the day.

Should you need to pick up class work for your student due to your student being absent, please allow 24 hours so that the teacher will have adequate time to prepare the list of assignments. You may email your student's teacher to request the classwork or email the parent liaison, Daliah Boney at [smithboney@fultonschools.org](mailto:smithboney@fultonschools.org) for support. Completion of work missed during an absence is determined at the teacher's discretion and the needs of the student. The student will be allowed to make up all required work and tests.

### Cafeteria

All students will have free breakfast and lunch this year. Breakfast is served from 7:10 - 7:35, unless a bus is late. All students will eat breakfast in the cafeteria.

### Car Pool Safety Rules

#### Car Rider Drop-off (7:10 am - 7:35 am)

- Enter school at the second entrance located on Connell Road. There will be only one lane for drop-off.
- Proceed forward with traffic and maintain your lane. **Please do not change lanes or move the cones.**
- When your car is close to the school, please allow students to exit the car. **Please have students exit from the right side of the car and walk on the sidewalk toward the school.** Staff members will be available to direct students to the appropriate locations in the school.
- S. L. Lewis faculty members will be directing traffic during the arrival process. **Please pay attention and follow signals and directions given to you by staff members to ensure the students' safety.**
- **For student safety, please refrain from using cell phones or digital devices while driving through the car rider line.**
- Students need to be inside the school by 7:35 AM. **Any student who arrives after 7:35 AM will be marked tardy.** At 7:35 AM, the Car Riders' door entrance will be closed. Please park in the parking lot and escort your student into the building. Late students will receive a tardy slip from the front desk. When students have more than 3 tardies, a social work referral will be completed.

#### Car Rider Pick-up (2:20 – 2:50 pm)

- **Dismissal of students from class begins at 2:20 pm.**
- Enter school at the second entrance located on Connell Road. There will be only one lane for pick-up.
- If cars enter the car loop before 2:20, please pull down to the third speedbump.
- **Please have your SLLES Car Rider Number on the mirror visible to school employees.**
- **Students will be walked to their car by a staff member. Please refrain from leaving your car to retrieve your student. For safety purposes, students will not be dismissed from school doorways.**

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- Proceed forward with traffic and maintain your lane. **Please do not change lanes or move the cones.**
- The car rider line is reserved for car riders only. **Please do not leave your car in the line to enter the building. If you are entering the building, please park in any available parking space.**
- SLLES faculty members will be directing traffic during the pick-up process. **Please pay attention, follow signals, and directions given to you by staff members to ensure the students' safety.**
- **For student safety, please refrain from using cell phones or digital devices while driving through the car rider line.**
- Students need to be picked up by **2:50 pm**. At 2:50 pm, the students who haven't been picked up will be taken to their teacher. Parents will have to park and sign their students out at the front desk. **If you are continuously late picking up your student up after 3:00 pm, you will be referred to the Social Worker. Students should not be dropped off or picked up in the bus loop at any time. The bus loop area must be kept clear at all times.**

### Transportation Changes

To ensure the safety of students, the following rules for transportation changes will apply:

- If a student does not plan to go home in the regular manner, the student must show a **letter of permission** to the classroom teacher from the student's parent/guardian during homeroom on the date of the transportation change.
- If it is necessary for a **student to leave school early**, discuss this with the student and **send a note** to the student's teacher. Students leaving before the regular dismissal time must be signed out through the office by a parent/ legal guardian or parent designee.

### Change of Address/Telephone

Please notify the **front office and your student's teacher** of any change of address or telephone number as soon as possible. Accurate records are necessary for us to notify parents in emergencies.

### Character Education

The Fulton County School System supports a mandate from the Georgia General Assembly requiring all schools to teach character education. The school system believes that society and culture are tied together through common threads that guide the way we live, work, and play. These common beliefs are taught at home and reinforced by the community, schools, religious institutions, and youth service groups. They are the threads that bind our society together and are as basic as honesty and as complex as conflict resolution. These basic tenets guide the way Fulton County teachers teach and the way the school system conducts business. Your student will learn a character principle each month.

In addition to learning about core characteristics and values, your students will be utilizing the Positive Behavioral Intervention Strategies (PBIS) program to ensure a positive and safe environment here at S.L. Lewis. We believe it is important to structure our environment for student success so we explicitly teach our expected behaviors. The expected behaviors are reinforced throughout the school by all adults using positive reinforcement and re-teaching as needed. You can help your student be successful by reviewing these expectations at home on a regular basis.

Our PBIS Philosophy is SOAR!

Our Eagle SOAR Expectations: **S**elf-Control, **O**wn your actions, **A**ct responsibly and **R**espect everyone and everything. We also operate as House Teams and have monthly house team meetings.

Our House Teams are: **S**elf-Control, **O**bedience, **A**ccountability and **R**espect

### Child Abuse Reporting

In line with the law and Fulton County Policy and Procedures, **all staff members must report any suspected child abuse to the school social worker.** For all students' safety, all Fulton school staff are mandated reporters and by law, must report any noticeable bruises, marks, etc.

### Class Parties

Class parties are held twice per school year. There is a Winter Holiday party and an End of the Year party for students in all grade levels, which will last approximately one (1) hour. We do not use instructional time for a student's birthday party. Parents may not bring party food or other items to school to celebrate birthdays. Due to food allergies and diet restrictions, students will not be allowed to share cupcakes or other food items with their classmates. Likewise, no outside restaurant food items are allowed into the cafeteria due to National School Lunch Program guidelines unless they are placed in unmarked containers/lunch boxes. For student safety and to prevent theft, students may not wear money pinned to their clothing, nor bring balloons into the school building.



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## Classroom Changes

Student classroom assignments determined by a balance of boys and girls, a mix of ability levels, second language, and the availability of space in other classrooms. Any consideration of a classroom change must be approved by the Principal—but only after consultation between the parent, teacher, and curriculum support teacher or assistant principal. Changes will be considered only after 6 weeks and a consultation between the parent, teacher, and curriculum support teacher or assistant principal. The decision to move a student will be based solely on the educational appropriateness of the situation. The final decision to change a student's class rests with the principal. Decisions beyond that may be determined by the principal's supervisor, Jermaine Dawson.

## Clinic and Medication

S. L. Lewis' clinic is staffed with a clinic assistant. However, we are not staffed or equipped for a serious injury or illness. Students who are ill must be kept at home. If a student is injured or becomes ill, parents will be contacted, and students must be picked up from school. Students with fevers or who vomit during the school day must remain home for 24 hours and may return to school with a doctor's note. The clinic assistant may administer medication to a student only when appropriate written authorization from the student's parent and physician accompanies the medication.

If a prescribed medication is necessary in order to allow a student to attend school on a regular basis, a clinic aide/school employee may assist in administering the medication to the student under the following conditions:

The parents/legal guardian must provide the following:

- Written verification by a licensed physician that such medication **must** be administered to the student during the school time.
- Written verification by a licensed physician that the student is in need of assistance to take the medication.
- Written instructions from a licensed physician regarding the dispensing of the medication, including dosage, expected duration of administering the medicine and side effects of the medication.
- Execute a release (on the form required by the school system) releasing the Fulton County Board of Education, the school and any system employee from any liability for administering medication.
- Deliver medication to the clinic aide in its **original prescription bottle**.

## Communities in Schools

Struggling students and their families have a hard time accessing and navigating the maze of public and private services. There may be ample resources in a community, but rarely is there someone on the ground who is able to connect these resources with the schools and students that need them most. Through a school-based coordinator, CIS brings community resources into schools to empower success for all students by removing barriers for vulnerable students at risk of dropping out, keeping kids in schools and on the path to graduation and leveraging evidence, relationships and local resources to drive results. SLLES has a CIS representative, Jarrett Smith, on site to coordinate services and supports for parents and families.

## Conferences

Parent-teacher conferences, as well as parent-administrative conferences, are an integral part of reporting student progress and behavior. Our reporting system emphasizes a close relationship between the home and the school because we regard parents as partners in the education of their students. We consider it important, therefore, to have regularly scheduled conferences in order that parents and teachers may share information concerning the student. This will enable the school to plan a more effective educational program to meet the needs of each student.

Conferences will be set up within the first six (6) weeks of school if there is a concern about a student. Progress reports, emails, and notes are additional ways that we keep parents informed about their student's progress. We believe that the educational success of your student is a joint venture between the school and the home, and we want to keep the lines of communication open. Additional conferences may be scheduled as necessary. These may be initiated by the parent, teacher or administrator and held at a mutually agreeable time. Please sign up for Infinite Campus to receive up-to-date information regarding your students' progress.

## Counseling Program

The school's counselor provides leadership in the school through the implementation of developmental, preventive and crisis intervention programs designed to further social, emotional and intellectual development. Working with students,

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parents, teachers, staff members, and counselors help to establish an environment, which will provide the best possible conditions for achieving the objectives of the educational program.

The counselor works with students in the classroom, in small groups and individually. Referrals for counseling may come from the student, the parent/guardian, teachers or administrators. Please contact Tanya Lynch, school counselor if you need specific supports for your student.

### Curriculum

Curriculum is defined as a plan for learning. The curriculum in Fulton County Schools focuses on the development and application of skills and knowledge as identified by the state of Georgia, national curriculum standards and local system objectives.

The curriculum promotes the understanding and knowledge as well as concepts and skills necessary for students to contribute to the nation and the world. It is the framework upon which all local system curriculum is developed. Our school adheres to the Georgia Standards of Excellence.

### Denial of Students Rights

If a student or parent believes that the student is being improperly denied participation in any educational function of a Fulton County School or that the student is being subjected to an illegal rule or standard, the matter should be discussed promptly with the teacher before contacting an administrator.

Parents are always welcome to discuss problems and concerns with the Fulton County School official who is responsible for the activity in question. After meeting with the teacher, parents may request to meet with the curriculum support teacher, Ms. Bates, or the assistant principal, Mrs. Nichols. If the problem is still unresolved, a meeting with Principal Lett can be scheduled. After meeting with the principal, if the parent or student still feels there is a denial of a basic right, they should telephone/outline in writing the alleged denial to Jermaine Dawson, Dr. Lett's immediate supervisor.

### Discipline

The Fulton County School System believes that all students have the right to learn. A school climate that is satisfying and productive without disruptive behavior will be provided for each student. A variety of methods are encouraged to ensure appropriate conduct including student and parent conferences, counseling, school social worker referral, SST referral, detention, out-of-school suspensions and expulsion. A Discipline Handbook will be available online to all parents in which the Fulton County Schools Code of Conduct will be explained.

An attempt is made to create a climate that will foster learning, develop self-control in each student, and encourage each student to develop responsibility. To this end, students will be expected to respect the rules established cooperatively with teachers.

We have developed four school-wide universal rules that are taught in all classrooms and settings at S.L. Lewis. Have your student share with you our four rules and actions to go with them.

- S - Strive for excellence
- O - Own your own actions
- A - Act responsibly
- R - Respect everyone and everything

School discipline is the joint responsibility of the school and home. Parental support for good discipline enables the schools to maintain a wholesome environment for learning. We are working at all times to develop self-discipline within each student. It is the student's responsibility to follow established school and class rules. Parents will be notified when their student is having discipline problems. Chronic misbehavior or violation of school system rules will result in appropriate disciplinary measures. Among these are in school suspension, out-of-school suspension or referral to the Discipline Tribunal.

We will continue to implement a **Positive Behavior Incentive System**. PBIS is one of the foremost advances in school wide discipline is the emphasis on school wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a piecemeal

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approach of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms). Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs.

In addition, all classroom teachers will implement Class Dojo. Class Dojo is a digital classroom management tool designed to help teachers improve student behavior and communicate more effectively with parents. Teachers can give students *positive feedback* for any skill or school value, like 'Working Hard' and 'Being Respectful'. This tool can *empower students* to capture their class work, add it to their digital portfolio, and see how they learn and grow over time! In addition, this will keep parents engaged by sharing photos and videos of wonderful classroom moments. All parents should sign up for a Class Dojo account and download the app for classroom communication.

### **No Drugs, No Weapons, No Gangs**

Students found with a weapon on their body or in their book bag, purse, locker, or car while on school property face expulsion from school and will be reported to the police.

Students found selling or distributing illegal drugs face expulsion from school. Those found in possession of or using illegal drugs will be suspended or expelled from school and will be reported to the police.

Any student who engages in an activity that threatens, intimidates or physically harms another student faces possible expulsion from school and the filing of charges with the police. Be advised that if this activity is gang related, additional criminal charges may be filed.

### **Discipline Cycle**

The Fulton County Board of Education supports all students' rights to learn. To do so, each student must be in a school climate that is satisfying and productive without disruptive behavior by any student infringing upon the rights of others.

Therefore, it is the policy of the Fulton County Board of Education that each school within this school system shall implement an age appropriate student code of conduct designed to improve the student learning environment by improving student behavior and discipline.

The following discipline cycle will be followed and documented by the classroom teacher. Parents will normally be involved beginning with the ending of a Tier I offense cycle as detailed below; however, the offense may require parental notification before that time. We need your support and intervention at that time to avoid a possible suspension.

#### Tier I Offenses


- Provide reminders;
- Utilize Class Dojo;
- Provide an opportunity in the Cool Down Corner or Recover in another classroom for a brief period of time;
- Contact counselor, administrative, or parent.

Repeated Tier I offenses and major violations (Tier II offenses) may result in immediate removal from the classroom and/or suspension from school.

All students are expected to adhere to the following universal expectations while at SL Lewis:

- S - Strive for excellence
- O - Own your own actions
- A - Act responsibly
- R - Respect everyone and everything

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	<b>Classroom</b> <i>Keep it Honest!</i>	<b>Cafeteria</b> <i>Keep it Clean!</i>	<b>Bathrooms</b> <i>Keep it Flushed!</i>	<b>Hallways</b> <i>Keep it Moving!</i>	<b>On Buses</b> <i>Keep it Safe!</i>	<b>Playground</b> <i>Keep it Fair!</i>
<b>S</b> <i>Strive for excellence</i>	Be your best and do your best work.	Show respect for cafeteria staff.	Use the bathroom properly, focus on yourself, and practice good hygiene.	Voice level 0 and walk in a straight line.	Always check for safety.	Demonstrate good character and sportsmanship.
<b>O</b> <i>Own your own actions</i>	Take responsibility for your own behavior.	Respond politely to adults and use good table manners.	Conserve water and leave doors unlocked after use.	Walk on the right following the guides on the floor and remember your hall pass.	Apologize if you have offended a fellow rider or bus driver.	Use playground equipment appropriately, play by the rules, and do not leave trash.
<b>A</b> <i>Act responsibly</i>	Make good choices and be prepared with your work, homework, and supplies.	Keep your area neat and clean. Clean up after yourself immediately.	Flush the toilet and wash your hands after each use.	Practice silent halls.	Stay seated at all times and leave with all belongings.	Line up when called and take all belongings.
<b>R</b> <i>Respect everyone and everything</i>	Treat others how you want to be treated. Use hands for helping and not hurting.	Invite those sitting alone to join in.	Keep walls clean and report problems as they arise.	Walk in the hallways silently so you do not interrupt teaching and learning.	Use mouths, hands, and feet for helping and not hurting.	Play safely.

**NOTE:** For additional information, see your copy of the Fulton County Board Of Education Student Code of Conduct Elementary School Student/ Parent Discipline Handbook.

### Dress Code & Uniforms

Students are encouraged to wear uniforms daily to promote school pride and unity. Students are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness and safety. All students shall dress appropriately so as to not interfere with the educational program or the orderly operation of the school as stated in the Fulton County Policy Manual. Examples of inappropriate dress and grooming include: no shoes, skirts/dresses three inches above the knee, bare midriffs, tank tops, see-through clothing/apparel, clothing that contains images of drug paraphernalia and/or indicate gang affiliation, and any dress that is disruptive to the educational process. Flip flops, slides or house shoes will not be permitted for safety reasons.

Designated dress involving school activities approved by the principal shall be acceptable. The principal or other duly authorized school officials shall determine whether any particular mode of dress or grooming results in a violation of the spirit and/or the intent of this rule.

#### Girls' Basic Uniform

Top - Long or short sleeved white, yellow or navy blue shirt  
Bottom – Khaki pants, skirts, walking shorts, slacks, skorts, jumpers

#### Boys' Basic Uniform

Top - Long or short sleeved white or navy blue shirt  
Bottom – Khaki pants

**Contact Jarret Smith, CIS Coordinator, if assistance is needed with uniforms.**

### Early Intervention Program (EIP)

Students start school at a designated chronological age but differ greatly in their individual development and experience base. The Early Intervention Program is designed to serve students who are at risk of not reaching or maintaining

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academic grade level. The Early Intervention Program is to provide additional instructional resources to help students who are performing below grade level obtain the necessary academic skills to reach grade level performance in the shortest time possible. Students may be placed in EIP if they do not meet the standards according to the Georgia Milestones. Parents will be notified of this placement.

### Emergency School Closing

If the decision is made to close school due to inclement weather, local television and radio stations will broadcast this information. The office of Safety and Emergency Management serves as a resource and works with principals in the field of comprehensive planning and preparedness to lessen the impact of natural and man-made disasters. Each Fulton County School has detailed disaster and evacuation plans, which are reviewed and updated periodically. In addition, each school's emergency procedures are practiced to ensure adherence to plans and procedures.

S. L. Lewis has processes and procedures in place in the event of different kinds of emergency situations. Some situations such as a bomb threat, gas leak or chemical spill call for an off-site evacuation. In the event that the school has to be evacuated off-site, parents will be contacted by staff regarding the evacuation, and specific location for pick-up at a designated reunification site. This is one reason that it is of the utmost importance that you send updated contact information to the school to ensure that the staff is able to reach you immediately. The transportation department will also be contacted regarding the site change. Buses will be rerouted to the reunification site to collect students who normally ride the bus and transport them home.

#### *In case of fire, gas leak, explosion or bomb threat:*

- Do not try to contact the school.
- Do not come to pick up your student.
- Students will follow their regular dismissal procedures from the alternate site.

#### **In case of tornado:**

- Do not try to contact the school.
- Do not come to pick up your student.
- Students will be moved to an area in the school building designated for safety during a tornado.
- Bus drivers are trained in procedures to ensure the safety of students during a tornado.
- A battery-operated radio will be used at school in case of electrical failure and will allow the school to follow the progress of a tornado.
- Parents should listen to their radios or television stations for all emergency broadcasts.

### Field Trips

Field trips are often planned to supplement and enrich units of schoolwork. In an effort to ensure students' safety, transportation is provided by the Fulton County school buses or an approved vendor for a fee. No student will be denied permission to attend field trips due to an inability to pay; however, continuously disruptive behavior or refusal to comply with adult expectations may result in the denial of participation on a field trip or a request for parents to accompany the student. Every student must have written permission from a parent/legal guardian before going on a field trip. Parents may be asked to chaperone field trips. To chaperone, parents must have completed the district's volunteer application and have been cleared as a volunteer—no exceptions. Click here to register to become a volunteer

<https://www.fultonschools.org/Domain/260>.

### Grading System

#### **Methods and Frequency of Reporting**

Teachers conduct ongoing evaluations of learning and use a variety of methods in assessing progress, both formal and informal. Methods chosen must be appropriate for the developmental level of students in the primary or intermediate grades and must accurately measure the learning of objectives and curriculum.

Elementary teachers report to parents/guardians frequently, using a variety of methods to provide information regarding each student's progress. Each student will receive a Report Card four times during the school year. Each reporting period is nine weeks long. At the end of each semester, a cumulative grade will be given. Parents will also be notified of student's progress every 3 weeks.

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The school must notify or inform parents/guardians if a student is performing at a U or F level or is experiencing a significant decline in achievement. This notification must be made early enough to allow a reasonable time for improving the grade before the next grading period.

No grade (NG) is required on a report of student progress if the student has been enrolled fewer than 20 school days during the grading period and if there have been no grades received from the previous school for that time period. Students in art, music, and physical education classes that meet fewer than five times per week may receive a no grade (NG) for the first nine-week of student progress. Students who consistently score poorly may be recommended for retention in the same grade.

### Curriculum Areas Graded

Subject areas in which teachers report progress at the end of each nine weeks include reading, Language Arts, Mathematics, Social Studies, Science, health, art education, music education, physical education, and ESOL.

### Additional Student Evaluation

In addition to a grade in each subject area, teachers also provide parent/guardians with feedback on the report of student progress regarding effort, social skills, work/study habits and student conduct. Marks for reporting in these areas are the following:

### Grading Scale for Grades K-1

- S = Satisfactory
- N = Needs to improve
- U = Unsatisfactory
- NG = No Grade

### Grading Scale for Grades 2-5

Letter and numerical grades (A, B, C, and F\*) will be used on weekly progress reports, reports of student progress and transcripts. *NG will be used for No Grade.*

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

\*State rule: any grade below 70 is failing.

Students who are deficient in skills for the grade level in which they are placed, shall receive scaffolded instruction and may be retained. Although the students may show progress in meeting the standards, the final grade will be based on mastering the standards for the grade level in which the student is currently placed.

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

- S = Satisfactory
- N = Needs to improve
- U = Unsatisfactory

Reports of Student Progress are distributed at the end of each 18-week semester. The minimum number of grades used to determine the final grade should be nine per semester, per subject area.

Contact parent liaison, Daliah Boney, for Infinite Campus access.

### Student Recognition

The student recognition committee establishes guidelines for academic achievement, attendance and citizenship at school.

S. L. Lewis Elementary students are recognized for academic achievement, attendance, and citizenship. Programs will be held in January and May to honor students who have met criteria for recognition:



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## **Semester Perfect Attendance**

- No Absences (August to December or January to May)
- No more than (3) tardies

## **Yearly Perfect Attendance-**

- No absences (August to May)
- No more than (6) tardies (August to May)

## **Kindergarten / First Grade Academic Achievement-**

- Satisfactory (S) in all grades for the semester

## **Principal's List for 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades**

- A in all **semester** grades

## **Honor Roll for 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades**

- A's and/or B's for the Semester

## **Most Improved**

One or two students from each homeroom will be recognized by the classroom teacher (at the teacher's discretion) as most improved for the semester in achievement and/or behavior.

## **Citizenship**

One or two students from each homeroom will be recognized by the classroom teacher (at the teacher's discretion) as the citizenship recipient for the semester.

## **Healthy Kids, Smart Kids**

We believe that healthier eating habits and consistent exercise have a positive impact on our students' learning experiences. Teachers are expected to use alternate rewards in their classroom, other than items high in sugar and/or sodium. Please remember SL Lewis Elementary School is a "Sugar-Free Zone" school. Students cannot bring soft drinks, fruit drinks with processed sugar, candy, cookies, ice cream, cupcakes, cake, hot fries, hot Cheetos, gum and/or sugary snacks to school for lunch, breakfast, snack or for any of the two Fulton County School System authorized parties. Parents are encouraged to substitute healthier eating items such as fruits, chips, vegetables, granola bars, animal crackers and/or 100% fruit juice instead.

## **Homework**

Each student is expected to spend time working at home in addition to scheduled class instruction. Homework reinforces skills taught in the classroom, increases the student's success on achievement tests, provides opportunity for parent involvement, and develops responsibility. **All students are also expected to read for pleasure 20-30 minutes per day.**

## **Instructional Materials and Supplies**

Textbooks and other instructional materials and supplies are furnished free of charge to all elementary students. If a textbook or library book is lost or damaged, parents are required to make pay for a replacement. Immediate written notice will be sent to the parent/guardians when a student needs to pay for a replacement for lost or damaged books or materials. If payment has not been made within ten days, students will not be issued a replacement text; however, they will be allowed to use a loaned textbook at school only. Fees collected for lost and damaged materials are credited to the school's textbook account.

## **Newsletter**

Parent and Grade Level Newsletters are published so that parents and supporters are kept abreast of school-wide activities. Parent and Grade Level Newsletters are posted via Class Dojo and the school website monthly.

## **Parent Concerns**

The teacher should be the first point of contact regarding a concern. Shante Bates, CST, is the first point of contact for all teacher and instructional concerns. Brandi Nichols, Assistant Principal, is the first point of contact for all discipline concerns. After consultation between the parent, teacher, and curriculum support teacher or assistant principal, the

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principal becomes the next point of contact. If the matter is not resolved, you may contact the principal's supervisor, Jermaine Dawson.

### Parents' Right to Know

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

- whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- the college major and any graduate certification or degree held by the teacher;
- whether the student is provided services by paraprofessionals, and if so, their qualifications

### Pre-Kindergarten Program

Georgia's Pre-K Program is a lottery-funded educational program for Georgia's four-year olds to prepare students for Kindergarten. Pre-K programs usually operate on the regular school system calendar for the length of a typical school day. Programs may be offered at local public schools or through private providers of preschool services. Certified teachers in early childhood education are chosen as instructors with school assistants working under their direct supervision. Each pre-kindergarten classroom serves twenty-two (22) students.

Fulton County's Pre-Kindergarten Program provides a developmentally appropriate curriculum designed by the Fulton County Instructional Services Division in Language Arts, Mathematics, Science, Social Studies, music and movement, and fine arts. Pre-kindergarten teachers and school assistants receive intensive training in accelerating student achievement to prepare students for kindergarten. Pre-kindergarten students who are chronically late, chronically absent, or who have chronic discipline concerns may be removed from the program.

### Parent Teacher Association – PTA

PTA meetings will be held once a month beginning at 5:00 p.m. on Wednesdays. Tentative dates are:

- September 18 - Kindergarten
- October 16 - First Grade
- November 13 – Second Grade
- December 18 – All Grades (Holiday Performance)
- January 22 – Third Grade
- February 19 – Fourth Grade
- March 18 – Fifth Grade
- April 1 – Pre-K

### School Networking Web Sites

Many students use social networking websites such as Facebook, SnapChat or Instagram to communicate. These sites, when used safely offer young people and adults a unique opportunity to interact. However, when used inappropriately, these sites can become a hurtful or dangerous place for students.

The Fulton County School District's firewall prevents such access at school, but these sites are being accessed on personal computing devices and/or on home computers. While at school, students may be sharing or acting on what they have read. This creates disruptions and negatively impacts peer relationships, as well as the learning environment.

Some students create hurtful websites and post negative messages about other students and adults. We consider such incidents a form of "cyber harassment". **Please talk with your student about appropriate internet behavior and the importance of never posting something mean, hurtful, profane or obscene online.** Having access to your student's online networking account or internet use is a step in the direction of understanding your student.

Students sometimes share personal information that jeopardizes their safety. For instance, the following pieces of personal information can be found posted by students:



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\*Suggestive photos

\*Date of Birth

\*Student's real name

\*Classmates' personal information

\*Home phone and cell phone numbers

\*Personal identifiable journal entries

\*School Name

\*School Location

When a student lists personal information, they are at risk of attracting the attention of online predators that may use this information to search for potential victims. Online predators may pose as teenagers or young adults in order to establish relationships with young people.

Please take time to review your family's safety guidelines for using the Internet wisely. Some helpful websites for internet safety contracts and discussions with your student include [www.netsmartz.org](http://www.netsmartz.org) and [www.ikeepsafe.org](http://www.ikeepsafe.org) (for younger students). Students who use technology to threaten, harass or bully other students will face disciplinary action.

### Student Support Team

The Student Support Team (SST) is a regular education, interdisciplinary group that uses a systematic approach to address learning or behavior problems of students.

The team members brainstorm and recommend instructional and behavioral strategies to be used by teachers in the classroom. Data are collected and strategies are evaluated by the team as to their effectiveness for the student at subsequent SST meetings. It is anticipated that the consistent use of effective strategies will make a referral to special education unnecessary in many cases. SST meetings are held on Thursdays each week. If your student is in the SST process, contact Darleshia Griffith-Johnson for more information.

### Student Injuries

If your student has been subjected to an injury off school grounds, it is the parent's responsibility to contact the school to report the incident. If he/she is unable to participate in any physical activity, please send a note from your family doctor/pediatrician.

If your student is injured on school grounds, you will be contacted concerning the injury and incident. Your student may be transported to the hospital, if necessary. **The school is not responsible for the doctor's bill.** At the beginning of the school year, you will be able to purchase insurance. For more information, contact Fulton County Schools @ 470-254-3600 to inquire about additional insurance.

### Talented and Gifted (TAG)

The Fulton County Talented and gifted program is a response to the need to address the unique learning characteristics, interests, personal needs, and capabilities of gifted students. The program emphasizes the gifted students' need for interaction with intellectual peers. Emphasis on the individual highlights the fact that there are differences among gifted students. There is a need for specialized educational experiences to meet these differences.

The Talented and Gifted Program identifies gifted students based on State Board of Education Rule 160-4-2-38. Classroom teachers screen all Fulton County students twice a year for the gifted program. If a student is referred for the gifted program, the school gathers information based on multiple criteria: mental ability, achievement, creativity, and motivation. In order for students to be eligible for gifted services they must qualify in at least three of the following four areas:

- Mental Ability: 96<sup>th</sup> percentile component or composite score on a nationally normed test of mental ability
- Creativity: 90<sup>th</sup> percentile score on a nationally normed creativity test
- Achievement: 90<sup>th</sup> percentile score in total reading, total math, or complete composite on a nationally normed achievement test; or significantly above-level in Language Arts or math
- Motivation: 90<sup>th</sup> percentile on a standardized motivational characteristics rating scale

### Toys, Cell Phones and Non-School Related Items

Students should not bring toys, games, cell phones or other non-instructional related items to school. They tend to cause distractions and upset classroom routine and order. Such items may be collected by the teacher or administration and returned to the parent upon request. Teachers may ask students to bring in an electronic device for instructional purposes. If so, the teacher will send communication regarding this request home.

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## Visitation

### Classroom Observations

At SL Lewis Elementary School, we strive to provide the best education possible for all students. Parent observations are allowed, starting the first week in September. When a parent is observing, it is not the time to conference with the child's teacher. Parents must follow these guidelines when observing in a classroom:

1. Report to the front desk and inform the front desk secretary of their request to observe in the classroom of their child's teacher.
2. Provide the front desk secretary with the proper ID.
3. Complete and submit or state that the Fulton County Volunteer Form is on file. (Once the form has been completed and submitted, the parent is also checked to make sure he or she is not listed on the sex-offender's list).
4. Complete or state that he or she has completed the required Child Abuse Training.
5. Sign-in. Obtain and wear a visitor's badge.
6. Report to their child's classroom and refrain from interacting with students or the teacher during your observation, as instructional time is valuable and must not be interrupted.
7. Maintain confidentiality regarding the performance of individual students in the classroom.
8. A thirty-minute time limit is placed on all observations. At the end of that the thirty minutes, the parent must leave the classroom and sign-out in the front office.
9. Parents are allowed one thirty-minute classroom observation per week, unless otherwise approved by the principal or assistant principal.

Due to the fact that visits often cause disruptions for some students, observations should be limited to monthly visits. *If there is a concern, please contact the curriculum support teacher, Ms. Bates, or the assistant principal, Mrs. Nichols, who will accompany or appoint a designee to accompany you on subsequent visits.* Contacting the parent liaison, Daliah Boney, by note or telephone at least one day in advance is required for all visits. Please note that classroom visits are not the same as volunteering.

To ensure the safety of our students and staff, all parents and visitors **MUST** sign-in through the main office upon arrival and present a photo ID. **All visitors must always report directly to the school office** if they are in the building for any reason, including classroom visitation, delivering clothing/messages to students, eating lunch, or reporting as a volunteer. **For student safety, all visitors MUST wear an identification badge while in the building per district policy. There is NO EXCEPTION to this rule.**

The Fulton County Board of Education expects that all parents and visitors will treat school staff and students with courtesy. While we are very hopeful that this will not be an issue, you should be aware that Georgia law prohibits certain behavior on school property and in school safety zones. For example, the law prohibits a person from loitering or being on school property without a legitimate need to be there. It requires that visitors check in at the school's designated location. It also provides penalties for individuals who refuse to leave school property when directed.

The law also prohibits disruptive conduct on school property, including school buses and bus stops. Additionally, the law prohibits individuals from upbraiding, insulting, or abusing public school employees in the presence of students and minors. If the educational environment is or could be negatively impacted, the Fulton County Board of Education reserves the right to place restrictions on the ability of certain individuals to come onto campus, attend school events, or interact with staff. We may also place restrictions on individuals who have violated certain school policies or state law. We appreciate your understanding and cooperation as we strive to provide a safe and productive environment for students and staff.

In an effort to model professionalism for our students, we ask that all staff, parents and visitors come to school dressed appropriately and displaying their best behavior. This means that visitors, parents and staff should not wear clothing with inappropriate language or symbols, or clothes that display various body parts. All adults are expected to speak to each other and students respectfully without using loud tones or obscene language. We do understand that there may be times when an adult may be frustrated about something that needs to be addressed, and our staff will work diligently to handle concerns respectfully, professionally and quickly. The expectation is that all adults will interact with each other

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in a respectful manner. Any adult who chooses to be disrespectful or unprofessional will be asked to leave the area/school until they have calmed down. If an adult is physically or persistently verbally aggressive, a school resource officer will be contacted. We thank you in advance for helping to create a professional and supportive environment for our students. They watch everything that we say and do and we want to make sure we are modeling appropriate behavior, dress and attitudes for success.

## Volunteers and Chaperones

S. L. Lewis seeks to involve interested and supportive groups of parents and volunteers who pool their talents for the benefit of our students. In order to volunteer, you must attend a volunteer orientation and complete the online volunteer registration process. Any volunteer who has not completed this process, will be unable to volunteer around any of the students. To chaperone field trips or other school events, all chaperones must have successfully passed a Fulton County background check—no exceptions. Please see our Parent Liaison, Daliah Boney, for more information. Click the link to register to become a volunteer <https://www.fultonschools.org/Domain/260>.

Parents and community members are encouraged to help and support our school. Many volunteer opportunities are available for our parents. Here are a few ways and places parents can support our Eagles by volunteering:

Car Rider Line Monitor	Media Center	Classroom Support
Community Outreach Events	School Events	Room Parent
Instructional Support	Mobile Dentist Day	Literacy Lounge

If a parent or community member wants to volunteer, he or she must contact our parent liaison or their student's teacher to schedule a day and time to volunteer. All volunteers are required to complete the Fulton County volunteer process before they can volunteer. Below are guidelines that we must ensure that volunteers follow:

- Park in a visitor's parking space or the parking lot. Refrain from parking in the fire lane.
- Remember siblings, family members and other children are not allowed to accompany volunteers to the school when the parent is coming to volunteer.
- Volunteers must dress appropriately.
- Report to the front office and inform the front office secretary of approved purpose for volunteering in the building.
- Provide the front office secretary with the proper ID.
- Complete and submit or state that the Fulton County Volunteer Form is on file. (Once online application has been complete, the parent or community member is also checked to make sure he or she is not listed on the sex-offender's list).
- Complete the required Child Abuse Training. Volunteers are mandated child abuse reporters.
- Sign-in. Obtain and wear a visitor's badge.
- Check in with Parent Liaison before reporting to the assigned location for volunteering.
- Refrain from going any other places in the building, other than the location selected when signing in at the front desk.

### **Remember volunteers cannot:**

- Give medication to students at any time
- Reprimand or punish students
- Divulge personal information about students and staff

**Please remember that faculty and staff should not discuss any students with volunteers.**

### **School Pledge**

I pledge today to do my best  
In reading, math and all the rest  
I will be a model student while in school  
As I obey all the rules  
Today I pledge to do my best.

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## **School Affirmation**

I am smart. I am gifted and talented. I am well-mannered and trustworthy. I get the job done. I am an S.L. Lewis mighty eagle soaring to new heights.